

Sample Machinery Fortnightly Maintenance Checklist

The following is laminated so it can be checked off with a whiteboard marker as checks are done

Machinery Fortnightly Maintenance Checklist			
Ag100 - 2 Wheel Motorbike		Jialing - 2 Wheel Motorbike	
Brakes - Front	<input type="checkbox"/>	Brakes - Front	<input type="checkbox"/>
Brakes - Back	<input type="checkbox"/>	Brakes - Back	<input type="checkbox"/>
Lights - Front	<input type="checkbox"/>	Lights - Front	<input type="checkbox"/>
Lights - Back	<input type="checkbox"/>	Lights - Back	<input type="checkbox"/>
Visual tyre check - back tyre	<input type="checkbox"/>	Visual tyre check - back tyre	<input type="checkbox"/>
Visual tyre check - front tyre	<input type="checkbox"/>	Visual tyre check - front tyre	<input type="checkbox"/>
General structural check - rust, cracks, wear	<input type="checkbox"/>	General structural check - rust, cracks, wear	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>	Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>	Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>
NB: when filling petrol always check oil		NB: when filling petrol always check oil	
Suzuki 400 - 4 Wheel Motorbike		Suzuki Escudo	
Brakes - Front	<input type="checkbox"/>	Brakes - Front	<input type="checkbox"/>
Brakes - Back	<input type="checkbox"/>	Brakes - Back	<input type="checkbox"/>
Lights - Front	<input type="checkbox"/>	Lights - Front	<input type="checkbox"/>
Lights - Back	<input type="checkbox"/>	Lights - Back	<input type="checkbox"/>
Visual tyre check - back tyres	<input type="checkbox"/>	Visual tyre check - back tyres	<input type="checkbox"/>
Visual tyre check - front tyres	<input type="checkbox"/>	Visual tyre check - front tyres	<input type="checkbox"/>
General structural check - rust, cracks, wear	<input type="checkbox"/>	General structural check - rust, cracks, wear	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>	Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>	Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>
Massey 390 - Tractor		John Deere - Tractor	
Tyre Pressure - Front Left	<input type="checkbox"/>	Tyre Pressure - Front Left	<input type="checkbox"/>
Tyre Pressure - Front Right	<input type="checkbox"/>	Tyre Pressure - Front Right	<input type="checkbox"/>
Tyre Pressure - Back Left	<input type="checkbox"/>	Tyre Pressure - Back Left	<input type="checkbox"/>
Tyre Pressure - Back Right	<input type="checkbox"/>	Tyre Pressure - Back Right	<input type="checkbox"/>
Brakes - Front	<input type="checkbox"/>	Brakes - Front	<input type="checkbox"/>
Brakes - Rear	<input type="checkbox"/>	Brakes - Rear	<input type="checkbox"/>
Lights - Front	<input type="checkbox"/>	Lights - Front	<input type="checkbox"/>
Lights - Back	<input type="checkbox"/>	Lights - Back	<input type="checkbox"/>
General structural check - rust, cracks, wear	<input type="checkbox"/>	General structural check - rust, cracks, wear	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>	Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>	Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Machinery Monthly Maintenance Checklist

On the first Monday of every month

Ag100 - 2 Wheel Motorbike

Waterblast as required (min every 2 months)	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Steering	<input type="checkbox"/>
Suspensions	<input type="checkbox"/>
Tyre Pressure - Front 20psi	<input type="checkbox"/>
Tyre Pressure - Back 20psi	<input type="checkbox"/>
Chassis Bolts and Nuts	<input type="checkbox"/>
Chain Tension	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Jailing - 2 Wheel Motorbike

Waterblast as required (min every 2 months)	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Steering	<input type="checkbox"/>
Suspensions	<input type="checkbox"/>
Tyre Pressure - Front 20psi	<input type="checkbox"/>
Tyre Pressure - Back 20psi	<input type="checkbox"/>
Chassis Bolts and Nuts	<input type="checkbox"/>
Chain Tension	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Suzuki 400 - 4 Wheel Motorbike

Waterblast	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>
Tyre Pressure - Front Left - 4.7psi	<input type="checkbox"/>
Tyre Pressure - Front Right - 4.7 psi	<input type="checkbox"/>
Tyre Pressure - Back Left - 4.4 psi	<input type="checkbox"/>
Tyre Pressure - Back Right - 4.4 psi	<input type="checkbox"/>
Steering	<input type="checkbox"/>
Suspensions	<input type="checkbox"/>
Chassis Bolts and Nuts	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Suzuki Escudo

Waterblast	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>
Tyre Pressure - Front Left - 30psi	<input type="checkbox"/>
Tyre Pressure - Front Right - 30 psi	<input type="checkbox"/>
Tyre Pressure - Back Left - 30 psi	<input type="checkbox"/>
Tyre Pressure - Back Right - 30 psi	<input type="checkbox"/>
Steering	<input type="checkbox"/>
Suspensions	<input type="checkbox"/>
Chassis Bolts and Nuts	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Machinery Monthly Maintenance Checklist

On the first Monday of every month

Monthly checks are done when tractors are being used regularly. Otherwise they can be done every 2 months.

Massey 390 - Tractor

John Deere - Tractor

Transmission Oil	<input type="checkbox"/>	Transmission Oil	<input type="checkbox"/>
Hydraulic Oil	<input type="checkbox"/>	Hydraulic Oil	<input type="checkbox"/>
Radiator water	<input type="checkbox"/>	Radiator water	<input type="checkbox"/>
Wiper Water	<input type="checkbox"/>	Wiper Water	<input type="checkbox"/>
Tyre Pressure - Front Left - 24psi	<input type="checkbox"/>	Tyre Pressure - Front Left - 24psi	<input type="checkbox"/>
Tyre Pressure - Front Right - 24 psi	<input type="checkbox"/>	Tyre Pressure - Front Right - 24 psi	<input type="checkbox"/>
Tyre Pressure - Back Left - 18 psi	<input type="checkbox"/>	Tyre Pressure - Back Left - 18 psi	<input type="checkbox"/>
Tyre Pressure - Back Right - 18 psi	<input type="checkbox"/>	Tyre Pressure - Back Right - 18 psi	<input type="checkbox"/>
Grease nipples - Front wheels (3 on each side)	<input type="checkbox"/>	Grease nipples - Front wheels (3 on each side)	<input type="checkbox"/>
Grease nipples - Rear Hydraulics (1 on each side)	<input type="checkbox"/>	Grease nipples - Rear Hydraulics (1 on each side)	<input type="checkbox"/>
Grease nipples - Rear manual lever (x 1)	<input type="checkbox"/>	Grease nipples - Rear manual lever (x 1)	<input type="checkbox"/>
Clean Windows	<input type="checkbox"/>	Clean Windows	<input type="checkbox"/>
Hose down	<input type="checkbox"/>	Hose down	<input type="checkbox"/>
Brake Fluid	<input type="checkbox"/>	Brake Fluid	<input type="checkbox"/>
Steering	<input type="checkbox"/>	Steering	<input type="checkbox"/>
Check hydraulic hoses	<input type="checkbox"/>	Check hydraulic hoses	<input type="checkbox"/>
Sign Farm Diary to confirm check completed	<input type="checkbox"/>	Sign Farm Diary to confirm check completed	<input type="checkbox"/>
Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>	Note any issues to be dealt with in Farm Diary	<input type="checkbox"/>

Sample Sign Off sheet for Maintenance Checks

The following is taped into the dairy diary (monthly and fortnightly) and signed off each month/fortnight to confirm checks are done

Monthly Machinery Maintenance Checks			
<i>First Monday of every month</i>			
Ag100 - 2 Wheel Bike Monthly Check Done			
Signed		Date	
Jailing - 2 Wheel Bike Monthly Check Done			
Signed		Date	
Suzuki 400 - 4 Wheeler Monthly Check Done			
Signed		Date	
Massey 390 - Tractor Monthly Check Done			
Signed		Date	
Suzuki Escudo - Monthly Check Done			
Signed		Date	
John Deere - Tractor Monthly Check Done			
Signed		Date	
Fella Mower - Monthly Check Done			
Signed		Date	
Centre Point irrigator - Monthly Check Done			
Signed		Date	
Motorbike Trailer - Monthly Check Done			
Signed		Date	
PKE Trailers - Monthly Check Done			
Signed		Date	
Feedout Wagon - Monthly Check Done			
Signed		Date	
Any Issues to Note			

Fortnightly Machinery Maintenance Check			
Ag100 - 2 Wheeler Fortnightly Check Done			
Signed		Date	
Jailing - 2 Wheeler Fortnightly Check Done			
Signed		Date	
Suzuki 400 - 4 Wheeler Fortnightly Check Done			
Signed		Date	
Suzuki Escudo - Fortnightly Check Done			
Signed		Date	
Massey 390 - Tractor Fortnightly Check Done			
Signed		Date	
John Deere - Tractor Fortnightly Check Done			
Signed		Date	
Any Issues To Note			