

MAINTENANCE PLAN

Project Name	
Location	
Plan Period	
Manager	
Contact	
Date Prepared	

1. SCHEDULED MAINTENANCE

[illegible]

2. PREVENTIVE MAINTENANCE CHECKLIST

Daily Tasks:

- _____
- _____
- _____

Weekly Tasks:

- _____
- _____
- _____

Monthly Tasks:

- _____
- _____
- _____

Quarterly Tasks:

- _____
- _____
- _____

Annual Tasks:

- _____
- _____
- _____

3. EQUIPMENT INVENTORY

Equipment ID	Equipment Name	Model/Type	Installation Date	Last Service Date

4. SPARE PARTS & MATERIALS

Item Description	Part Number	Quantity Required	Current Stock	Supplier

5. RESOURCES

Personnel needed: _____

Estimated annual budget: \$ _____

Tools required: _____

External contractors: _____

6. EMERGENCY CONTACTS

Name	Role	Phone	Email
	Facility Manager		
	Maintenance Supervisor		
	Emergency Services		
	Equipment Vendor		

7. KEY PERFORMANCE TARGETS

- Equipment uptime target: _____ %
- Emergency response time: _____ hours
- Preventive maintenance completion rate: _____ %
- Budget compliance: _____ %
- Safety incidents: _____

8. RISK ASSESSMENT

Potential Risk	Likelihood	Impact	Mitigation Strategy
	Low / Medium / High	Low / Medium / High	
	Low / Medium / High	Low / Medium / High	
	Low / Medium / High	Low / Medium / High	

9. TRAINING REQUIREMENTS

Staff Member	Training Needed	Completion Date	Certification

10. DOCUMENTATION & RECORDS

Records to maintain:

- ☐ Work orders
- ☐ Inspection reports
- ☐ Equipment logs
- ☐ Maintenance invoices
- ☐ Safety incident reports

Record retention period: _____

11. REVIEW & APPROVAL

Prepared by _____

Signature _____ Date _____

Reviewed by _____

Signature _____ Date _____

Approved by _____

Signature _____ Date _____

NOTES:

Contact us

processnavigation.com

+48 780 633 010