

Preventive Maintenance Planning Worksheet

A practical planning worksheet for facility managers and directors.

Manager checklist

- Asset or area, location and accountable owner
- Criticality, consequence of failure and operating impact
- Task, frequency, evidence, acceptable range and escalation
- Last service, next due date, failed check and corrective work order

Leadership review

- What risk is reduced?
- Who owns the next action?
- What evidence confirms completion?
- Is the cost operating, preventive, or capital?

Planning resource only. Adapt criteria to the property, jurisdiction, client procedures, manufacturer guidance, and qualified-professional requirements.