

CNC machine maintenance checklist

Report no.: _____

Date: _____

Periodic maintenance of a CNC machining centre, lathe or mill

Customer

Company _____

Address _____

Contact person, phone _____

Service

Service company _____

Technician _____

Start / finish time _____

Machine

Machine (make, model) _____

Serial number _____

Asset no., location _____

Control (e.g. Fanuc, Siemens, Heidenhain) _____

Machine hours / spindle hours _____

Type of work: ☐ periodic inspection ☐ repair ☐ installation / commissioning ☐ diagnostics ☐ warranty repair

Checklist

No.	Check	OK	Not OK	N/A	Remarks
1	Central lubrication – oil level and dosing				
2	Hydraulic oil – level, pressure, leaks				
3	Coolant – level, concentration, cleanliness, filters				
4	Guideways and ball screws – play, lubrication, covers				
5	Spindle – noise, vibration, temperature, tool clamping				
6	Tool magazine and tool changer – operation				
7	Pneumatics – pressure, water separator, filters				
8	Electrical cabinet – fans, filters, cooling unit, connections				
9	Limit switches and axis referencing				
10	Emergency stop, door interlocks, guards				
11	Oil mist extraction, chip conveyor				
12	Backup of machine parameters and programs				
13					
14					
15					

Reported issue / faults found

Work carried out

Parts and materials used	Qty

Recommendations, next inspection date

Machine fit for operation: ☐ yes ☐ no ☐ with conditions (see recommendations)

Date and technician's signature

Date and customer's signature