

Maintenance cleaning log

Fillable planning template. Use one asset record per machine and copy the visit record for each cleaning. Blank fields are not evidence of completed work.

01 Asset and cleaning baseline

Asset identifier and equipment model

Site and equipment location

Maintenance contact

Baseline review date

Target deposit and exact surfaces

Finishes, features and components to retain or exclude

02 Repeat inspection and responsibilities

Named inspection points and photo references

Preparation, access and isolation responsibilities

Proposed review interval and reason

Follow equipment instructions and site procedures. Reassess when materials, access or condition change.

Cleaning visit record

Complete from actual observations. Keep active cleaning time separate from crew labor and the total equipment work window.

Asset identifier	Visit date and record number

Starting condition and changes since the previous visit

Completed areas and deposit observations

Remaining deposits, excluded areas and follow-up owner

Active cleaning minutes	Total crew labor hours	Total work window

Before and after photo references	Measured material use, if recorded

Inspection result and unresolved items

Cleaning acceptance reviewer and date	Next review date or trigger

Record required mechanical, quality or production-release checks separately. Acceptance of cleaning does not authorize equipment operation.