

Routine Maintenance Checklist for Event Apparatus

Date: [Insert Date]

Prepared by: [Your Name]

Event Name: [Event Name]

Location: [Event Location]

Checklist

- Inspect all equipment for visible damage
- Check functionality of electrical components
- Ensure all safety equipment is present and in good condition
- Test all moving parts for smooth operation
- Verify that all settings are correctly adjusted
- Confirm that storage containers are clean and accessible
- Document any required repairs or replacements
- Review operator manuals for any specific maintenance issues

Comments

[Insert any additional comments or observations]

Sign Off

Signature: _____

Date: _____