Electric motor maintenance checklist

01 The visit

Motor (name and tag)

Date

Location

Checked by (printed name)

02 Every shift: listen, smell and take its temperature

7 checks

CHECK	OK	FAIL	NOTE
Sound	☐	☐	
Smell	☐	☐	
Frame and bearings, infrared thermometer	☐	☐	
Feet and base	☐	☐	
Fins, fan cover, air openings	☐	☐	
Coupling or belt guard	☐	☐	
Starter or drive	☐	☐	

03 Weekly and monthly: oil, starter, start-up time and the drive

5 checks

CHECK	OK	FAIL	NOTE
Weekly: Oil level, oil-lubricated bearings	☐	☐	
Weekly: Shaft, for oil leaking	☐	☐	
Weekly: Starter, switches, fuses, covers closed	☐	☐	
Weekly: Time to reach speed	☐	☐	
Monthly: Belts or coupling, with the guard	☐	☐	

04 Every 3 months: voltage and current on each leg

4 checks

CHECK	OK	FAIL	NOTE
Voltage, each pair of lines	☐	☐	
Voltage against the nameplate	☐	☐	
Current on each leg, at normal load	☐	☐	
Bearing temperature and vibration, written down	☐	☐	

05 Every 6 months: clean, tighten and test the insulation

5 checks

CHECK	OK	FAIL	NOTE
Clean fins, fan and air paths	☐	☐	
Grease in the bearings, checked	☐	☐	
Terminal box connections	☐	☐	
Feet, shims and grout	☐	☐	
Insulation resistance	☐	☐	

06 Yearly: grease, an infrared scan and the lockout procedure

5 checks

CHECK	OK	FAIL	NOTE
Regrease the bearings, unless the maker says sooner	☐	☐	
Infrared scan of starter and terminal box, under load	☐	☐	
Alignment at the coupling, belt tension	☐	☐	
Lockout procedure, inspected by someone who does not use it	☐	☐	
A plan for each motor that would stop the plant	☐	☐	

07 Defects and sign-off

Defects found, or no defects

Work orders written

Signature