

[organization name]

Appendix 4 – Equipment Maintenance Record

Equipment Name	Asset Number	Location	Description of Maintenance	Date
		<i>e.g. Lab</i>		<i>e.g. 10/10/2017</i>

Commented [170251]: A record of all maintenance performed on equipment in the laboratory.

Commented [170253]: The manufacturer's assigned serial

Commented [170252]: The manufacturer's name for the piece of equipment.

Commented [170254]:

[job title]

[name]

[signature]

Commented [170255]: The person who has been assigned to maintain the equipment.

This is only necessary if the document is in paper form.