

Maintenance Shift Report Template Example

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Shift Information

Shift Date	10/13/20XX
Shift	Morning
Shift Start Time	6:00 AM
Shift End Time	2:00 PM
Supervisor	Fiorella Fitzgerald

Maintenance Activity Summary

Equipment / Area	Task Performed	Status	Notes
Conveyor Belt 3	Lubrication	Complete	No issues, next scheduled task in 3 days
Air Compressor Unit A	Filter Replacement	In Progress	Awaiting spare parts — to be completed on next shift
Cooling System	Routine Checkup	Complete	All systems operational
		Not Started	

Equipment Status

Machine / Equipment	Current Status	Issues Identified	Action Taken
Boiler 2	Operational	None	Routine check completed
Press Machine 7	Under Repair	Hydraulic leak	Leak detected — part ordered for replacement tomorrow
Generator Unit B	Operational	None	Routine maintenance completed
	Operational		

Preventative Maintenance Tasks

Task Description	Scheduled Date	Status	Technician
Generator Unit A service	10/14/20XX	Complete	Guadalupe Garcia
Conveyor Belt alignment	10/15/20XX	Needs Review	Hazel Christensen
Cooling Tower cleaning	10/16/20XX	On Hold	Fiorella Fitzgerald
	MM/DD/YY	In Progress	

Breakdown / Emergency Repairs

Equipment	Issue Description	Time Reported	Time Resolved	Action Taken
Press Machine 7	Hydraulic leak	9:00 AM		Spare parts ordered, repair to be completed next shift

Spare Parts / Inventory Used

Part Name	Quantity Used	Current Stock Level	Reorder?	Notes
Hydraulic Seal Kit	2.00	5.00	No	
Air Filters	4.00	10.00	No	

Safety Incidents

Incidents to Report	No incidents to report
Incident Description	

Key Performance Indicators (KPIs)

Equipment Uptime	Mean Time Between Failures (MTBF) Enter Hours	Mean Time to Repair (MTTR) Enter Hours	Preventative Maintenance Compliance	Notes
98%	1200.00	3.00	85%	

Issues and Challenges

List any significant issues or challenges faced during the shift.	Delay in receiving parts for the Press Machine 7 repair is impacting productivity. Spare part stock levels for hydraulic components may need closer monitoring.
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Recommendations

List any recommendations for improvement or follow-up actions.	Expedite the part delivery for the Press Machine 7 repair to minimize downtime. Increase safety checks during equipment inspections due to the recent hydraulic leak.
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Handover Notes

Communicate important information for the next shift.

Press Machine 7 requires urgent repair, parts expected tomorrow morning.
Conveyor Belt alignment rescheduled for the next shift.

Supervisor Review / Sign-Off

Role	Shift Supervisor
Name	Fiorella Fitzgerald
Signature	
Date	MM/DD/YY
Sign-off Time	1:00 PM

Maintenance Shift Report Template

Shift Information

Shift Date	
Shift	
Shift Start Time	
Shift End Time	
Supervisor	

Maintenance Activity Summary

Equipment / Area	Task Performed	Status	Notes

Equipment Status

Machine / Equipment	Current Status	Issues Identified	Action Taken

Preventative Maintenance Tasks

Task Description	Scheduled Date	Status	Technician

Breakdown / Emergency Repairs

Equipment	Issue Description	Time Reported	Time Resolved	Action Taken

Spare Parts / Inventory Used

Part Name	Quantity Used	Current Stock Level	Reorder?	Notes

Safety Incidents

Incidents to Report

Incident Description

Key Performance Indicators (KPIs)

Equipment Uptime	Mean Time Between Failures (MTBF) Enter Hours	Mean Time to Repair (MTTR) Enter Hours	Preventative Maintenance Compliance	Notes

Issues and Challenges

List any significant issues or challenges faced during the shift.

Recommendations

List any recommendations for improvement or follow-up actions.

Handover Notes

Communicate important information for the next shift.

Supervisor Review / Sign-Off

Role	
Name	
Signature	
Date	
Sign-off Time	

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