|  |  |  |
| --- | --- | --- |
| [Nombre de la empresa] | **CHECKLIST DE MANTENIMIENTO [PERIODICIDAD]** | Fecha: dd/mm/aaaa |

**DATOS GENERALES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Departamento:** | [Agregar texto] | **Responsable:** | [Agregar texto] |
| **Cargo:** | [Agregar texto] | **ID empleado:** | [Agregar texto] |

**DATOS DEL EQUIPO**

|  |  |  |  |
| --- | --- | --- | --- |
| **Equipo:** | [Agregar texto] | **Ubicación:** | [Agregar texto] |
| **Marca:** | [Agregar texto] | **Modelo:** | [Agregar texto] |
| **Código de inventario:** | [Agregar texto] | **Estado actual:** | [Agregar texto] |

**PUNTOS DE VERIFICACIÓN PARA EL MANTENIMIENTO**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ítem** | **Actividad de mantenimiento** | **Sí** | **No** | **Comentarios** |
| 1 | [Agregar texto] |  |  | [Agregar texto] |
| 2 | [Agregar texto] |  |  | [Agregar texto] |
| 3 | [Agregar texto] |  |  | [Agregar texto] |
| 4 | [Agregar texto] |  |  | [Agregar texto] |
| 5 | [Agregar texto] |  |  | [Agregar texto] |
| 6 | [Agregar texto] |  |  | [Agregar texto] |
| 7 | [Agregar texto] |  |  | [Agregar texto] |
| 8 | [Agregar texto] |  |  | [Agregar texto] |
| 9 | [Agregar texto] |  |  | [Agregar texto] |
| 10 | [Agregar texto] |  |  | [Agregar texto] |
| 11 | [Agregar texto] |  |  | [Agregar texto] |
| 12 | [Agregar texto] |  |  | [Agregar texto] |