



Preventive Maintenance Scheduling Basics

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Preventive Maintenance (PM) Group

Equipment Components with identical PM get the same PM group code.

Calendar Scheduling

The PM Start date:

- is the beginning date of PM for the component.
- is the central date for Calendar scheduling.
- does not need to be changed each year.
- you might change the month and day of equipment PM Start dates.

You do not need to change the PM Start date from one year to the next.

You may want to change the month and day so that not all components schedule during the same week.

Example Calendar PM scheduling with a PM Start date of 02/01/?????:

Frequency	PM Scheduled Dates (mm/dd)
30-Day	01/01, 02/01, 03/01, 04/01 ...
90-Day	02/01, 05/01, 08/01, 11/01
180-Day	02/01, 08/01
1YR	02/01

Time Scheduling

Time scheduled PM is due strictly by the number of days since the last closed PM.

Calendar scheduling sets an even number of PM hours from week to week.

Time scheduling might result in uneven PM hours from week to week.

Due PM List

- A dispatch list of PM tasks for equipment, not yet work orders.
- When the task is closed, the program adds a work order as history.

Ready Work Orders

- PM work orders of the same PM tasks not yet closed, Ready status.

PM tasks are Due when the Due date is on or after the Scheduled Date.

To get a report of current PM Tasks:

- Print Due PM Tasks.
- or
- Print Ready Work Orders of PM Tasks.

Weekly routine for Preventive Maintenance

The PM Work Orders menu is a simple weekly routine.

1. Create Ready Work Orders

Creates new PM work orders that are due.

2. Print Ready Work Orders

Print the new work orders.

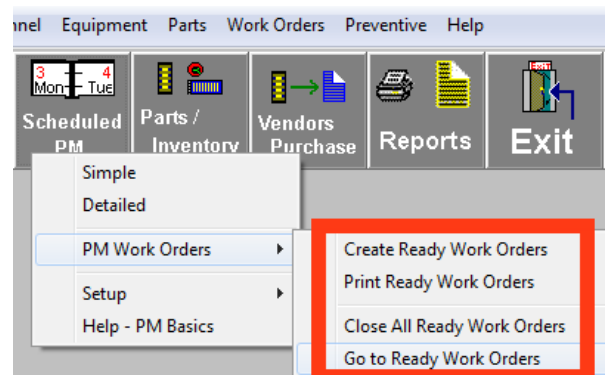
3. Close All Ready Work Orders

This is the easiest command to close all PM work orders.

OR

3. Go to Ready Work Orders

Opens the work order window to Close each PM work order.



You can un-do "Close All Ready Work Orders" by selecting the following command from Scheduled PM, Detailed, Actions, Close all...: Re-open Closed PM for current closing date and scope.

For more options: Open the Simple or Detailed windows.