



Request by: _____

Date: _____

Name Machine: _____

Number Machine: _____

Dept: _____

CM ☐ PM ☐ Project: _____

Failures	Machine	Notes
	AIR SYSTEM	
	Inspect filter	
	Check pressuer/Adjust regulator	
	Inspect to leaks	
	Others	
	ELECTRICAL & ELECTRONIC SYSTEM	
	Check voltages	
	Inspect connections/terminals	
	Inspect elec-ground connections	
	Replace/clean fan filter	
	Check limit switches/safety locks	
	Inspect motor brushes, clean dust	
	Replace tool-change relays	
	Clean cabinet	
	Others	
	MECHANICAL SYSTEM	
	Check machine level	
	Verify spindle sweep	
	Check gear-shift operation	
	Check gearbox oil	
	Inspect drive belts	
	Clean/lubricate tool charger	
	Inspect spindle taper condition	
	Inspect way covers and wipers	
	Check drawbar retention	
	Inspect counterbalance system	
	Inspect lines, hoses & cables	
	Check spindle play	
	Check spindle orientation/alignment	
	Change spindle lube & air blast	
	Check tool change operation	
	Inspect rigid-tap encoder operation	
	Stone ways (box ways)	
	Change coolant, chemical/clean tank	
	Verify chip conveyer function	
	Others	
	FOR LATHES ONLY	
	Check oil/filters (as equipped) in headstock & apron	
	Check tailstock quill play	
	Change oil/filters (as equipped) in hydraulic system	
	Verify turret/spindle alignment	
	Drain & replace oil in turret	
	Others	
	FOR MILLS ONLY	
	Change oils/filters (as equipped)	
	Fill way lube tank	
	Others	

Cleaning ☐ Adjustment ☐ Calibration ☐ Lubrication ☐ Repair ☐ Replacement ☐ Refurbishment ☐

Mechanic's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____

By: Hector