

Use our **"Maintenance schedule template"** to schedule the maintenance of your inventory or equipment.

The table contains 11 columns that need to be filled in:

- **"Equipment name"** - in this column, enter the name of the equipment;
- **"Category"** - in this column, enter the name of the category of equipment (for example, electrical equipment, instruments, appliances, etc.);
- **"Task Description"** - in this column, enter a description of the activity to be carried out during the maintenance of the equipment;
- **"Location"** - in this column indicate the location of this equipment;
- **"Assigned to"** - in this column indicate the person responsible for the maintenance of the equipment (service engineer, ordinary employee, etc.);
- **"Serial No"** - in this column, enter the serial number of your equipment;
- **"Last Maintenance Date"** - in this column, enter the date of the last maintenance of the equipment. After further performed maintenance, update this date;
- **"Last Maintenance Condition"** - in this column, enter a description of the condition of the equipment during the last maintenance;
- **"Maintenance Frequency"** - in this column, from the drop-down list, select the frequency of maintenance required for each of the specified items of equipment. Depending on the chosen value (daily, weekly, monthly, etc.), the cells will change color;
- **"Maintenance Due"** - in this column, the value will be calculated automatically; this is the date when equipment maintenance is required based on the entered value of the last maintenance and the selected frequency. If the specified date was omitted (or not included in the **"Last Maintenance Date"** column), the value will be displayed in red. Also, those dates that fall within the period for the next week are shown with a green fill;
- **"Notes"** - in this column, enter other notes in the course of scheduling.

Table filling example

Equipment name	Category	Task Description	Location	Assigned to	Serial No	Last Maintenance Date	Last Maintenance Condition	Maintenance Frequency	Maintenance Due
Name 1	Furniture	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	111-1111	01-02-22	Working condition without critical remarks	Daily	01-03-22
Name 2	Plumbing	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	222-2222	01-19-22	Working condition without critical remarks	Weekly	01-26-22
Name 3	Instruments	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	333-3333	01-23-22	Working condition without critical remarks	Bi-Weekly	02-06-22
Name 4	Equipment	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	444-4444	01-18-22	Working condition without critical remarks	Monthly	02-18-22
Name 5	Appliances	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	555-5555	01-19-22	Working condition without critical remarks	Bi-Monthly	03-22-22
Name 6	Electronics	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	666-6666	01-19-22	Working condition without critical remarks	Quarterly	04-21-22
Name 7	Furniture	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	777-7777	01-04-22	Working condition without critical remarks	Semiannually	07-06-22
Name 8	Plumbing	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	888-8888	01-29-22	Working condition without critical remarks	Annually	01-29-23
Name 9	Instruments	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	999-9999	01-26-22	Working condition without critical remarks	Every 2 Yrs	01-26-24
Name 10	Equipment	Description of necessary actions within maintenance	Warehouse No 1	Service engineer	1010-1010	01-04-22	Working condition without critical remarks	Every 3 Yrs	01-03-25