



# Creating & Updating Maintenance Plans

- Tentative Agenda -

April 24, 2019 (Wednesday)

Class times: 10:00 a.m. – 1:00 p.m. (CT)

- Purpose and Scope of an Effective Maintenance Plan
- Organizational Chart
- The Work Order System
- Inspections
- Preventive Maintenance
- Seasonal Schedules for Maintenance
- Materials and Equipment Inventories
- Work Standards
  - Outcome-Oriented Descriptions
  - Quality of Work Standards
  - Standards of Conduct
- Time Standards
- Vehicles
  - Use/Record Keeping
- Inventory Management
- Safety
- Training