

# Directions

There are twelve *Service Record* forms – one for each month of the year. These pages are used to record the entire month's activity for a single machine. The two columns entitled "Inspection and Maintenance Schedule" and "Repair Schedule" are for scheduling these activities. These two columns are used in conjunction with the *Maintenance Schedule* at the bottom of each *Service Record* page as follows:

1. Enter the service meter reading and date of the most recently performed periodic maintenance (at 250, 500, 1000, or 2000 intervals).
2. Add the appropriate interval (250, 500, etc.) to each "Last Performed" service meter reading to obtain the "Next Due" figures.

Maintenance Schedule					
1	LAST PERFORMED		NEXT DUE/DONE		2
	HOURS	DATE	HOURS	HOURS	
250 HOURS	<u>5566</u>	<u>May 13, 2008</u>	<u>5816</u>	<u>1</u>	<u>1</u>
500 HOURS	<u>5334</u>	<u>Apr. 25, 2008</u>	<u>5834</u>	<u>1</u>	<u>1</u>
1000 HOURS	<u>4914</u>	<u>Feb. 24, 2008</u>	<u>5914</u>	<u>1</u>	<u>1</u>
2000 HOURS	<u>3829</u>	<u>Oct 20, 2007</u>	<u>5829</u>	<u>1</u>	<u>1</u>

3. The 250 hour maintenance is the most important to schedule on time because it includes an engine oil change. If a 500 hour maintenance will be due within 125 hours of this 250 hour maintenance, schedule that maintenance for the same service meter reading as the 250 hour maintenance. If either a 1000 or 2000 hour maintenance is due within a short period a decision must be made whether to perform that level of maintenance at the same time. In the example shown, a decision has been made to perform a 2000 hour maintenance and inspection at a service meter reading of 5816 hours.

3	NEXT DUE/DONE		HOURS	HOURS
	HOURS			
	<u>5816</u>	<u>1</u>	<u>5839</u>	<u>1</u>
	<del>5834</del>	<u>1</u>		<u>1</u>
	<del>5914</del>	<u>1</u>		<u>1</u>
	<del>5829</del>	<u>1</u>		<u>1</u>

Service Record:		Equipment Name: _____	Equipment #: _____											
AVAILABILITY RECORD				MAINTENANCE RECORD & FLUIDS EXPENSE										
DATE	HOURS ODOMETER READING	TOTAL DAILY HOURS/ MILES/ KM	EQUIPMENT HOURS				LABOR HOURS			INSPECT. & MAINT. SCHEDULE *	REPAIR SCHEDULE **	DAILY CHECKLISTS		ADDED (GAL, L)
			PLANNED	WORKED	IDLE	DOWN	REPAIR	MAINT.	INSPECT.			✓ OPER.	✓ MAINT.	
1	5797											✓	✓	
2	5815								4	5		✓	✓	
3	5830									2000	1, 2, 3	✓	✓	
4	5839									2000	①, ②	✓	✓	
5	5855											✓	✓	
6	5862											✓	✓	
7											6			
8	5875										3	✓	✓	
9	5891											✓	✓	
10	5896										③	✓	✓	
11														
12														

4. It is estimated that the machine will reach a service meter reading of 5816 on June 3 so "2000" is entered to indicate that this level maintenance and inspection is scheduled on that date. Since the maintenance and inspections are "cumulative", all lower level, (i.e. 250, 500, and 1000 hours) procedures will be performed at that time.

5. Repairs are scheduled in the same manner as maintenance and inspections using a code or numbering system of some sort. This code or numbering system may be referenced to the *Repair Backlog* items.

6. If Maintenance or repairs are not performed on the date scheduled, they are rescheduled for a future date and entered again.

7. When completed, each item is circled. This method provides a quick visual reference of when maintenance, inspections and repairs are actually performed compared to when they were scheduled to be done.

AVAILABILITY RECORD							MAINTENANCE RECORD & FLUIDS EXPENSE							ENGINE				FINAL DRIVE/ DIFF. OIL			HYDRAULIC OIL																					
DATE	HOURS ODOMETER READING	TOTAL DAILY HOURS/ MILES/ KM	EQUIPMENT HOURS				LABOR HOURS			INSPECT. & MAINT. SCHEDULE *	REPAIR SCHEDULE **	DAILY CHECKLISTS		FUEL		OIL			AIR	COOLANT		TRANS./CONVERT. OIL			ADDED OR CHGD. (GAL, L)			S O S	S O S	S O S	GREASE USED (LBS, KG)											
			PLANNED	WORKED	IDLE	DOWN	REPAIR	MAINT.	INSPECT.			✓ OPER.	✓ MAINT.	ADDED (GAL, L)	✓ FILTER CHGD.	ADDED OR CHGD. (GAL, L)	✓ S O S	✓ FILTER CHGD.	✓ FILTER CHGD.	ADDED OR CHGD. (GAL, L)	✓ COND. ELEMENT	ADDED OR CHGD. (GAL, L)	✓ S O S	✓ FILTER CHGD.	ADDED OR CHGD. (GAL, L)	✓ S O S	✓ FILTER CHGD.															
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30																																										
31																																										
TOTAL																																										
COST PER UNIT																																										
TOTAL COST																																										

\* Indicate Maintenance Level (50, 250, 500, 1000, 2000 Hour) on date scheduled. circle (50, etc.) when done  
 \*\* Indicate repair from Repair Backlog coded (1, 2, 3, etc.) on date scheduled. circle (1, etc.) when done

† Total columns indicated  to obtain fluids expense

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**Maintenance Schedule**

**MONTHLY COST SUMMARY**

LAST PERFORMED	
HOURS	DATE
250 HOURS	_____
500 HOURS	_____
1000 HOURS	_____
2000 HOURS	_____

NEXT DUE/DONE	
HOURS	HOURS
/	/
/	/
/	/
/	/

HOURS	HOURS
/	/
/	/

REPAIR COST		
MAINT. COST		
FUEL EXPENSE		
OTHER FLUIDS		
M I S C C O S T S	OPERATOR SALARY	
	INSURANCE	
	EQUIP. STORAGE	
	EQUIP. TRANSPORTATION	
	OTHER EXPENSE	
TOTAL EXPENSE		