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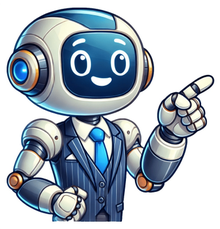

A preventive maintenance schedule template is the best tool you can use to improve your productivity. It is essential, especially if you have a business that works with lots of machines. By using maintenance schedule, you'll be sure when to check up the machines, cleaning, or doing regular maintenance. Don't know how to make it? Just chill on, here are some tips for you, including preventive maintenance schedule template excel.Understanding Preventive Maintenance Schedule MeaningFirst, we have to know what preventive maintenance schedule is. It is a set of schedule contains a complete list about what kind of maintenance you must do and when to do it. Only a few companies know how to make a maintenance schedule since they mostly use corrective maintenance system.However, using corrective maintenance will give you more risk rather than a preventive system. If you just repairing your machines when they're down, there's a chance you'll fail to make it up. Hence, using preventive maintenance is the best way to make your company keep working.Best Tool To Make A Preventive Maintenance ScheduleSo what's the best tool to make a preventive maintenance schedule template? Actually, there's no exact format to make a schedule like that. Just choose which format that makes sense the most.However, most companies tend to use Microsoft Excel to make this kind of schedule. As we know, an ideal schedule must contain a list of what and when to do. Companies usually break down the list of maintenance activities for a year and decide what date they'll be doing it. With Excel, they could use the rows to write the dates, and the columns to write the commotion list.Tips To Make A Preventive Maintenance Schedule On ExcelDo you still feel difficult to make a preventive maintenance schedule on Excel? Don't be worry, these are tips you can use to make an outstanding preventive maintenance schedule.First of all, you need to know what kind of machines your company uses. What if you're not a machine expert? The easiest way to know your machines type is to see how they work. For example, there are machines that can't stop its production. Meanwhile, there are also machines needing some rest before you can use it again. Usually, unstoppable machines only need light treatment such as oiling. Repairing is needed if the machines suddenly stop.If there, you can read the instructions that are included on your machine's box. From the instructions, you could know how the machine works and kind of treatments it needs. This is much easier than doing the previous tip. So when you buy a new machine, don't just drop the instructions leaflet on its box.After knowing how your machines work, break down what kind of problems they'll probably undergo. Prepare for the maintenance from now on. Break down the maintenance the machines will need, including who's people can do it.After deciding how many maintenance needed and who's people accountable, you need to determine its time. Most companies will directly make a year schedule. So they could monitor the machines condition and its maintenance cost before making a financial report and arranging next year's budget.The easiest way to make a proper schedule is by using Excel. You just need to write the maintenance list, highlight the dates to do it and print it later on. If you're unsure to make it, you can use Planned Preventive Maintenance Schedule Template at the end of this article.Preventive Maintenance Schedule TemplateSo here they are the examples of preventive maintenance schedule template Excel we can provide. You could directly print it since they're preventive maintenance schedule template printable. 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Go get yourself a template and boost up your productivity! Feb 13, 2025 How to Make Preventive Maintenance Schedule in Excel Preventive maintenance schedule templates are proven to be highly useful when it comes to automating tasks that need to happen on a periodical basis but, have been somewhat ignored due to the infrequency. The preventive maintenance formats are similar to the excel-spreadsheet and it helps in listing the preventive maintenance schedules and guidelines according to the scenario and time basis. And so, we've prepared a guide to help you prepare a preventive maintenance schedule planner. With our tips and free downloads, you can use Excel format to create effective schedules for annual building renovation, warehouse repair, quarterly inspection, faculty room cleanup, 52-week report, computer network update, and much more. 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Make sure to write the name of the heading at the beginning of the document. Step 3: Add Basic Details Next, add basic details underneath the heading. Include details such as the name of the customer, name of the mechanic, number of units, date, time, and the next date when the maintenance will be carried out. Step 4: Insert a Table Now, insert a tabular column so that you can arrange information relating to the maintenance schedule in Word such as the services, status of the maintenance, and completion date. You can also insert any other details that you like. Step 5: Save the File Finally, review the content that you have entered and click on the Save button. You may use this schedule file digitally or get it printed for use. 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There are many free preventive maintenance schedule templates and preventive maintenance schedule samples are available on the web and they are available for free download as well. You can also see more on reschedule letters. In business, equipment such as machines, pumps, and electrical wirings have always been the assets of every company. These materials help in providing efficiency and convenience that would be beneficial for every client. But so long since you have probably been using your resources for your company. But remember that they, too, are prone to damages that could pose potential risks to every employee. With that, it would be mandatory to keep everything in good condition. Therefore, you have to prepare a preventive maintenance schedule to secure regular property management. This helps you set appointments for a day for particular equipment, which also enables you to track your progress from time to time. 14+ Preventive Maintenance Schedule Examples 1. 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The Worth of Wrongful Injuries at Work No matter how much you provide an effort to give convenience to your employees in the workplace, there will always be unexpected damages that could severely affect the situation. Part of that is the equipment that is typically used every day without weekly or monthly maintenance and checking. Perhaps, according to a report published by the Injury Facts, the finances of work injuries reached $170.8 billion in 2018. It's a significant number, which also explains that maintenance in resources is an absolute necessity. Therefore, primary to solving these issues must be addressed within the employee training plan and maintenance schedule. How To Make a Preventive Maintenance Schedule There are a hundred different ways of conducting an equipment maintenance schedule to a wide variety of machines and applications. One must be keen on details to make sure everything will go according to the maintenance plan. As there are formats and elements that you must consider, perhaps, it would be an easy process if you consider the steps below. 1. Prepare an Equipment Inventory When preparing a maintenance visual board for your team, it would be beneficial to always start by creating an equipment inventory. Take your time to evaluate what are the materials and resources involved in your daily operation. You can make a checklist based on what type of company you run. You may include grinding machines, cold cut saws, and even shears. The more accurate list, the better. With this, you can easily incorporate the procedures you will do in the later steps. 2. List Down all Maintenance Procedures Once you finally record all the equipment involve, the next thing you should do is to organize the tasks required to maintain or fix each item. Note that correctness is mandatory in any work schedule. Therefore, you have to add the list of maintenance jobs that your employees will follow. For example, in HVAC preventive maintenance, inspecting and changing filters are typically the first steps, followed by cleaning the entire system. Having a proper step by step guide will help employees avoid further damages. 3. Make a Timetable But aside from the list of tasks, what is important is to finish them on time. Here, if machines or equipment are mandatory to undergo monthly preventive maintenance, you have to pull off that monthly schedule. Some may need to have weekly or even yearly assessments. In each task, label them with the accurate date and time. But remember to put intervals for thorough forecasting that requires greater skills. So, since one maintenance task may take two to three days to finish, you have to finish them on that exact time duration, or else, extensions may cause a delay. More so, it could affect your monthly productivity and performance. 4. Make an Analysis and Adjustments Lastly, once you have finished the timetable, it would be best to have it checked by the authorized personnel. In this way, they can make their analysis and secure necessary adjustments in the process. It is always important to check if the schedule is doable and achievable. If it works out well, you can improve it sooner or later. FAQs There are four types of maintenance: preventive, namely corrective, condition-based, and risk-based. There are various examples of materials or equipment that undergo regular preventive maintenance. It includes oil changes, lubrication, adjustments, repairs, and replacements. Among the advantages of preventive maintenance, the most common are efficiency and avoiding delays. These two secures that equipment will work finely and error-free. Indeed, you need essential equipment for your business to run productively and smoothly. But because these are also materials that are commonly used regularly, you can expect damages. Therefore, you need to schedule preventive maintenance to avoid harmful situations. Follow the steps above and prepare your document for better equipment performance in the workplace. In business, equipment such as machines, pumps, and electrical wirings have always been the assets of every company. These materials help in providing efficiency and convenience that would be beneficial for every client. But so long since you have probably been using your resources for your company. But remember that they, too, are prone to damages that could pose potential risks to every employee. With that, it would be mandatory to keep everything in good condition. Therefore, you have to prepare a preventive maintenance schedule to secure regular property management. This helps you set appointments for a day for particular equipment, which also enables you to track your progress from time to time. 14+ Preventive Maintenance Schedule Examples 1. 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As stated, the gift card was offered through Capterra but fulfilled by Tango, and there was no explanation for this in the redemption emails. I'm getting whiplash from the constant URL changes, pick a lane.TLDR; Such a faff, don't bother, unless you really want a £10 Amazon gift voucherDate of experience: June 07, 2025What's their two like about this company the software this app? Negative input is best fitting for Capterra . The reviews are just pure waste your time and nothing more. Of honest .# 20 dollers for incentive to give a perfect review for any software if you're still a levelware they have on the site . Now if ylow rate llow or honest it will never be seen again . If you write or a 9 10 rating . You get published . (It's a shame to think of hundreds of wasted dollers frrom a possible college student low i income family or elderly ! Vaified they say? Uhh huh ! 15 or more reviews I sent after a random email offeriing me lunch the next day free in exchange for review. 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Our team is always here to help you.Everyone has been so wonderful to me on my software journey :DDate of experience: February 10, 2025Thanks so much for your feedback.Website works just well, but I have tried unsubscribing from their marketing emails four times in the past week and I am still receiving new ones every other day. Seems I should've thought twice before giving them my email. Disappointed with the ethics of how they operate.Date of experience: January 28, 2025Thank you for sharing your feedback, and we apologize for the inconvenience caused by the unwanted emails. We want to let you know that you have been successfully unsubscribed from our mailing list.They pay a couple of times and then they never pay again. Although they continue to publish the reviews and therefore make their own money. If you ask, they copy paste all those escape texts and never reply. My recommendation is when you see they didn't pay once, just stop wasting your time. Date of experience: January 22, 2025Thank you for bringing this to our attention. We invite you to reach out to us directly at reviews@capterra.com, so we can assist you and resolve this issue effectively. Access important information like procedures, error logs, manuals, permits, licenses, photos, images, diagrams, and schematics within asset records. This speeds up troubleshooting and work order processing times. In business, equipment such as machines, pumps, and electrical wirings have always been the assets of every company. These materials help in providing efficiency and convenience that would be beneficial for every client. But so long since you have probably been using your resources for your company. But remember that they, too, are prone to damages that could pose potential risks to every employee. With that, it would be mandatory to keep everything in good condition. Therefore, you have to prepare a preventive maintenance schedule to secure regular property management. This helps you set appointments for a day for particular equipment, which also enables you to track your progress from time to time. 14+ Preventive Maintenance Schedule Examples 1. Preventive Maintenance Schedule Template Google Docs Google Sheets MS Excel MS Word Numbers Pages Size: US, A4 Download 2. Sample Preventive Maintenance Schedule Template Google Docs Google Sheets MS Excel MS Word Numbers Pages Size: US, A4 Download 3. Sample Preventive Maintenance Schedule Template MS Word Google Docs Google Sheets Excel Apple Numbers Apple Pages PDF Size: 40 KB Download 4. Preventive Maintenance Schedule Template MS Word Google Docs Excel Apple Numbers Apple Pages PDF Size: 42 KB Download 5. Planned Preventive Maintenance Schedule Template MS Word Google Docs Google Sheets Excel Apple Numbers Apple Pages PDF Size: 28 KB Download 6. Preventive Maintenance Schedule MS Excel MS Word Numbers Pages Size: US, A4 Download 7. Weekly Maintenance Schedule Template Numbers MS Excel Pages MS Word Size: A4, US Download 8. Vehicle Maintenance Schedule Template MS Excel MS Word Pages Numbers Size: US, A4 Download 9. Equipment Maintenance Schedule Template MS Excel MS Word Numbers Pages Size: A4, US Download 10. Vehicle Preventive Maintenance Schedule oa.mo.gov Size: 80 kB Download 11. Schedule for Equipment Preventive Maintenance documents.dgs.ca.gov Size: 18 kB Download 12. Home Preventive Maintenance Schedule templates.office.com Size: 35 kB Download 13. Building Preventive Maintenance Schedule seattle.gov Size: 7 kB Download 14. Sample Preventive Maintenance Schedule grpumps.com Size: 11 kB Download 15. New Home Preventive Maintenance Schedule riverhillscustomhomes.com Size: 16 KB Download What Is a Preventive Maintenance Schedule? A preventive maintenance schedule is a document that contains a list of service checks of equipment. It is a periodical checking of a company's resources to ensure that the operation would avoid fallbacks. This, too, helps in preventing unnecessary delays and accidents in the workplace. The Worth of Wrongful Injuries at Work No matter how much you provide an effort to give convenience to your employees in the workplace, there will always be unexpected damages that could severely affect the situation. Part of that is the equipment that is typically used every day without weekly or monthly maintenance and checking. Perhaps, according to a report published by the Injury Facts, the finances of work injuries reached $170.8 billion in 2018. It's a significant number, which also explains that maintenance in resources is an absolute necessity. Therefore, primary to solving these issues must be addressed within the employee training plan and maintenance schedule. How To Make a Preventive Maintenance Schedule There are a hundred different ways of conducting an equipment maintenance schedule to a wide variety of machines and applications. One must be keen on details to make sure everything will go according to the maintenance plan. As there are formats and elements that you must consider, perhaps, it would be an easy process if you consider the steps below. 1. Prepare an Equipment Inventory When preparing a maintenance visual board for your team, it would be beneficial to always start by creating an equipment inventory. Take your time to evaluate what are the materials and resources involved in your daily operation. You can make a checklist based on what type of company you run. You may include grinding machines, cold cut saws, and even shears. The more accurate list, the better. With this, you can easily incorporate the procedures you will do in the later steps. 2. List Down all Maintenance Procedures Once you finally record all the equipment involve, the next thing you should do is to organize the tasks required to maintain or fix each item. Note that correctness is mandatory in any work schedule. Therefore, you have to add the list of maintenance jobs that your employees will follow. For example, in HVAC preventive maintenance, inspecting and changing filters are typically the first steps, followed by cleaning the entire system. Having a proper step by step guide will help employees avoid further damages. 3. Make a Timetable But aside from the list of tasks, what is important is to finish them on time. Here, if machines or equipment are mandatory to undergo monthly preventive maintenance, you have to pull off that monthly schedule. Some may need to have weekly or even yearly assessments. In each task, label them with the accurate date and time. But remember to put intervals for thorough forecasting that requires greater skills. So, since one maintenance task may take two to three days to finish, you have to finish them on that exact time duration, or else, extensions may cause a delay. More so, it could affect your monthly productivity and performance. 4. Make an Analysis and Adjustments Lastly, once you have finished the timetable, it would be best to have it checked by the authorized personnel. In this way, they can make their analysis and secure necessary adjustments in the process. It is always important to check if the schedule is doable and achievable. If it works out well, you can improve it sooner or later. FAQs There are four types of maintenance: preventive, namely corrective, condition-based, and risk-based. There are various examples of materials or equipment that undergo regular preventive maintenance. It includes oil changes, lubrication, adjustments, repairs, and replacements. Among the advantages of preventive maintenance, the most common are efficiency and avoiding delays. These two secures that equipment will work finely and error-free. Indeed, you need essential equipment for your business to run productively and smoothly. But because these are also materials that are commonly used regularly, you can expect damages. Therefore, you need to schedule preventive maintenance to avoid harmful situations. Follow the steps above and prepare your document for better equipment performance in the workplace.