

**10<sup>th</sup> Annual Facilities / Operations  
Directors Conference & Expo  
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**Preventive Maintenance Templates**

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**Why Preventive Maintenance**

Preventive Maintenance is a process to care for the equipment and the facility in order to keep it in the best possible condition for the longest possible time.

It means performing routine checks at the facility and on the equipment to ensure it remains safe and operates at the best possible efficiency.

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**What Are Templates**

**PM Templates**

The PM Templates are preventive maintenance procedures that have already been constructed and can be duplicated for other buildings or locations.

With SchoolDude PM Direct, the PM templates can be copied and will directly fill in sections 7, 8, 9, 10, 11, 12, 13, 14 and 15 once you select them.

You then need to verify the time frame in section 15 and do two more steps to create a template of your own.

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## Types of Templates

The PM Templates can be either an Individual Template or a MASTER Template.

The Individual Template is good if you will only have a single item in your district.

The MASTER Template allows you to update all templates that were created from it by making changes to the MASTER Template.

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## How do I get Started?

1. Get a list of the buildings for which you will be creating maintenance templates.
2. Get a list of the Equipment at each of the buildings.
  - A. Blueprints (Mechanical Section 3.2)
  - B. Building Map (Actual location of items)
  - C. Walk the building (Note Locations)

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## How do I get started (2)

3. Decide what you are going to have as your first priority.
4. Start small and add on items when you can.
5. Start with the things that take most of your time.
6. Start with the things that are the highest liability.
7. Start with what you know.

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### Train someone

- Use the Michigan Templates
  - Listing of 154 templates for schools
- Do the first template and schedule.
- Train someone to do the next template and schedule. This will help reinforce to you how things are done, and how simple it can be.

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### Questions and Answers

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### Lets do one

- Go to [www.schoolde.com](http://www.schoolde.com)

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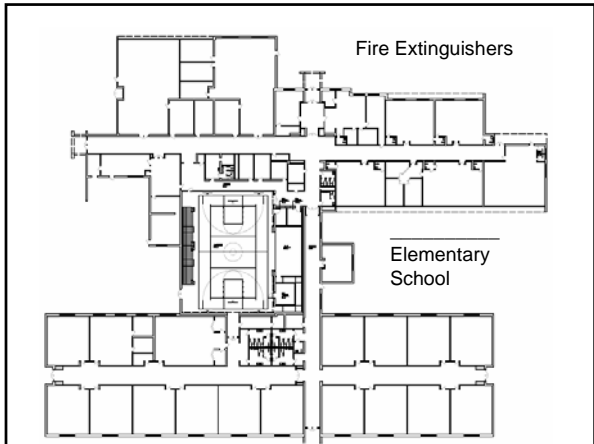
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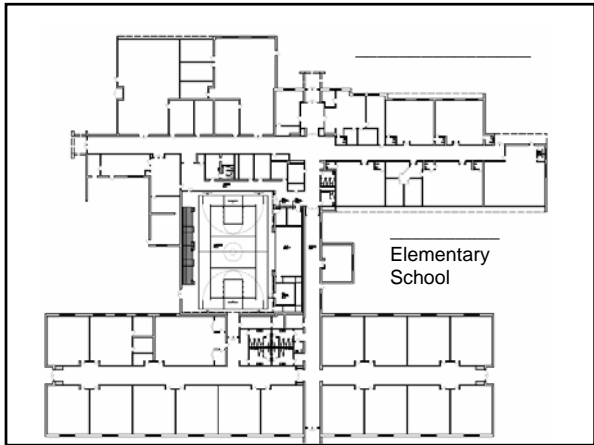
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