



Maintenance Log Manual  
(6 Months Schedule)



## **6 Month Maintenance Log Manual**

This booklet provides valuable information about the maintenance of your new AXYZ CNC ROUTER.

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# Welcome

XYZ machines are built to be accurate and reliable. We use the best quality parts and take pride in assembling, shipping, and installing them. However, XYZ machines work hard! They need to be taken care of or their accuracy will deteriorate and your probability of failure increases dramatically.

Maintenance is fast and easy and if done every day you will get much better performance. This maintenance log will help you keep your machine finely tuned and running every day! Also an up to date log helps us help you so if you have problems we can respond and get you back up and going much faster.

# Maintenance

XYZ machines are designed to work and to work hard in your shop or factory every hour of everyday. Regular maintenance is necessary to keep your machine running properly and, of course, to ensure that your warranty remains valid.

Maintenance details vary by machine and part of your installation and training would have included instruction on maintenance, however; there are general guidelines that apply to all machines:

1. **Cleanliness.** Machines work hard and get dirty very fast. They are designed to work in heavy industrial environments but they do need to be cleaned each day to avoid any build-ups of chips or fluids that will get sucked into bearings and controls. Sweeping the machine by hand is always the best but if you are cleaning with an air gun put the gantry to the back and blow the chips forward and away from the controls and bearings. Reduce the air pressure!
2. **Change Filters.** The control box and vacuum pumps have air filters that need to be changed. There are also pneumatic filters to trap oil and water in the pneumatic lines. How often they need to be changed varies by what the materials are being cut and other environmental factors. Each machine needs to have a filter changing schedule designed for that machine. Generally all filters should be checked weekly and replaced as necessary.
3. **Lubricate.** A machine has a lot of moving parts. They don't need a lot of lubrication but the machine will breakdown and warranties will be voided if there is no lubrication. Generally bearings, pumps, and oscillating knives need regular and correct lubrication. Again the lubrication schedule will vary significantly by length and type of use. Generally lubrication is done monthly.
4. **Clean and Reliable Air Supply.** Most machines require pneumatic air to operate. It needs to be clean and dry and maintain a steady pressure greater than 80 PSI or 6 bar. Although the air system is not directly part of the machine it needs to be maintained at the correct specifications to avoid damage to the machine.
5. **Proper and Safe Electrical Power.** Power must be sufficient and correctly and safely connected in accordance with local power regulations. The machine is run by a computer and power spikes will cause serious damage; as will lightning strikes. Low voltage or insufficient capacity will cause the machine to fail frequently. Poor electrical grounding will also cause the machine to fail.

The key to keeping your machine running and your warranty valid is maintenance and the key to maintenance is a schedule. Your installer will help you create a maintenance schedule specific to your machine. Make it part of your everyday machine operation!

# How to fill out your maintenance log Manual:

## Weekly Machine Maintenance

Date from: **TU/06/25** to: **TU/06/31**

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	8hr	2hr	5hr	3hr	4hr	8hr	7hr	37hrs
General Cleaning	JO	JO	TT	MO	MO	SG	MN	← Employee is to initial
Air Pressure Reading	110	105	100	110	110	109	110	
Oil Oscillating Knife	JO	JO	TT	MO	MO	SG	MN	← Employee is to initial
Check Pump Oil	MO	← Employee is to initial						
Clean covernut threads	TT	← Employee is to initial						

**Incident Report:** Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

Operator Signature: Mark O. Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

Supervisor Signature: Jason O. Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

## Monthly Machine Maintenance

Clean and grease racks and pinions	MO	Clean all tool holders and collets	MO	← Employee is to initial
Grease all bearings	MO	Check all collets, dispose damaged collets	MO	
Grease ballscrew or acme screw	MO	Check all covernuts, dispose damaged nuts	MO	
Remove and clean all filters	MO	Check vacuum table gaskets, repair as required	MO	

**Maintenance Notes :**  
**Collets and covernuts must be replaced.**

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Operator Signature: Mark O.

Supervisor Signature: Jason O.

## Bi-Annual Machine Maintenance

Date: **TU/12/31**

**Maintenance Notes :**

- Replace all filters done
- Replace vacuum table gasketing done
- Test vacuum performance and ensure there are no leaks done
- Clean and vacuum carriage done
- Clean and vacuum gantry legs done
- Clean and vacuum control box done
- Top up vacuum pump gearbox oil (if necessary) done
- Inspect and tighten all timing belts and transmissions done
- Check all pinions for wear done

Operator Signature: Mark O.

Supervisor Signature: Jason O.

XYZ Eng. Signature: Andrew Szymcak

Bi-annual machine maintenance must be done from one of our XYZ certified engineers.

*For graphical reference go to: Do it yourself basic maintenance. Pages 43 to 54*

# DAILY & WEEKLY PREVENTIVE MAINTENANCE INSPECTION FORM

Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	<input type="text"/>							
General Cleaning	<input type="text"/>							
Air Pressure Reading	<input type="text"/>							
Oil Oscillating Knife	<input type="text"/>							
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Clean covernut threads	<input type="text"/>							

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Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Operator Signature:**

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Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Supervisor Signature:**

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# MONTHLY PREVENTIVE MAINTENANCE INSPECTION FORM

Clean and grease racks and pinions

Grease all bearings

Grease ballscrew or acme screw

Remove and clean all filters

Clean all tool holders and collets

Check all collets, dispose damaged collets

Check all covernuts, dispose damaged nuts

Check vacuum table gaskets, repair as required

## Maintenance Notes :

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Operator Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



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Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	<b>TOTAL</b>
Operating Hours	<input style="width: 100%; height: 30px;" type="text"/>							
General Cleaning	<input style="width: 100%; height: 30px;" type="text"/>							
Air Pressure Reading	<input style="width: 100%; height: 30px;" type="text"/>							
Oil Oscillating Knife	<input style="width: 100%; height: 30px;" type="text"/>							
Check Pump Oil	<input style="width: 100%; height: 30px;" type="text"/>							
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	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	<input type="checkbox"/>	<input type="text"/>						
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Check vacuum table gaskets, repair as required

## Maintenance Notes :

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Operator Signature: \_\_\_\_\_

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## Maintenance Notes :

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Operator Signature: \_\_\_\_\_

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Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

# DAILY & WEEKLY PREVENTIVE MAINTENANCE INSPECTION FORM

Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	<input type="checkbox"/>	<input type="text"/>						
General Cleaning	<input type="checkbox"/>							
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## Maintenance Notes :

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Operator Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

***Your check up is due in 30 days !  
CALL NOW***

***US: 1.800.527.9670 Canada: 1.800.361.3408***

# DAILY & WEEKLY PREVENTIVE MAINTENANCE INSPECTION FORM

Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
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\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Supervisor Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

# DAILY & WEEKLY PREVENTIVE MAINTENANCE INSPECTION FORM

Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	<input type="text"/>							
General Cleaning	<input type="text"/>							
Air Pressure Reading	<input type="text"/>							
Oil Oscillating Knife	<input type="text"/>							
Check Pump Oil	<input type="text"/>							
Clean covernut threads	<input type="text"/>							

**Incident Report:**

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Operator Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Supervisor Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

# DAILY & WEEKLY PREVENTIVE MAINTENANCE INSPECTION FORM

Date from:  to:

	MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL
Operating Hours	<input type="checkbox"/>	<input type="text"/>						
General Cleaning	<input type="checkbox"/>							
Air Pressure Reading	<input type="checkbox"/>							
Oil Oscillating Knife	<input type="checkbox"/>							
Check Pump Oil	<input type="checkbox"/>							
Clean covernut threads	<input type="checkbox"/>							

**Incident Report:**

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Operator Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

**Supervisor Signature:**

\_\_\_\_\_

Date: \_\_\_\_\_ by: \_\_\_\_\_ Report: \_\_\_\_\_

# MONTHLY PREVENTIVE MAINTENANCE INSPECTION FORM

Clean and grease racks and pinions

Grease all bearings

Grease ballscrew or acme screw

Remove and clean all filters

Clean all tool holders and collets

Check all collets, dispose damaged collets

Check all covernuts, dispose damaged nuts

Check vacuum table gaskets, repair as required

## Maintenance Notes :

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Operator Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



**Save Time**

Shop on-line

[www.cncroutershop.com](http://www.cncroutershop.com)

# BI-ANNUAL PREVENTIVE MAINTENANCE INSPECTION FORM

**Date:**

## Maintenance Notes :

- Replace all filters
- Replace vacuum table gasketing
- Test vacuum performance and ensure there are no leaks
- Clean and vacuum carriage
- Clean and vacuum gantry legs
- Clean and vacuum control box
- Top up vacuum pump gearbox oil (if necessary)
- Inspect and tighten all timing belts and transmissions

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Operator Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

XYZ Eng. Signature: \_\_\_\_\_

# BI-ANNUAL PREVENTIVE MAINTENANCE INSPECTION FORM

**Date:**

**Maintenance Notes :**

Check all pinions for wear

Lubricate racks

Check all electrical connections, replace burned connectors

Check all sensors and calibrate sensor spacings

Square gantry and perform calibration checks

Check all cooling fans, replace as necessary

Inspect all spindles for roughness or noise

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**Operator Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**XYZ Eng. Signature:** \_\_\_\_\_

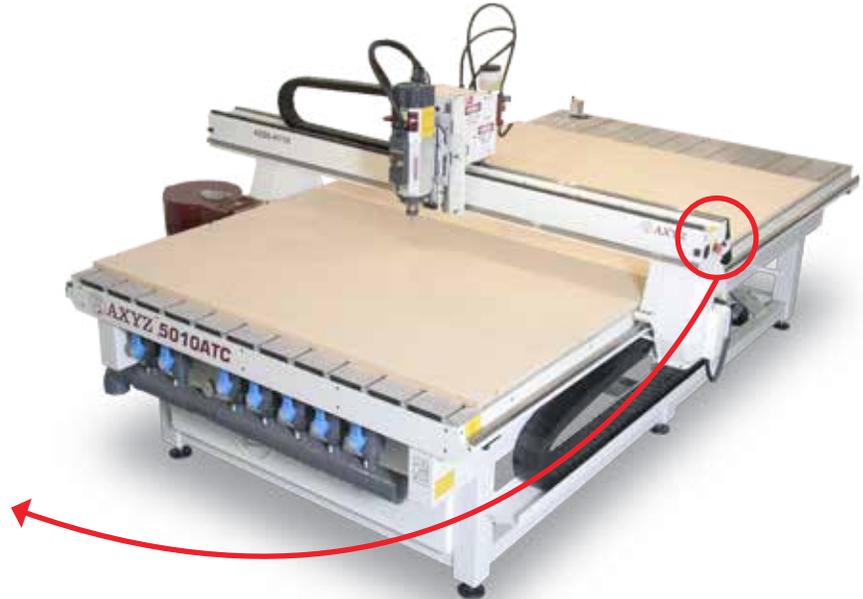
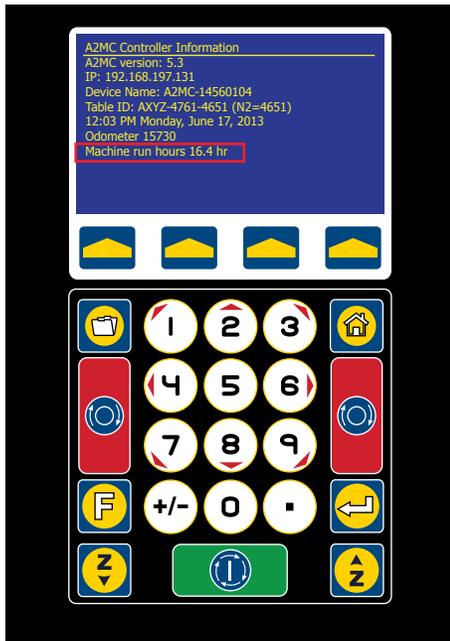
# **Do it yourself Basic Maintenance Guide**

*For parts and service go to:*  
**[www.cncroutershop.com](http://www.cncroutershop.com)**

# DAILY & WEEKLY PREVENTIVE MAINTENANCE

## Operating Hours:

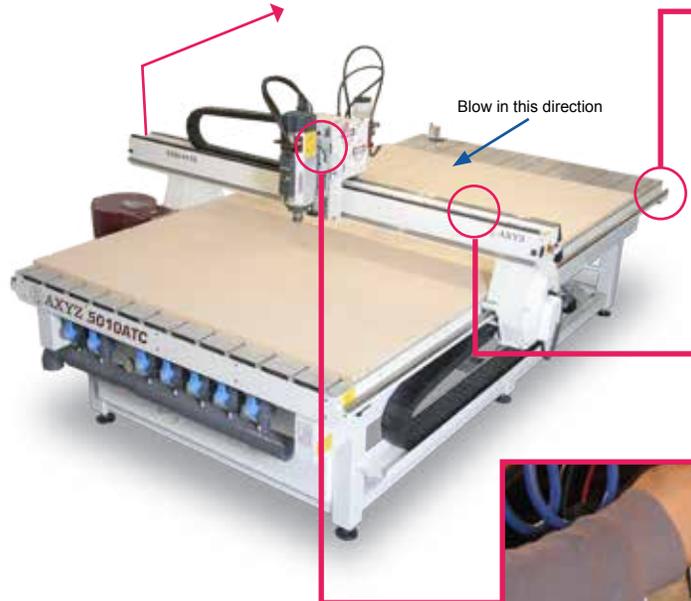
Use function 1 to display operating hours and record the value.



# DAILY & WEEKLY PREVENTIVE MAINTENANCE

## General Cleaning

1. Move the gantry to the back of the machine



2. Blow off the table surface and X axes towards the front of the table.



3. Blow off the gantry away from carriage.



4. Blow down behind the Z plate.

# DAILY & WEEKLY PREVENTIVE MAINTENANCE

## Air pressure reading:

Record the air pressure reading indicated on the pressure gauge.



## Oil Oscillating Knife:

Oil the oscillating knife  
(1-2 drops, every 4 hours).



## DAILY & WEEKLY PREVENTIVE MAINTENANCE

### Check Pump Oil Level:

Check the pump oil level through the sight glass on the pump.



### Clean Covernuts and Collets:

Clean (Blow) covernuts threads and collets when changing tools.



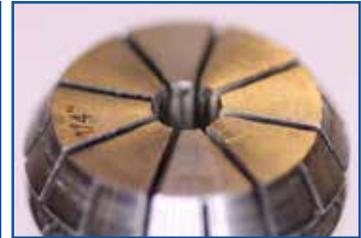
Dirty Covernut



Clean Covernut



Dirty Collet



Clean Collet

# MONTHLY PREVENTIVE MAINTENANCE

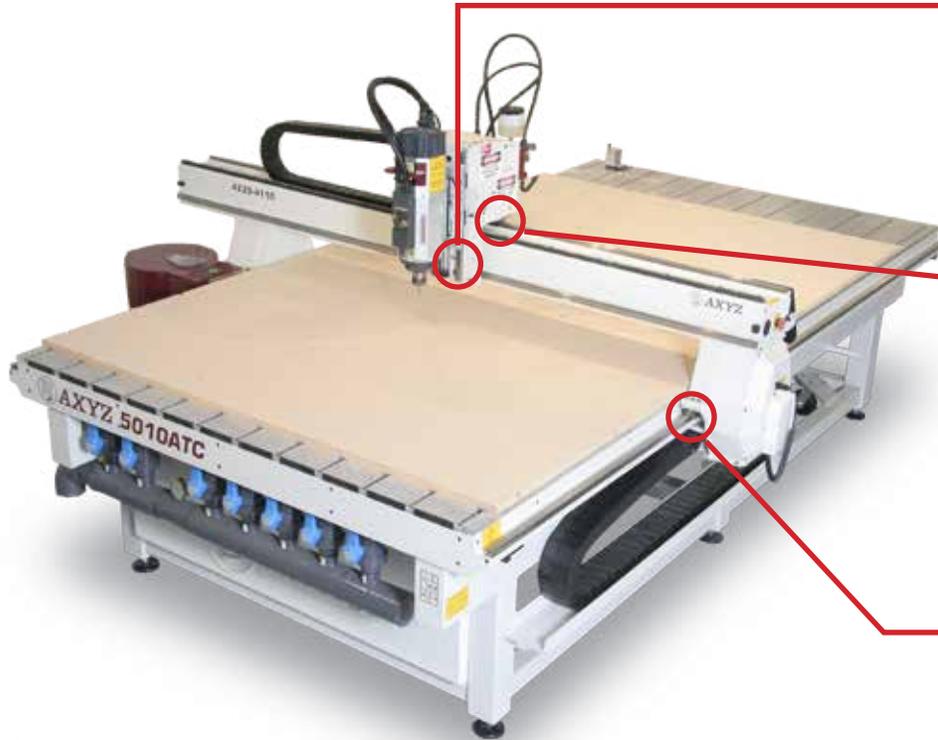
## Clean and grease racks and pinions:

Clean rack with wire brush and air nozzle to remove any debris.



# MONTHLY PREVENTIVE MAINTENANCE

Grease all bearings



# MONTHLY PREVENTIVE MAINTENANCE

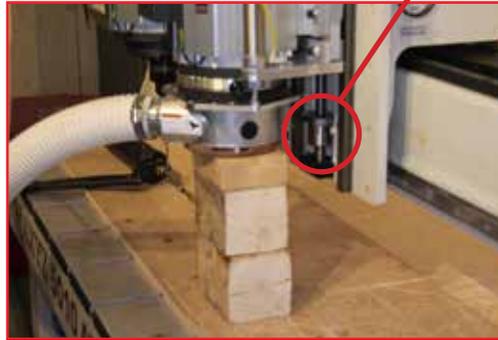
## Grease Ballscrew or Acme Screw



1. Initial Z Position



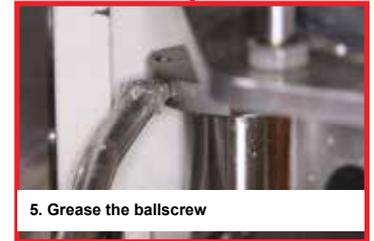
2. Move the Z axis to the lowest position possible.



3. Support the Z - plate and tool with a sturdy platform.



4. For a ballscrew, locate the grease fitting



5. Grease the ballscrew



6. For an Acme screw, use the same grease as per the rack

# MONTHLY PREVENTIVE MAINTENANCE

## Clean Electronics Cabinet Air Filter



1. Remove filter cover



2. Remove filter element



3. Clean filter element and cover



4. Or replace filter element and cover



1. Remove air supply



2. Remove and empty filter cup

# MONTHLY PREVENTIVE MAINTENANCE

## Clean Toolholders



1. Check tools for any debris or rust on the surface of the tool holder



2. Use a cleaning pad or steel wool to clean the tool holder ( do not use sand paper or a file)



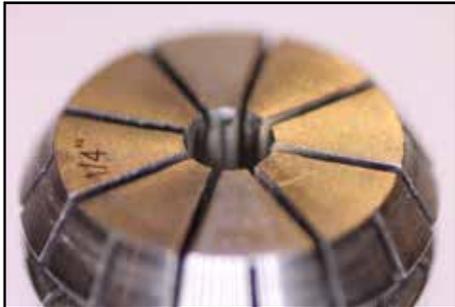
3. Surface should be smooth and clean to prevent damaging the spindle.

# MONTHLY PREVENTIVE MAINTENANCE

**Check collets, and dispose damaged collets**

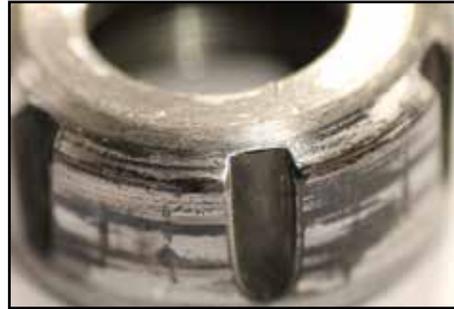


Damage, do not use



OK

**Check all covernuts, dispose damaged nuts**



Damage, do not use



OK



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