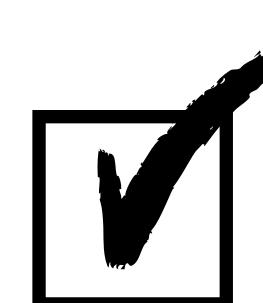


# HOW TO IMPROVE PREVENTIVE MAINTENANCE PROCESSES WITH CHECKLISTS

So what is a checklist? A list of items required, things to be done, or points to be considered; used as a remidner, a way to organize a set of tasks.

Industry-leading fleet management software, AssetWorks FleetFocus, allows users to create checklists for several different functions. The most common option would be to create a preventive maintenance (PM) process checklist that you can add tasks (PM tasks) for your technicians to follow as a way to make sure that nothing is missed during the PM process and for standardization from one asset to another.

Below are some topic points to take into consideration when thinking about using checklists in FleetFocus.



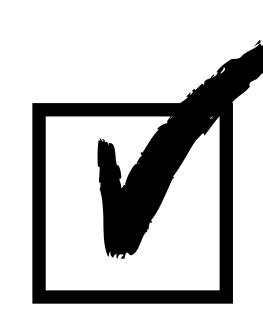
## Organization

PM checklists can help the shop technician stay more organized by ensuring they don't sip any steps in the PM process. Checklists should be easy to use, understandable and help the user to be as effective as possible for completing the process.



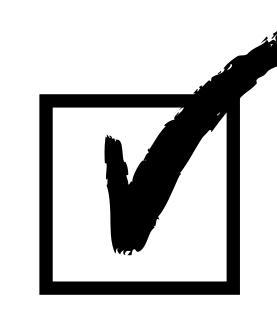
#### Prioritization

Within the checklist you can arrange all of the tasks in order of importance to make sure each step of the PM process is completed before moving on to the next one.



#### Standardization

Checklists are assigned to a group, category and/or class in the FleetFocus software instead of for each individual asset. This allows the same checklist to be used for a variety of current and new assets without needing to create new checklists each time



# Flexibility

The ease of the creation of a checklist is one thing, and it only takes moments to do any type of modification to a checklist. These changes will take effect once you have saved it and it will work for all new PM processes.



### Productivity

A checklist created with the previous 4 topics in mind will make for a more complete PM process, reducing errors and shop returns for incomplete work.

Did we mention that FleetFocus comes with an extensive training and support network within the AssetWorks community? With these recourses at your fingertips online and by phone, you can rest assured that you are optimizing your use of FleetFocus and the checklist feature. Want to learn more? Visit assetworks.com/fleet