



SAFETY BRIEF

PREVENTIVE MACHINE MAINTENANCE TIPS

Preventive machine maintenance such as cleaning, lubricating and inspecting helps prevent equipment from breaking down and keeps it working longer. Be sure to follow this checklist when completing preventive equipment maintenance around your facility. Make sure to also talk to your supervisor regarding any equipment-specific maintenance that is your responsibility.

PREVENTIVE MAINTENANCE CHECKLIST

- Inspect cords for frayed or damaged wires
- Clean all pieces and parts of equipment regularly
- Keep equipment blades sharp
- Check equipment for damage or missing parts
- Check belts and hoses, and make needed adjustments
- Lubricate and rotate all moving parts
- Check for loose bolts
- Check the alignment of machinery
- Replace light bulbs and mirrors as needed
- Ensure that hazardous parts of machines have the proper guards attached
- Inspect for leaks

DATE	BY	NEXT P.M. DUE



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