



EQUIPMENT MAINTENANCE CHECKLIST

Equipment Name	Heating Mantle (Lab –line)
Asset Tag / ID	
Type/ Model No.	
Serial No.	
Location/Department	DoPAC
Date Conducted	

Activity / Diagnostic Conducted	Findings	Remarks / Observations
1. Check and clean contact points at the bottom plate.	<input type="checkbox"/> OK <input type="checkbox"/> Not OK <input type="checkbox"/> N/A	
2. Check power connections and supply.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3. Check if hotplate is operational.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4. Monitoring time utilization	Start: _____ End: _____	

Recommendation:

Print Name and Sign

Conducted By: ROSIE G. TEJONES RCh	Checked By: ALLAN A. RAMAL RCh
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Vision: A globally competitive university for science, technology, and environmental conservation.

Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.