



# 6 Tips to Spring Clean Your Maintenance Backlog

Backlog is critical to maintaining healthy asset management strategies, but sometimes it becomes unmanageable. You know the drill – maintenance requests keep piling up at a faster rate than work is being executed, making it exponentially more difficult to organize, process, manage, and eventually, execute work orders in your backlog. “Spring clean” your backlog with these 6 helpful steps.

1

## MAKE YOUR MAINTENANCE BACKLOG CLEANING LIST

*Sift through your backlog of maintenance work with a fine-toothed comb, looking for...*

- **Duplicates** (find by location or asset number)
- **Completed jobs** (search by dedicated crafts or labor assigned to the work)
- **Work that needs modifications**, awaits approval, or needs to be re-evaluated
- **Outdated work** that has lingered on the backlog, but doesn't actually need to get done

2

## CLEAN UP YOUR MAINTENANCE WORK ORDERS

*Verify the who, what, and how of each work order by clarifying:*

- A description of the work, tasks, and hours it'll take
- List of required resources
- How much it'll cost
- An outline including safety tasks/procedures
- List of who will be involved

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## DOUBLE-CHECK MAINTENANCE, REPAIRS, AND OPERATIONS

*Invest time in reflection. Analyze your maintenance planning and scheduling and backlog trends. Evaluate what worked, what didn't, and how this can be done better in the future.*

5

## SWEEP UP YOUR SCHEDULING ACTUALS

*Ask yourself, "Are things going as planned?" Make sure your schedule is flexible as the landscape changes. Report on this weekly to your team.*

4

## START CLEANING: WORKFORCE SCHEDULING PLAN OF ATTACK

*Bring your plan to life. Set times for each job and consider needs of labor, resources, and equipment, and ensure you have the right planning and scheduling tools for your CMMS.*

3

## MIX MAINTENANCE AND OPERATIONS TOGETHER

*The maintenance and operation teams must be on the same page to review all jobs that need to be completed and establish a sequence in terms of priority and asset criticality.*



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