

Cutter Plotter Maintenance Checks

Isolate machine and carry out the following:

Week One

Check and clean	Check			Clean and lube		Initials	Date
Conveyor Belt	Pen/blade lift ok	Blade edge	Cables and connectors	Gantry	Conveyer Rail		

Week Two

Check and clean	Check			Clean and lube		Initials	Date
Conveyor Belt	Pen/blade lift	Blade edge	Cables and connectors	Gantry	Conveyer Rail		

Week Three

Check and clean	Check			Clean and lube		Initials	Date
Conveyor Belt	Pen/blade lift	Blade edge	Cables and connectors	Gantry	Conveyer Rail		

Week Four

Check and clean	Check			Clean and lube		Initials	Date
Conveyor Belt	Pen/blade lift	Blade edge	Cables and connectors	Gantry	Conveyer Rail		

Monthly Inspection

Clean and lube		Check		Check tension	Clean	Initials	Date
Table rail bearings	Tool head	Pen/blade cylinders	Drive belts	Conveyor belt	Wheels and gears		

Observations and notes on repairs

Report any defects immediately to your Supervisor or Team Leader.