



# Work Order



## Work completed description

1

2

3

4

5



## Findings and recommendations



## Technician confirmation

first and last name

date and time



## Signatures

technician signature

client signature

date and time

date and time



## Client

first and last name

address

zip

state

phone number

email



## Agreement

agreement number

client number

agreement start date

agreement end date



## Under warranty?

yes

no



# Maintenance Check List



## Powered conveyor PM check list

Motor	Check noise, temperature and mounting bolts.
Reducer	Check noise, temperature and oil level, top off as required.
Belting	Check tracking, tension and lacing, adjust as required.
Belts	Check tension, wear, and sheave alignment. Adjust as required.
Drive Chain	Check tension, lubricate and inspect for wear.
Pulleys & Rollers	Check noise, inspect bearings where applicable, check bolts.
Sprockets	Check for wear, check set screws and keys.
System	General inspection looking for loose bolts and hardware. Tighten as required. Remove debris from conveyors such as loose paper, cardboard pallet shreds, and any other debris found.



## Technician confirmation

first name	last name	
date	time in	time out



## Signatures

technician signature	client signature
date and time	date and time



## Client

first and last name
address
zip
state
phone number
email
client comments