



Printing Press And Offset Machinery Maintenance Checklist 2026

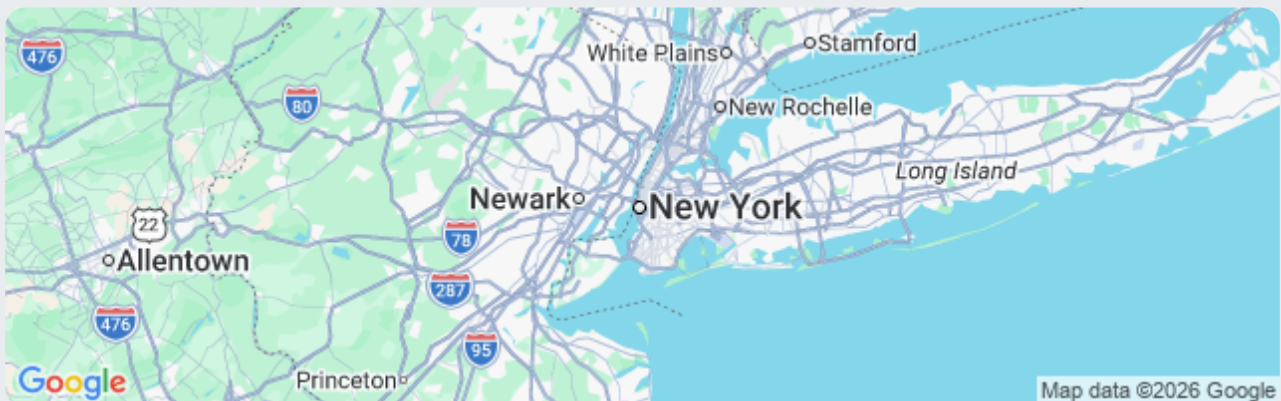
Pre-Operational Inspection

Initial safety checks and visual inspections of the printing press and surrounding environment before powering on the machinery.

Inspection Date

Press Unit ID/Location

 [Set My Current Location](#)



Machine Power Status

- ☐ Fully Operational
- ☐ Requires Maintenance
- ☐ Emergency Shutdown Active

Pre-Start Safety Checks Completed

- ☐ Emergency Stops Tested
- ☐ Guard Rails & Shields Secured
- ☐ Area Clear of Debris
- ☐ Personal Protective Equipment (PPE) Verified

Visual Anomalies Noted

Write something...

Inspector Signature

Mechanical & Drive System Check

Inspection of motors, belts, gears, and drive chains to ensure smooth operation and proper tensioning.

Drive Belt Tension Status

- ☐ Adequate
- ☐ Loose
- ☐ Over-tightened
- ☐ Requires Replacement

Motor Temperature (°C)

Enter a number...

Detected Anomalies

- ☐ Excessive Vibration
- ☐ Unusual Noise/Grinding
- ☐ Slippage
- ☐ Heat Discoloration

Gear and Bearing Observations

Write something...

Drive System Inspection Photo

 Upload File

Technician Verification

Inking & Dampening System Maintenance

Verification of ink fountain levels, roller pressure, dampening solution pH, and cleanliness of all rollers.

Inspection Date

Ink Fountain Level Status

- ☐ Adequate
- ☐ Low - Needs Refill
- ☐ Critical - Immediate Action Required

Dampening Solution pH Level

Roller Condition Check

- ☐ Clean
- ☐ No Wear Detected
- ☐ Resurfacing Needed
- ☐ Replace Roller

Roller Pressure & Impression Notes

Write something...

Technician Verification

Paper Feed & Delivery Unit Inspection

Examination of feeder suction pads, grippers, delivery pile stability, and web tension controls.

Feeder Suction Pad Condition

- ☐ Excellent
- ☐ Good - Requires Cleaning
- ☐ Worn - Needs Replacement
- ☐ Damaged

Gripper Timing Adjustment (mm)

Enter a number...

Identified Issues

- ☐ Paper Slippage
- ☐ Misalignment
- ☐ Debris in Delivery Tray
- ☐ Sensor Malfunction
- ☐ None

Detailed Observations

Write something...

Photo of Feeder Setup

 Upload File

Technician Verification

Lubrication & Fluid Management

Checking oil levels, replenishing grease points, and monitoring hydraulic or pneumatic fluid levels and pressure.

Last Lubrication Date

Enter date...

Oil Level (Liters/Units)

Enter a number...

Hydraulic Fluid Condition

- ☐ Optimal
- ☐ Needs Replenishment
- ☐ Contaminated/Dirty
- ☐ Critical/Low

Completed Lubrication Points

- ☐ Main Drive Bearings
- ☐ Gearbox
- ☐ Pneumatic Cylinders
- ☐ Roller Bearings
- ☐ Chain Drives

Leakage Observations

Write something...

Technician Approval

Cleaning & Waste Removal

Removal of paper dust, ink buildup, and debris from plates, cylinders, and sensitive mechanical components.

Areas Cleaned

- ☐ Ink Rollers
- ☐ Plate Cylinders
- ☐ Feeder Mechanism
- ☐ Delivery Pile
- ☐ Chassis/Machine Frame

Debris/Waste Type Identified

Write something...

Cleaning Notes & Residue Observations

Write something...

Post-Cleaning Photo Documentation

 Upload File

Technician Verification

Electrical & Control System Audit

Testing emergency stop buttons, checking sensor functionality, and inspecting control panel wiring and software interface.

Audit Date

Emergency Stop Button Functionality

- ☐ Operational
- ☐ Faulty
- ☐ Requires Repair

Control Panel Display/HMI Status

- ☐ Clear and Readable
- ☐ Flickering/Unreadable
- ☐ Error Codes Present

Voltage Reading (Main Input)

Components Inspected

- ☐ Circuit Breakers
- ☐ Sensors & Limit Switches
- ☐ Wiring Harnesses
- ☐ Relays & Contactors
- ☐ Capacitors

Electrical Fault Observations

Write something...

Technician Verification

Plate & Cylinder Alignment

Verifying precise registration, plate mounting integrity, and checking for any surface damage on impression cylinders.

Plate Mounting Integrity

- ☐ Secure and Properly Aligned
- ☐ Loose or Misaligned
- ☐ Damaged/Requires Replacement

Impression Cylinder Pressure (PSI)

Enter a number...

Registration Error Measurement

Write something...

Cylinder Surface Condition Notes

Write something...

Technician Verification

Post-Operational Shutdown & Documentation

Final cleanup procedures and logging of all maintenance activities, parts replaced, and observations for the 2026 maintenance log.

Maintenance Completion Date

Enter date...

Shutdown Completion Time

Enter time...

Operational Status After Shutdown

- ☐ Fully Operational
- ☐ Operational with Issues Noted
- ☐ Requires Immediate Repair

Maintenance Notes & Observations

Write something...

Upload Maintenance Log/Report Photo

 Upload File

Technician Signature

< Previous

> Next

✓ Finish

 Generate Sample Report