HEAT PRESS MAINTENANCE

DAILY / WEEKLY / MONTHLY CHECKLIST

MACHINE / MODEL

ASSET ID / SERIAL

CHECKED BY

INSPECTION DATE

Suggested planning intervals only: consult your specific model manual.
Switch off, unplug and cool before physical inspection/cleaning, unless the manual gives a different controlled procedure. Do not open electrical covers.

BEFORE EACH SESSION	P	R	N/A
Work area clear; press stable and ventilation unobstructed	☐	☐	☐
Visible cord, plug and controls show no damage	☐	☐	☐
Upper platen and lower pad free of damage or residue	☐	☐	☐
Covers and attachments clean and correctly positioned	☐	☐	☐

AFTER EACH SESSION	P	R	N/A
Shut down and cool the press as directed by its manual	☐	☐	☐
Clean permitted exterior surfaces with approved method	☐	☐	☐
Record any fault or residue before next production	☐	☐	☐

WEEKLY (OR SOONER WITH HEAVY USE)	P	R	N/A
Inspect pad edges, tears, compression and loose areas	☐	☐	☐
Inspect platen finish and protective covers for wear	☐	☐	☐
Observe moving parts for binding or unusual sounds	☐	☐	☐
Clear accessible exterior lint; no internal disassembly	☐	☐	☐

MONTHLY / AT MODEL-SPECIFIC INTERVAL	P	R	N/A
Verify temperature using approved test procedure	☐	☐	☐
Check contact / pressure with an appropriate method	☐	☐	☐
Review unresolved faults, actions and next inspection date	☐	☐	☐
Check manual for lubrication or air-system service due	☐	☐	☐

P = PASS | R = REVIEW before use | N/A = not applicable

Record any REVIEW or STOP USE condition on Page 2 before next production.

HEAT PRESS MAINTENANCE

SERVICE LOG / FOLLOW-UP RECORD

MACHINE / MODEL

ASSET ID / SERIAL

Log a problem, adjustment, temperature check, pressure check or repair.
Include your test method and readings when applicable; do not guess values.
Do not resume a press marked STOP USE until the issue is resolved.

ENTRY 1

DATE: _____ CHECKED BY: _____

CHECK / ISSUE

METHOD / SETPOINT / OBSERVED READINGS (IF USED)

ACTION / PARTS / SERVICE REFERENCE

STATUS: ☐ Cleared ☐ Follow-up ☐ STOP USE NEXT DATE: _____

ENTRY 2

DATE: _____ CHECKED BY: _____

CHECK / ISSUE

METHOD / SETPOINT / OBSERVED READINGS (IF USED)

ACTION / PARTS / SERVICE REFERENCE

STATUS: ☐ Cleared ☐ Follow-up ☐ STOP USE NEXT DATE: _____

ENTRY 3

DATE: _____ CHECKED BY: _____

CHECK / ISSUE

METHOD / SETPOINT / OBSERVED READINGS (IF USED)

ACTION / PARTS / SERVICE REFERENCE

STATUS: ☐ Cleared ☐ Follow-up ☐ STOP USE NEXT DATE: _____

STOP USE: damaged cord, sparking, smoke, unstable movement or uncontrolled heating.

Arrange manufacturer or qualified service support. Only isolate power when safe.