

Instructions: Fill in your equipment below. Update 'Last Completed' after each service. 'Next Due' auto-calculates. Yellow cells = input fields. Review every Monday.

#	Equipment	Location / Zone	Service Task	Interval (Days)	Last Completed	 Next Due	Assigned To	Status	Notes
16									
17									
18									
19									
20									

STATUS KEY: OVERDUE = Past due date | DUE SOON = Within 14 days | OK = On schedule

Yellow cells = your input fields | 'Next Due' and 'Status' auto-calculate | Print and post in manager's office