

# 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.

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

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

Jacks		Owners	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														
Lifts		Owners	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:** / /

Tire Changers		Owners	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								
Balancers		Owners	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:** / /

Tool Stand		Owners	1	2	3	4	5	6	7	8	9	10	11	12
Inspect for loose or missing parts and leaking hoses														
Repair Station		Owners	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:** / /

Conveyer		Owners	1	2										
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	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:** / /

<b>Jacks</b>	<b>Owners</b>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
Inspect for loose or missing parts and leaking hoses.			
<b>Repair Station</b>	<b>Owners</b>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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>	<b>Date Work Order Placed</b>	<b>Overall Category Score</b>
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 x 12 = 60.**

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