[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Cafe equipment maintenance log

Espresso machine, grinders, fridges - faults, fixes and service dates.

Date	[Date]

Maintenance log

Date	Equipment	Issue	Action taken	Engineer	Next service
[Date]	[e.g. espresso machine]	[fault]	[fix]	[name]	[date]

Sign-off

Name	Signature	Date