



# PREVENTIVE MAINTENANCE REPORT

CUSTOMER <b>SAMPLE REPORT</b>		PM SCHEDULE <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Semi	<b>Document No. MAF068 Rev. A</b>
ADDRESS		<input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
EQUIPMENT <b>Press</b>	MFG <b>Lauffer</b>	DATE	PM STATUS <input checked="" type="checkbox"/> - Completed <input type="checkbox"/> - Completed - Add'l parts/labor req'd <input type="checkbox"/> - Incomplete - Add'l parts/labor req'd <input type="checkbox"/> - Not Applicable
S/N <b>1234</b>	ID <b>#1</b>	DUE DATE	

The information pertaining to your equipment being serviced.

A description of the individual components for the equipment (i.e. multi-unit systems).

Description	Status	Comments
<b>HOT PRESS</b>		
Change the LP oil filter.	√	Due next PM.
Change the HP oil filter.	√	Replaced.
Check oil condition & level.	√	Oil level is good.
Check the ram seal.	√	Slight oil film on ram; no pooling at base.
Check and tighten oil lines.	√	No leaks were apparent, but there was oil residue under the press (see letter for details).
Check system relief valve and adjust for proper operating pressure.	√	Lowered maximum pressure to maximum operating pressure plus 15%.
Check oil reservoir temperature.	√	92°F
Check heat exchanger operation.	√	Maintaining proper temperature; no leaks.
Clean and grease the strain rods.	√	
Check condition of bolster insulations.	√	Very good condition.
Check condition of the platen surfaces and file.	√	Some small dents, no pinholes.
Level the hanging platens and tighten the locking collars.	√	Leveled first hanger, platens #2 and #3.
Check T/C's, adapters, plugs and wires.	√	
<b>Electric:</b> Check amperages of heater legs (amps).	√	Zone 1: 12.0, 14.4, 12.0    Zone 2: 12.0, 14.5, 12.3 Zone 3: 12.0, 14.6, 12.2    Zone 4: 12.1, 14.3, 12.2
<b>Electric:</b> Check condition of high temperature connections.	√	Good.
<b>Electric:</b> Check for heater movement in platens.	√	No movement.
<b>Electric:</b> Check resistance of heater loads (ohms).	√	Zone 1: 20.9, 17.5, 17.5    Zone 2: 21.1, 17.4, 17.4 Zone 3: 20.8, 17.4, 17.5    Zone 4: 21.0, 17.5, 17.5
<b>Cooling:</b> Change the water-in filter.	√	
<b>Cooling:</b> Check hoses for leaks.	+	Replaced leaking HP fitting.
<b>Cooling:</b> Check water flow through platens.	√	
Ensure correct electrical operation of hot press.	√	
Check motor loads for press close and record readings.	√	9.1, 9.7, 9.9
Clean oil reservoir unit.	√	
Clean the hot press.	√	
Wax the platens.	√	



# PREVENTIVE MAINTENANCE REPORT

CUSTOMER <b>SAMPLE REPORT</b>		PM SCHEDULE <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Semi	<b>Document No. MAF068 Rev. A</b>  <b>Page 2 of 3</b>
ADDRESS		<input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other	
EQUIPMENT <b>Press</b>	MFG <b>Lauffer</b>	DATE	PM STATUS <input checked="" type="checkbox"/> - Completed <input type="checkbox"/> - Completed - Add'l parts/labor req'd <input type="checkbox"/> - Incomplete - Add'l parts/labor req'd <input type="checkbox"/> - Not Applicable
S/N <b>1234</b>	ID <b>#1</b>	DUE DATE	

Check List	Status	Comments
<b>COLD PRESS</b>		
Check the cylinder for leaks	√	Dry.
Check and tighten oil lines.	√	
Clean and grease the strain	√	
Check condition of the platens	√	Platens have no dents or pinholes.
Level the hanging platens and tighten the locking collars.	√	All tight.
Check level of air oiler.	√	
Adjust air oiler for proper flow.	√	
Check the water-in filter.	√	
Change the water-in filter.	√	
Check cooling hoses for leaks.	√	No leaks.
Check for water flow through platens.	+	Performed platen flush - cleared channels.
Check air lines for leaks.	√	
Ensure correct electrical operation of cold press.	√	
Check limit switches, proximity switches and photo-eyes.	√	
Ensure that all items are working properly.	√	
Check motor loads for press close and record readings.	√	9.1, 9.7, 9.9
Clean the cold press.	√	

<b>VACUUM</b>		
Change the vacuum pump oil filter.	√	Replaced.
Check vacuum pump oil condition and level	√	Oil was low; Need to keep eye on level.
Check vacuum pump for oil	√	Small leak before filter was changed.
Check vacuum chamber for	√	
Check vacuum chamber pre	√	29.41" Hg
Check vacuum door seals.	√	Good.
Check door cylinders.	o	Top cylinder leaking slightly; will order seal kit for next PM.
Ensure that door safety devices are working properly.	√	Good.



# PREVENTIVE MAINTENANCE REPORT

CUSTOMER <b>SAMPLE REPORT</b>		PM SCHEDULE <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Semi		<b>Document No. MAF068 Rev. A</b>	
ADDRESS		<input type="checkbox"/> Quarterly <input type="checkbox"/> Monthly <input type="checkbox"/> Other		<b>Page 3 of 3</b>	
EQUIPMENT <b>Press</b>	MFG <b>Lauffer</b>	DATE	PM STATUS <input checked="" type="checkbox"/> - Completed		
S/N <b>1234</b>	ID <b>#1</b>	DUE DATE	<input checked="" type="checkbox"/> - Completed - Add'l parts/labor req'd		
			<input type="checkbox"/> - Incomplete - Add'l parts/labor req'd		
			<input checked="" type="checkbox"/> - Not Applicable		

Check List	Status	Comments
<b>TRANSPORTER</b>		
Clean & lightly lubricate drive chain, wipe off excess.	√	
Check & ensure proper tightness of drive chain.	√	Tightened drive chain slightly.
Lubricate all points.	√	Greased (14) bearings.
Check gear motor oil	√	Added some.
Drain pneumatic cond	√	Good; Water problem has cleared up.
Check all switches & E-stops for proper operation.	√	
Check alignment and for wear of transporter wheels.	o	Found further wear this PM; will need to address further.
Clean transporter & ensure full functionality.	√	
Check cookie sheet guides.	√	Replaced (1) br
<b>TOWER</b>		
Check lift rails & bearings for proper operation & wear.	√	
Check lift / drop motor carriage assembly for proper operation.	√	Tested all points
Check platen supports for alignment & wear. R&R as needed.	+	Replaced (5) supports.
Check all switches & E-stops for proper operation.	√	
Grease bearings.	√	

Service histories are maintained allowing us to monitor problems over time.

Some items may require additional service. Our cover letter will include all the detail relating to the problems and offer possible solutions.



Just a final thank you for taking the time to view our "Preventive Maintenance Report."

If you have any questions or are interested in additional report samples, please contact our office (603-883-5558) or visit us on-line at [www.in-cal.com](http://www.in-cal.com).

Thank you!