Weekly Preventative Maintenance Log

Month/Year: (enter month here) 2022

629 Press		Week 1		Week 2		Week 3		Week 4		Week 5 (when applicable)	
CATEGORY	**TASK**	Date & Initial when complete		Date & Initial when complete		Date & Initial when complete		Date & Initial when complete		Date & Initial when complete	
Delivery	Grease gripper bars										
	Blow out delivery										
	Clean out slow down filters										
	Clean side jogger rail - bars										
Alcolor Dampening System	Grease water pan and metering roller gears										
Feeder	Blow out suction head										
	Clean lifting suckers										
	Clean feed table & side guide gears										
	Grease infeed cylinder cam followers (2)										
	Clean feed board suction system										
	Clean sheet alignment photocells										
	Clean the pin rail gears										
Water Tanks	Clean tank and filter										
	Check lines for leaks										
Central Oiling System	Check oil level of automatic lubrication system										
	**before turning on power to the press										
Dryer	Check gauges for proper pressure										
	Clean air cabinet for proper ventilation										
Central Air	Drain air valve										
Lubrication	Grease or oil all blue lubrication points										
	Grease cam followers										
	Stir Grease	N/A	N/A	N/A	N/A			N/A	N/A		
Wash up Trays	Clean										

Notes: