

PCB Machine Maintenance Checklist

Daily first level weekly and second level monthly maintenance items for PCB CNC drilling machines. The same schedule applies to routing machines. Print this sheet for the shop floor.

Daily Maintenance

Carried out before and after the machine runs each day. Ten items are checked and the machine is not released to production until each one is clear.

First Level Maintenance Weekly

Carried out by the night shift team with the teams on duty in turn. Duration is about one hour. Cut off the power supply first and then follow the steps.

Second Level Maintenance Monthly

Carried out by the day shift team with the teams on duty in turn and repair staff included. Cut off the power supply first then follow the steps and make the spare parts list. Duration is about one and a half hours.

Daily Maintenance Items

No	Maintenance Part	Maintenance Requirement
1	Appearance	All in clean condition. Deburr if not smooth
2	Spindle and tool cassette	In clean condition. Run the spindle at lower speed for at least 10 minutes
3	Tool and tool set	All required specifications in place stainless and screws tight
4	Computer	Appearance clean documents sorted recycling station cleared. Document names include title version time and operator
5	Electric cabin	Clean and free of dust
6	Lubricant oil	Oil can level checked and the lubricant device in good condition
7	Cooling liquid	No leak and no blockage
8	Air pipe and air gun	No leak and flowing freely
9	Tooling box and tooling table	Inside and outside clean tooling in place and no rust
10	Shelf	Clean sorted and no rust

First Level Weekly Items

No	Maintenance Part	Maintenance Requirement
1	Appearance	Clean inside and outside no rust clean the worktable check the flatness deburr and lubricate
2	Spindle and tool cassette	Clean the cassette clean the spindle with a soft cloth clean and lubricate the collet
3	Tool and tool protection	Clean sorted no rust and screws tight
4	Computer	Clean the computer and sort the cables
5	Electric cabin	Clean and free of dust
6	Lubricant oil	Oil can level checked and the lubricant device in good condition
7	Cooling liquid	No leak and no blockage
8	Tooling box and tooling table	Inside and outside clean tooling in place and no rust
9	Shelf	Clean sorted and no rust

Second Level Monthly Items

No	Maintenance Part	Maintenance Requirement
1	Appearance	Clean the machine and top cover no rust clean the worktable check the flatness deburr and lubricate
2	Spindle and cassette	Clean the cassette clean the spindle with a soft cloth clean and lubricate the collet
3	Guide rail	Remove the guide rail cover clean the piling near the rail and lubricate. Check the limit switch is in working condition
4	Tool and tool protection	Clean sorted no rust and screws tight
5	Computer	Clean the computer sort the cables and update the antivirus software
6	Electric cabin	Clean and free of dust. Clean the filter of the back door fan
7	Lubricant oil	Oil can level checked and the lubricant device in good condition
8	Cooling liquid	No leak and no blockage
9	Tooling box and tooling table	Inside and outside clean tooling in place and no rust
10	Shelf	Clean sorted and no rust

When Accuracy Drifts

Work the four factor groups in order. Equipment condition then technics parameters then tool status then operator method. Spare parts and consumables are supplied by DLCNC in all diameters and specifications.