

PM SCHEDULE

Preventive maintenance tasks, one row per task and machine

Plant or line _____ Month _____

Task	Machine code	Every	Unit d w m y	Last done	Next due	Owner	Done on	Initials	Notes

Next due = last done plus the interval (Every and Unit: days, weeks, months or years). When a task is done, write the date in Done on and your initials, then carry the task to next month's sheet with that date as Last done. When a task falls due, log it on the work order log as a preventive work order with its next due date as the due date. The Excel file works the next due date and the overdue flag out for you.

WORK ORDER LOG

One row per job, from the date raised to the closed date

Plant or line _____ Month _____

[illegible]

Type: C corrective, P preventive, I inspection, S safety, M improvement, R request. In Excel, pick the full word from the Type list. **Priority:** 1 emergency, 2 urgent, 3 normal, 4 planned. **Downtime** runs from the moment the machine stopped until it ran again. A work order stays open until it has a closed date. Copy each row into the Work order log sheet of the Excel file, which works out days open, PM compliance and MTTR.