

CNC Machine Preventive Maintenance Checklist

Complete every applicable line. Mark failed checks clearly and transfer unresolved findings to the issue log.

Machine / Asset: _____	Date: _____
Asset ID: _____	Completed By: _____
Location: _____	Reviewed By: _____

DAILY - Daily CNC Startup & Condition Check

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
1	Hydraulics	Check way-lube, hydraulic, and coolant levels	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
2	Operating Condition	Verify shop-air pressure meets the machine requirement	Operates correctly with no alarm, damage, or abnormal response	P ☐ F ☐ N/A ☐		
3	Machining System	Run the specified spindle warm-up cycle	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
4	General Condition	Inspect and clear chip conveyor or auger	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
5	Coolant System	Check coolant concentration and visible contamination	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
6	Machining System	Listen for abnormal spindle, axis, pump, or fan noise	No new or abnormal noise, vibration, or heat	P ☐ F ☐ N/A ☐		

FAILURE ACTION	Record the finding, remove from service when unsafe, and create a work order before release.
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WEEKLY - Weekly CNC Cleaning & Inspection

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
7	Machining System	Clean spindle taper and toolholder contact surfaces	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
8	General Condition	Inspect way covers, wipers, and enclosure seals	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
9	Coolant System	Clean chip screens and coolant return paths	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
10	Machining System	Inspect toolchanger fingers, pots, and alignment	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
11	Machining System	Check chuck or fixture clamping condition	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

MONTHLY - Monthly CNC Preventive Maintenance

#	System / Area	Inspection or PM Task	Acceptance Criteria	Result	Reading	Notes / Initials
12	Airflow / Filtration	Clean or replace cabinet and heat-exchanger filters	Clean, unobstructed, and functioning as intended	P ☐ F ☐ N/A ☐		
13	Lubrication	Inspect lubrication lines and confirm delivery at each point	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
14	Lift System	Check belts, hoses, cables, and drag chains	Completed to the applicable procedure with no unresolved defect	P ☐ F ☐ N/A ☐		
15	Lubrication	Inspect coolant tank for sludge and tramp oil	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		
16	General Condition	Back up offsets, parameters, and critical programs	Current backup completed and file location verified	P ☐ F ☐ N/A ☐		
17	General Condition	Inspect leveling pads and anchor condition	No damage, looseness, leak, excessive wear, or unsafe condition found	P ☐ F ☐ N/A ☐		

FAILURE ACTION

Record the finding, remove from service when unsafe, and create a work order before release.

Issue & Follow-Up Log

Document every failed check or unresolved condition. Remove equipment from service whenever a defect creates an unsafe operating condition.

#	Finding / Required Action	Severity	Removed From Service?	Work Order	Owner	Status / Close Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Supervisor Review: _____

Date: _____