

It is probably a good idea for me to share my general philosophy about any process and especially when it comes to Maintenance Management. Evaluate every process that you repeat, simplify it and eliminate if possible.

Below are 5 easy ways to simplify your Maintenance Management.

### **1. It all starts with a list...**

Your first step in improving your maintenance management operation is to write down your list of goals. Remember, you can't manage what you don't measure. Be sure to establish a timeframe that is realistic.

### **2. Eliminate repetitive or routine tasks...**

Systems that provide templates for work orders can reduce as much as 80% of the data entry effort. You can always tweak the exceptions. A standards jobs module, quick work order process and the ability to clone existing processes are features found in leading systems that eliminate the heavy lifting.

### **3. Integrate your systems...**

Maintenance and Purchasing are two systems that are co-dependent. If you have two separate systems, you are doubling the data entry as well as the opportunity for errors. With a tightly integrated system work and mistakes are dramatically reduced. In addition management receives a better picture of the overall operation.

### **4. Right Tools for the Job...**

We've all heard the expression "the right tool for the job." Well, when it comes to maintenance management that statement applies to your tools, staff, and spare parts. Make sure your system keeps you apprised of your situation so that you don't end up with the wrong tradesman using an inappropriate tool to replace a part with a flawed spare.

### **5. Apply the General Philosophy**

Remember to evaluate every process as you go. Once you have simplified them, ask yourself and your team "Can we eliminate?"

***Congratulations!*** You are now well on your way to improving your Maintenance Management Department.

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