

# EQUIPMENT MAINTENANCE WEEKLY CHECKLIST



In each box, rate the functionality of each tool or piece of equipment listed. If repair or replacement is needed, reference the QRG for contact information.

5 = Good Working Condition  
3 = Needs Repair  
1 = Needs Replacement

**WEEK 1:** WEEK OF:                      /                      /                      MONTH OF:

<b>Jacks</b>	<b>Owners</b>	1	2	3	4	5	6	7	8	9	10	11	12
Inspect pump cylinders for leaks and damage													
Check that weight capacity is clearly marked													
Inspect wheel clips and bolts and oil wheels													
Inspect handle bolts, and tape													
Verify that the pads are present and free from damage													

<b>Lifts</b>	<b>Owners</b>	1	2	3	4	5
Check operation of lift and safety catch						
Confirm lift pads are secure						
Check lift blocks for damage weekly						
Verify that all clips are in place and that bolts are present and secure						
Rotary only: inspect for proper cover plate						
Oil hinges						
Inspect hydraulic lines for leaks						
Inspect pump for: oil level, cracks in oil case, lift button, and release lever						

**WEEK 2:** WEEK OF:                      /                      /

<b>Tire Changers</b>	<b>Owners</b>	1	2	3	4	5	6
Check oil level							
Ensure tabletop is secure and inspect for leaks							
Ensure that the Robo-arm stays in the up position under its own weight							
Inspect condition of clamp inserts and clamps							
Inspect air chuck for leaks and grips							

<b>Balancers</b>	<b>Owners</b>	1	2	3	4	5	6
Ensure wingnut thrust bearing is intact							
Ensure pressure cup spins freely on wingnut							
Ensure knobs are intact and tight							
Check that the threads are free of debris and oiled							
Check that there are no weights under the balancer and lift							

**WEEK 3:** WEEK OF:                      /                      /

<b>Tool Stand</b>	<b>Owners</b>	1	2	3	4	5	6	7	8	9	10	11	12
Inspect for loose or missing parts and leaking hoses													

<b>Repair Station</b>	<b>Owners</b>	1	2
Low speed buffer safety is operational			
Inspect dunk tank for proper spacing between spider plate and cylinder bolt			
Verify that the cylinder operates slowly, and dunk tank valve is operating properly			
Inspect tire spreader bolts, pins, and light fixture			

**WEEK 4:** WEEK OF:                      /                      /

<b>Conveyer</b>	<b>Owners</b>	1
Check that the belt is tracking straight, has no rips or tears, and that all cleats are present and properly secured		
Inspect controls and ensure they are operational		
Inspect all power cords for cuts or fraying		

<b>Compressors</b>	<b>Owners</b>	1	2
Low speed buffer safety is operational			
If you have a backroom regulator, verify pressure is set to 120 PSI			
Area around compressor is free of oil leaks and debris			

# EQUIPMENT MAINTENANCE WEEKLY CHECKLIST



Date Work Order Placed: If a work order is needed for any item on the checklist, log the date submitted here. If no work order is needed, leave the field blank.

**WEEK 1:** WEEK OF:                    /                    /

Jacks	Owners	Date Work Order Placed	Overall Category Score
Inspect pump cylinders for leaks and damage			
Check that weight capacity is clearly marked			
Inspect wheel clips and bolts and oil wheels			
Inspect handle bolts and tape			
Verify that the pads are present and free from damage			
Lifts	Owners	Date Work Order Placed	Overall Category Score
Check operation of lift and safety catch			
Confirm lift pads are secure			
Check lift blocks for damage weekly			
Verify that all clips are in place and that bolts are present and secure			
Rotary only: inspect for proper cover plate			
Oil hinges			
Inspect hydraulic lines for leaks			
Inspect pump for: oil level, cracks in oil case, lift button, and release lever			

**WEEK 2:** WEEK OF:                    /                    /

Tire Changers	Owners	Date Work Order Placed	Overall Category Score
Check oil level			
Ensure tabletop is secure and inspect for leaks			
Ensure that the Robo-arm stays in the up position under its own weight			
Inspect condition of clamp inserts and clamps			
Inspect air chuck for leaks and grips			
Balancers	Owners	Date Work Order Placed	Overall Category Score
Ensure wingnut thrust bearing is intact			
Ensure pressure cup spins freely on wingnut			
Ensure knobs are intact and tight			
Check that the threads are free of debris and oiled			
Check that there are no weights under the balancer and lift			

**WEEK 3:** WEEK OF:                    /                    /

Tool Stand	Owners	Date Work Order Placed	Overall Category Score
Inspect for loose or missing parts and leaking hoses.			
Repair Station	Owners	Date Work Order Placed	Overall Category Score
Low speed buffer safety is operational			
Inspect dunk tank for proper spacing between spider plate and cylinder bolt			
Verify that the cylinder operates slowly, and dunk tank valve is operating properly			
Inspect tire spreader bolts, pins, and light fixture			

**WEEK 4:** WEEK OF:                    /                    /

Conveyer	Owners	Date Work Order Placed	Overall Category Score
Check that the belt is tracking straight, has no rips or tears, and that all cleats are present and properly secured			
Inspect controls and ensure they are operational			
Inspect all power cords for cuts or fraying			
Compressors	Owners	Date Work Order Placed	Overall Category Score
Low speed buffer safety is operational			
If you have a backroom regulator, verify pressure is set to 120 PSI			
Area around compressor is free of oil leaks and debris			

## Overall Category Score:

Use this page to log your overall category scores.

For example, if your store has **12** jacks and they are all in good working condition, they would each have a rating of **5**.

$$5 \times 12 = 60.$$

Therefore, **60** would be your overall category score.