

How to Write an Effective Maintenance Task

1. Identify the Maintenance Problem

Pinpoint the specific issue that needs attention. For example, does equipment need an inspection, repair, or replacement of a part?

2. Identify the Required Action

Decide what action is needed to resolve the maintenance problem. Use clear, action-oriented verbs like “inspect,” “clean,” or “replace”. Break down complex, multi-step procedures into simpler tasks if necessary.

3. Describe the Task in Detail

Define exactly what must be done. Tailor the level of detail to the experience level of your team. For less experienced technicians, provide step-by-step instructions and include visuals like pictures or video.

4. Identify the Required Parts and Tools

Identify all parts, tools, and personal protective equipment (PPE) necessary to complete the task. Include these in the task description.

5. Estimate the Completion Time

Assign a realistic time frame for completing the task. This helps with scheduling and ensures that technicians are working efficiently.

6. Review and Refine the Task

After drafting the task, take a break and revisit it later with fresh eyes. Review for any errors and mentally walk through the steps to ensure they are logical and clear.