



Tool Rental Inventory Maintenance Checklist Template

Initial Inspection & Documentation

Record the condition of the tool upon receipt or rental.

Inspection Date

Inspection Time

Tool ID

Condition Upon Arrival

- New
- Like New
- Used - Good
- Used - Fair
- Damaged

Detailed Description of Condition

Write something...

Photo of Condition

 Upload File

Manufacturer

Routine Maintenance Checks

Regularly inspect and maintain tools according to manufacturer recommendations.

Last Maintenance Date

Enter date...

Operating Hours (Since Last Check)

Enter a number...

Engine/Motor Condition

- Excellent
- Good
- Fair
- Poor

Blade/Bit Sharpness

- Sharp
- Dull
- Needs Sharpening

Fluid Levels (e.g., Oil, Gas)

Enter a number...

Check for Wear and Tear

- Cracks
- Rust
- Loose Parts
- Leaks

Maintenance Time

Damage Assessment & Repair

Document any damage and schedule necessary repairs.

Detailed Description of Damage

Write something...

Estimated Repair Cost

Enter a number...

Severity of Damage

- Minor
- Moderate
- Major

Date Damage Reported

Enter date...

Time Damage Reported

Repair Status

- Pending
- In Progress
- Completed

Photos of Damage

 Upload File

Cleaning and Storage

Ensure tools are clean and stored properly after use.

Describe cleaning method used

Write something...

Cleaning Supplies Used (Select all that apply)

- Soap and Water
- Degreaser
- Solvent
- Compressed Air

Amount of Cleaner Used (e.g., ounces, gallons)

Enter a number...

Storage Location

- Shelving Unit 1
- Shelving Unit 2
- Designated Bin
- Other

Notes on Storage Conditions (humidity, temperature)

Write something...

Operational Testing

Verify functionality and safety before re-rental.

Engine Hours (if applicable)

Enter a number...

Power On/Off Test

- Pass
- Fail
- N/A

Noise Level Check

- Normal
- Excessive
- N/A

Pressure Test Result (PSI)

Enter a number...

Vibration Check

- Normal
- Excessive
- N/A

Detailed Operational Notes

Write something...

Safety Equipment Check

Confirm all safety features and accessories are present and in good working order.

Condition of Safety Glasses

- Pristine
- Minor Scratches
- Cracked/Damaged
- Missing

Condition of Gloves

- New
- Slightly Worn
- Ripped/Hole
- Missing

Condition of Ear Protection (if required)

- New/Clean
- Dirty/Damaged
- Missing

Noise Level Meter Reading (dB)

Enter a number...

Condition of Harness/Rope (if applicable)

- Good
- Frayed
- Damaged
- Missing

Photo of Safety Equipment

 Upload File

Record Keeping & Tracking

Maintain accurate records of maintenance, repairs, and usage.

Date of Entry

Enter date...

Tool ID

Enter a number...

Maintenance Notes

Write something...

Repair Status

- Not Required
- In Progress
- Completed

Hours Used (if applicable)

Enter a number...

Technician Responsible

Last Inspection Date

Enter date...

Supporting Photos (Damage)

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