

[organization name]

## Appendix 2 – Plan for Preventive Maintenance of Equipment

Equipment name	Type of maintenance	Maintenance term														
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			

**Commented [13A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Commented [13A2]:**

Legend:

[job title]

[name]

[signature]

**Commented [13A3]:** Only necessary if document is in paper form.