HOW TO PLAN/ EXECUTE PREVENTATIVE MAINTENANCE

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Part of “GENERAL MANAGER WEEKLY TASKS” Procedure

* **Step 1**: Download and print the “[Preventative Maintenance Log](https://toppershq.sharepoint.com/:w:/r/_layouts/15/WopiFrame.aspx?sourcedoc=%7BF22185FC-BEBC-4E51-BC6C-86032E1B6167%7D&file=Maintenance%20Log.docx&action=default)”.
* **Step 2**: Fill in the last date each maintenance activity was completed.
* **Step 3**: Mark the date the next time the activity needs to be completed on the sheet.
* **Step 4**: Review maintenance log each week before making the next week’s schedule.
* **Step 5**: Schedule which items need to be completed the next week.
* **Step 6**: Initial the maintenance log after the task has been completed.
* **Step 7**: If a repair happens, log what the repair was and when it was completed. Use this to track if items continually need repair or to track warranties on work that is completed.
* **Step 8**: Keep maintenance log posted in the office.