

Packaging Line Preventive Maintenance Checklist

Daily, weekly, and monthly checks for case packers, labelers, shrink tunnels, and conveyors — the four assets that stop a pack line.

Daily Packaging Line Startup Check

Daily

TASK	DONE BY	DATE
☐ Verify pneumatic pressure at the regulator against OEM spec		
☐ Check glue system temperature and nozzles for stringing or dripping		
☐ Confirm case magazine is loaded and blanks feed cleanly		
☐ Inspect vacuum cups for wear or debris		
☐ Clean the label sensor eye with a lint-free cloth		
☐ Check the peel plate for adhesive buildup		
☐ Confirm the shrink tunnel reaches setpoint within normal warm-up time		
☐ Listen for abnormal sounds through the first few cycles		

Weekly Packaging Line Inspection

Weekly (fold into a changeover)

TASK	DONE BY	DATE
☐ Clean all belt surfaces — adhesive buildup causes tracking issues		
☐ Check pneumatic cylinder stroke on every actuator; sluggish movement means seal wear		
☐ Purge the adhesive system on hot-melt labelers before old adhesive chars		
☐ Inspect and clean labeler rollers, especially the nip and drive rollers		
☐ Inspect heating elements for hot spots, discoloration, or sagging		
☐ Clean film residue from interior tunnel walls — a fire hazard if left to accumulate		
☐ Check belt tracking on every conveyor section and adjust tensioners		
☐ Inspect roller bearings for noise or roughness		
☐ Verify photoeye alignment on product detection sensors		

Monthly Packaging Line Service

Monthly (scheduled down day)

TASK	DONE BY	DATE
☐ Audit the pneumatic system for leaks with soapy water at every fitting		
☐ Replace filter/regulator/lubricator (FRL) elements		
☐ Inspect servo and drive belts for wear, cracking, or glazing		
☐ Replace a worn or nicked peel plate — damage causes label flagging		
☐ Calibrate label placement accuracy against the spec sheet		
☐ Measure heating element resistance against baseline; rising resistance means degradation		
☐ Verify temperature controller calibration with an independent probe		
☐ Lubricate roller bearings and check drive chain tension and sprocket wear		
☐ Test all conveyor sensors — product detect, accumulation, jam detect		
☐ Check every safety interlock and E-stop		

Schedule around changeovers, not around the calendar. Isolate electrical power, relieve stored pneumatic pressure, and follow your lockout procedure before opening guarding or servicing any pressure-containing component. · getruntight.com/templates/packaging-line-maintenance-checklist