Preventive Maintenance Schedule

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

Preventive Maintenance Schedule

Keep every PM task with its interval, see what is overdue or due soon, the crew hours the next eight weeks need, and PM compliance by month.

For: Maintenance planners and supervisors, reliability engineers and small-plant owners who run PM from a spreadsheet.

Version 2.0.0 · updated 15 October 2026

Quick start

1. On Setup, set the status date, labour rate, crew PM hours per week and your compliance target, then replace the example assets (run hours per day and meter reading) and technicians.
2. On PM Register, list every task: asset, interval in days and/or run hours, estimated hours, last done date and the meter reading then.
3. When a task is done, add a row on PM Log (due date, done date, hours) and update its Last done on the register.
4. Each week, move the status date forward and update the meter readings; the register and Dashboard follow.
5. Open the Dashboard for overdue work, the weekly load against crew hours and compliance by month.

What is in the workbook

Start Here	Read this first: what the workbook does and how to use it.
Setup	Your plant, currency, targets and the dropdown lists.
PM Register	One row per PM task: interval, last done, when it is next due and the hours it needs.
PM Log	One row per PM task falling due: when it was due, when it was done, and whether that was on time.
Dashboard	What is overdue, the crew hours the next eight weeks need, and PM compliance, at the status date.
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
Days since	Status date - last done.	days
Run h since	Asset meter now (Setup) - meter at last done. Run-hour tasks only.	h

Quantity	How it is calculated	Units
Due in	min(calendar interval - days since, (run-hour interval - run h since) / run h per day), using the limits the task has. Negative = days overdue.	days
Next due	Status date + INT(due in).	date
Status	Overdue when due in < 0; Due soon when due in <= the Setup window; otherwise OK.	-
Cycle	min(calendar interval, run-hour interval / run h per day): the task's interval in days.	days
Annual hours and cost	365 / cycle x estimated hours; x the loaded labour rate for the cost (an estimate).	h, currency
Week k hours	Estimated hours x the number of due dates (first due + n x cycle) inside plan week k, where first due is next due or, if overdue, the status date. Weeks start on the Monday of the status week.	h
On time	Yes when done by due date + grace days; No when done later, or not done once that has passed; blank while still inside it.	-
PM compliance	Yes / (Yes + No) over log rows by due month: tasks done on time / tasks due, counting only rows whose window has closed.	%
Next twelve tasks due	The tasks with the smallest due in, ranked with a helper Sort key column on the register (due in + row number / 1,000,000, so ties keep register order).	-

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 Moreton Packaging, a fictional business.

Free from MFG Calcs - keep this credit when you share it.

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

Preventive Maintenance Schedule

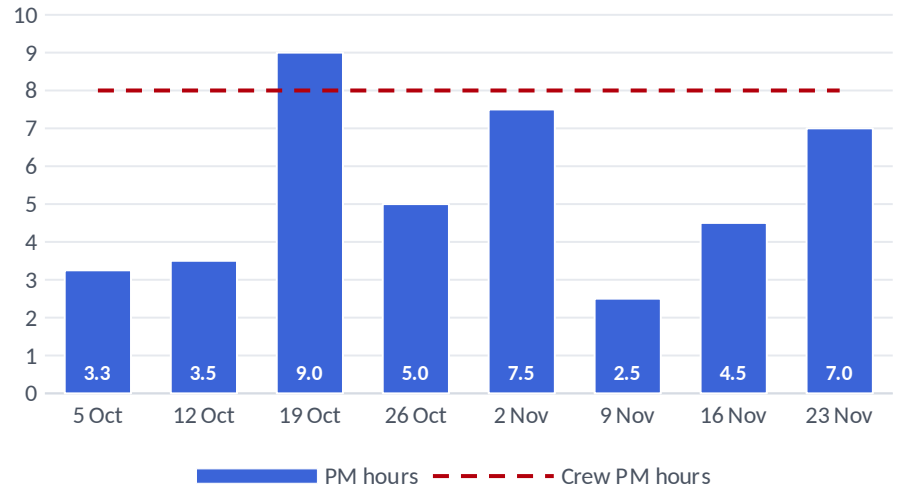
What is overdue, the crew hours the next eight weeks need, and PM compliance, at the status date.

mfgcalcs.com

Status date 9 Oct 2026: 28 PM tasks on the register. Compliance covers tasks due in the six full months before the status month. Change the status date on Setup.

OVERDUE TASKS	DUE SOON	PM HOURS, NEXT 4 WEEKS	PM COMPLIANCE, 6 MONTHS
3	4	20.8	89.3%
Limit 0	Due within the Setup window	Limit 32.0	Target 90.0%
Above target		Under capacity	Near target

PM hours by plan week against crew hours



PM compliance by due month

