



Workshop Tool Maintenance Log

CoMakers Africa | [Your Makerspace Name]

Tool Information

Tool _____ Name: _____
Model/Serial _____ No.: _____
Purchase _____ Date: _____
Location: _____

Maintenance Schedule

(Check maintenance type needed)

Maintenance Type	Frequency	Last Completed	Next Due
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	//__	//__
<input type="checkbox"/> Lubrication	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Bi-Annual	//__	//__
<input type="checkbox"/> Calibration	<input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> As Needed	//__	//__
<input type="checkbox"/> Inspection	<input type="checkbox"/> Before Use <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	//__	//__

Maintenance Records

Date (DD/MM/YY)	Maintenance Performed	Performed By	Issues Found	Parts Replaced	Next Action	Signature

Repair History

Date	Issue Description	Repair Action	Cost	Performed By	Warranty Claim? (Y/N)



Notes

1. Always power off and unplug tools before maintenance
2. Use only manufacturer-recommended cleaning supplies and lubricants
3. Report immediately any:
 - ☐ Unusual noises/vibrations
 - ☐ Safety mechanism failures
 - ☐ Electrical issues