

# Preventive Maintenance Program Details

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Preventive Maintenance Program Details

Dear [Insert Recipient Name],

We are pleased to provide you with the details of our upcoming Preventive Maintenance Program designed to ensure the optimal performance of our equipment and facilities. Below are the specifics of the program:

## Program Overview

The goal of the Preventive Maintenance Program is to reduce equipment downtime, extend the life of assets, and enhance safety and compliance.

## Scheduled Maintenance Tasks:

- Inspection of HVAC systems - [Insert frequency]
- Checking and replacing filters - [Insert frequency]
- Lubrication of moving parts - [Insert frequency]
- Testing of emergency lighting - [Insert frequency]
- Calibration of instruments - [Insert frequency]

## Program Timeline

The Preventive Maintenance Program will commence on [Insert Start Date] and will continue through [Insert End Date].

## Contact Information

If you have any questions regarding the program, please do not hesitate to contact me at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]

[Insert Company Contact Information]