

# Maintenance Schedule Template

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<b>Purpose</b>	Generic planned maintenance schedule for production machinery, industrial assets, facilities, utilities and site services.
<b>Use case</b>	Client maintenance planning, PPM creation, due-date control, contractor onboarding resources and asset reliability improvement.
<b>Best used with</b>	The editable Excel version, which includes dropdowns, formulas, dashboard, planner view, asset register, task library and completion log.
<b>Document owner</b>	DEVA Maintenance Services LTD

## 1. Template approach

This template is designed to create a practical maintenance schedule that engineers, production teams and managers can actually use. It is built around asset criticality, realistic maintenance frequency, clear ownership, defect capture and simple due-date control.

- Start with the Asset Register so equipment, location and criticality are clear.
- Use the Task Library to standardise maintenance tasks, frequencies, controls and required skills.
- Build the Maintenance Schedule by linking each asset to appropriate maintenance tasks.
- Record last completed dates, calculate next due dates and track overdue or upcoming tasks.
- Use the Completion Log to capture findings, defects, parts used and follow-up actions.
- Review repeat defects and overdue work to improve reliability, reduce downtime and strengthen OEE performance.

## 2. Suggested schedule review routine

Review period	Action
Daily / shift	Review critical overdue items, safety concerns, breakdown follow-up and high-risk assets.
Weekly	Plan tasks due within seven days, confirm parts, access, permits and production windows.
Monthly	Review overdue trends, defects raised, repeat faults and schedule compliance.
Quarterly	Review task frequencies, asset criticality and recurring downtime or quality losses.
Annually	Review full asset list, task library, shutdown requirements and improvement opportunities.

## Frequency and planning guide

Frequency	Typical use
Daily	High-frequency operator or engineering checks where failure risk is immediate.
Weekly	Frequent wear, lubrication, housekeeping, obvious leaks, guards and adjustment checks.
Monthly	Common PPM period for production machinery condition, safety devices and routine inspections.
Quarterly	Deeper checks, electrical visual inspections, services, fans, utility and performance-related tasks.
6 Monthly	More intrusive checks, known wear items, alignment reviews and access-dependent work.
Annual / Shutdown	Inaccessible components, major strip-downs, statutory support, improvement work and planned overhauls.

Before scheduling work, confirm access, isolation, permits, parts, production windows, risk controls, competent resource and whether the task is safety-critical or environmentally sensitive.









### 7. 12 Month Planner Template

Use the planner to show which month each task is due. This helps plan downtime, spares, contractor support, access equipment, permits and production windows.

Module ID	Asset	Task	Frequency	Next Due	Status	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov

### 8. Completion Log Template

Module ID	Asset ID	Task Ref	Work Completed / Findings	Engineer	Parts Used	Defects Raised?	Follow-up Action	Target Date	Close-out

### 9. Defect and Improvement Review

A maintenance schedule should feed back into reliability improvement. Use this review section to capture repeat defects, poor access, missing spares, unclear tasks, breakdown trends and improvement opportunities.

Review Date	Asset / Area	Issue or Trend	Root Cause / Observation	Action Required	Owner	Target Date	Status

### 10. Document control

<b>Created for</b>	DEVA Maintenance Services LTD website resources and client use
<b>Format</b>	Printable PDF template plus editable Excel workbook
<b>Review period</b>	Review at least annually, or sooner after asset changes, repeat failures, production changes or safety/environmental concerns
<b>Important note</b>	This template does not replace site-specific risk assessments, method statements, permits, OEM instructions or statutory inspection requirements.

This template is provided as a practical maintenance planning resource. Site-specific requirements, statutory inspections, client procedures and competent engineering judgement must always be applied.