



Maintenance Planning Checklist

Plan out decision windows before repairs are forced

This checklist is not about fixing everything.

It's about making sure known issues don't turn into breakdowns or emergencies.



1. Capture Known Issues Early

Any issue that's noticed but not written down is already increasing the chances of an emergency.

For each issue, record:

- Truck/trailer/unit #
- What was noticed (noise, leak, wear, warning, behavior)
- Date first observed
- Who noticed it (driver, shop, inspection)
- Initial risk level (low/medium/high)
- Known issues are written down the same day they're noticed
- Repairs can then be scheduled more proactively

2. Classify Before You Schedule

This is the step that allows you to create a true decision window.

Assign each issue to one category based on urgency and risk:

- **Now** → Safety or near-term failure risk
- **Next** → Likely to worsen, but still flexible
- **Later** → Monitor, low immediate risk
- Every issue has a Now/Next/Later label
- "Later" items are still reviewed weekly, not forgotten

3. Protect the Decision Window

The goal is to fix issues while timing is still relatively flexible.

Ask for each **Now** and **Next** item:

- What happens if this waits another week?
- What's the cost difference between planned vs forced repair?
- Will it collide with payroll, dispatch, or a tight week?
- At least one predictable repair is scheduled ahead each week
- Repairs are planned around cash and dispatch, not in isolation

4. Review Weekly (15 Minutes)

This is where costs actually come from.

Weekly review questions:

- Did any **Next** items turn into emergencies?
- Are the same issues showing up on the same unit?
- Did repairs cluster into a single "bad week"?
- Are decision windows shrinking or holding steady?
- Known issues list is reviewed weekly
- Repairs/maintenance are scheduled before they become urgent

5. Watch for Drift Signals

These indicate maintenance is slipping back into reactive mode:

- Growing list of issues, but no changes to schedule
- Repeat roadside or emergency repairs
- Breakdowns during busy or cash-tight weeks
- Multiple repairs hitting at once
- Scheduling becomes more proactive than reactive
- One root cause is addressed at a time

