



_____ Facility

Task	Responsible Person
Maintenance Long Range Vision	
Develop the vision for asset management	
Communicate the why and when	
Conduct management training of maintenance vision	
Conduct wage/hourly training of maintenance vision	
Existing Structure and Organization	
Review existing leadership and management structure	
Review floor time and responsibilities of management	
Analyze reactive demands and needs-tools, travel, and knowledge	
Work order dispatching - centralized or scatter approach	
Make structure change recommendations	
Maintenance Control Function - Work orders-planning and scheduling-supply parts	
Define asset number strategy	
Label all critical assets	
Populate asset data base	
Develop work order process flow map	
Provide work order writing training	
Management, operations, and maintenance staff	
Define standing or blanket work orders	
Define work order writing start date for craftsmen/technicians	
Measure work order writing performance and ensure accuracy	
Develop asset priority system	
Communicate asset priority system to all management	
Communicate asset priority system to wage employees	
Start weekly maintenance planning and scheduling meetings	
Begin work order planning	
Begin work order parts kitting	
Measure planned maintenance work on weekly basis	
Begin work order weekly scheduling	
Measure scheduled maintenance work on weekly basis	
Review supply parts key performance indicators	
Measure maintenance work order conflicts related to unavailable parts	
Identify critical spares	
Preventive and Maintenance	
Develop PM inspections and check lists	
Runtime inspections	
Operator interview	
Downtime inspections	
Develop lubrication program	
Define lubrication types, location and frequency	
Maintenance Performance Measures	
Educate plant on meaning of KPI's	
Agree on top performance measurements	
Develop charts and graphs for posting	
Audit work order quality	