Printer maintenance checklist

CHECKLIST

EVERY MORNING

- [ ] Read each printer's front panel and deal with any message before the first job.
- [ ] Fill the paper trays, fanning the stack first, and check each tray is set to the size of paper in it.
- [ ] Empty the output trays and any finisher tray left from yesterday.

EVERY WEEK

- [ ] Wipe the scanner glass and the document feeder's glass strip with a soft, lint-free cloth.
- [ ] Check toner, staples and the waste toner container, and order before anything runs out.
- [ ] Print a test page from each printer and look for streaks, faint areas or smudges.
- [ ] Keep opened paper wrapped and flat, away from heat and damp.

EVERY MONTH

- [ ] Read the meters on the same day as last month and write them in the log.
- [ ] Clean the paper feed rollers only if the manual says staff may, and only as it shows.
- [ ] Look for jams that keep happening at the same spot and note them for the service visit.
- [ ] Ask IT to check each printer's firmware against the maker's current version.

EACH TERM

- [ ] Book the service visit the contract includes, and hand the technician this log.
- [ ] Compare the toner and paper used with last term's before placing the next order.
- [ ] Check each contract end date and service contact in the printer inventory.

BEFORE CALLING FOR SERVICE

- [ ] Write down the exact message on the front panel, or take a photo of it.
- [ ] Turn the printer off and on once, if the manual allows it.
- [ ] Have the serial number, the meter reading and this log ready for the call.

Free to copy, change and share.

MAINTENANCE LOG

Date	Printer	What happened or was done	Message on the panel	Fixed by	Service call	Meter, black and white	Meter, colour	Initials

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