

Club equipment maintenance log

One asset, with its faults, work and review history. Country-neutral fields.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

This log is not an inspection, repair guide or safety certificate. Use the manufacturer instructions and requirements for the equipment. A competent person must decide what checks and work are needed.

Blank asset record

Club: _____

Asset ID: _____

Item name: _____

Make / model: _____

Serial number if present: _____

Storage location: _____

Person responsible: _____

Instructions / check schedule reference: _____

Current status and date: _____

Last review: _____

Next review due under the applicable schedule:

Do not invent a review interval to fill a box. A general club log cannot replace required aircraft or other regulated equipment records.

Blank fault and work record

Asset ID / fault reference: _____

Date reported / reporter: _____

Observed fault: _____

Status / where item is kept: _____

Next action / owner: _____

Work done / date: _____

Report or receipt reference: _____

Review carried out by / date: _____

Review evidence / outcome: _____

Return-to-use decision / person / date: _____

Availability record updated by / date: _____

Open actions: _____

Worked example: trolley T07

This is a fictional example, not repair advice. A volunteer reports a loose wheel on club trolley T07. The club records fault F01 and marks the item out of use.

Stage	Record
Fault reported	T07 / F01: loose wheel; out of use.
Action assigned	Named reviewer to arrange repair and check the result.
Work recorded	Enter the work date and report reference. Keep the first fault entry.
Review complete	Record the outcome and who approved any return to use.

Do not close the record just because a bill has been paid. Keep the item unavailable until the required work and review are complete. The log itself does not change a booking system.