

Maintenance Work Order Log

How-to guide: what the workbook does, how to use it and what every number means.

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Maintenance Work Order Log

Log every maintenance work order and see the open backlog in crew-weeks, overdue jobs, emergency work and where the hours and money go.

For: Maintenance managers, planners, supervisors and technicians in plants that track work orders without a full CMMS.

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Quick start

1. On Setup, set the status date, your labour rate, the crew's weekly hours and your targets, then replace the example assets, work types, priorities and technicians.
2. On Work Orders, add one row per job: number, date raised, asset, description, work type, priority, technician and status.
3. Keep each row current: estimated and actual hours, parts and contractor cost, and the completion date when it is done.
4. Read the Check column: anything other than OK names the problem in words.
5. Move the status date forward when you update the log, then open the Dashboard (set Raised from and Raised to for a month or a quarter).

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Status date, labour rate, crew hours, your targets, and the asset, work type, priority and technician lists.
Work Orders	One row per work order: what, where, priority, status, hours and cost. Due dates, age and backlog are calculated.
Dashboard	Backlog, overdue and emergency work, on-time completion, and where maintenance hours and money go.
Method	How every number is calculated, with assumptions, limits and sources.
Verify	Self-check: the workbook's formulas recomputed on fixed inputs against an independent reference.

What each number means

Quantity	How it is calculated	Units
Due date	Date raised + the priority's target days (Setup).	date
Open	1 when the status is Open, Waiting parts or In progress; 0 when Complete or Cancelled.	1/0

Quantity	How it is calculated	Units
Age	Open order: status date - date raised. Completed order: date completed - date raised. Cancelled: blank.	days
Remaining hours	Open order: MAX(0, estimated hours - actual hours booked). Closed orders: 0. This is the order's share of the backlog.	person-h
Labour cost	Actual hours x loaded labour rate (Setup).	currency
Total cost	Labour cost + parts cost + contractor cost.	currency
Due status	Cancelled: blank. Closed: Complete. Open: Overdue when the status date is after the due date, Due soon when the due date is within the Setup window, otherwise OK.	-
On time	Completed orders only: Yes when date completed <= due date, otherwise No.	-
Backlog (person-hours)	Sum of remaining hours over all open orders.	person-h
Net crew hours	Crew hours per week - hours per week committed elsewhere (Setup).	person-h/week
Backlog (crew-weeks)	Backlog person-hours / net crew hours per week: how long the crew would take to clear it with no new work (the Maintenance Backlog Weeks calculator).	weeks
Emergency work share	Orders raised in the period whose work type is in the Emergency category / all orders raised in the period, cancelled orders excluded (the Emergency Work Ratio calculator).	%
Completed on time	Orders raised in the period, completed and with On time = Yes / orders raised in the period with status Complete.	%
Planned work share	Actual hours on Planned-category orders / all actual hours, orders raised in the period.	%
Open at week end	Orders raised before the end of the week (not cancelled) - orders completed before the end of the week.	orders
Age by priority	Average age of the open orders of each priority: sum of their ages / number of open orders.	days
Cost Pareto	Total cost per asset for the period, ranked largest first by COUNTIF ranks (ties keep list order), with share and cumulative share. Hidden helper columns AO:AQ on the Dashboard hold the unsorted values and ranks.	currency, %

Assumptions, limitations, sources and the self-check (the Verify sheet, which recomputes the workbook's formulas on fixed test inputs) are in the workbook. The last page shows the Dashboard with the example data for Harbourside Foods, a fictional business.

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Engineering estimates for planning and improvement work. Verify the results against your own process, data and standards before you rely on them.

Maintenance Work Order Log

Backlog, overdue and emergency work, on-time completion, and where maintenance hours and money go.

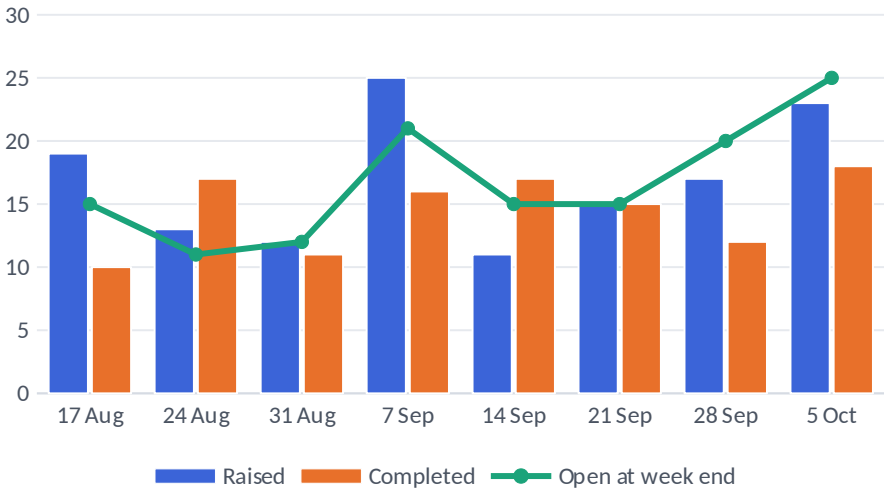
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Raised from Raised to

Period figures: 144 work orders raised between the dates (blank = all). Backlog figures: every order open on the status date, 9 Oct 2026.

BACKLOG (CREW-WEEKS)	EMERGENCY WORK SHARE	COMPLETED ON TIME	OVERDUE OPEN ORDERS
1.9	11.2%	86.4%	10
Limit 3.0	Limit 10.0%	Target 90.0%	Open past their priority's target date
On target	Above target	Near target	

Work orders by week



Maintenance cost by asset

