

G. Takahashi

Factory Practice

4/24/17

Machine Maintenance

Dept. _____ Mach. # _____ Intervals to be inspected _____
Name of Machine. _____ Cost of Mach. \$ _____
Date Installed _____ Cost of Maintenance \$ _____

Inspection				Repairs				Cost			Gen'l Remark
Name of Inspector	Date Insp'd	Name of Parts	To be Insp'd Date	Date Repair'd	Name of Parts	Work-man's name	Time Taken	Labor	Material	Total	

This record should be kept in the maintenance department. Intervals, at which the machine should be inspected is, first determined by the best judgement of the head of the maintenance department and later modified according to necessity.

Total cost for maintenance of each machine is posted to the general ledger at the end of the month.

Beside above record, there must be kept a inspection tickler, sectional drawings of the machine and other necessary data to be used by the inspector and repair men.