

**Part 1: Maintenance Management**

How to Initiate a Well-Written Maintenance Management Policy

How to Organize and Staff the Maintenance Department

Guidelines for Training Maintenance Personnel

How to Prepare a Workable Maintenance Budget

How to Set Up and Use Shop Floor Labor Controls

How to Calculate Productivity Improvement Costs Versus Savings

**Part 2: Planning and Scheduling Maintenance Work**

Planning Your Routine Repairs

How to Develop an Effective Work Order System

Planning for Emergency Maintenance Work

Planning Major Equipment Overhauls

**Part 3: Facility Space Planning, Justification and Construction**

Effective Space Planning for Your Facility

How to Justify a New or Expanded Facility Plan

Construction Project Planning and Scheduling

How to Maintain a Safe and Secure Workplace

**Part 4: Material Planning**

How to Control Material Inventory

How to Maintain an Effective Stores Control System

How to Control the Use of Maintenance Tools and Equipment

**Part 5: Equipment Records and Preventive Maintenance**

How to Set Up and Maintain Equipment Records

How to Establish a Six-Step Preventive Maintenance Program

How to Implement a Predictive Maintenance System

**Part 6: Common Maintenance Operations and Tools**

Motion Economy: How to Work Smarter

How to Implement Motion Economy in Using Tools

Cleaning, Inspecting and Lubricating Equipment

**Part 7: Structural Maintenance**

Exterior Maintenance of Building Structures

Interior Building Maintenance

**Part 8: Mechanical Maintenance**

Machine Repair: Guidelines for Troubleshooting and Correcting Problems

Air Compressors

Air Conditioning

Heating Systems

Ventilating Systems

**Part 9: Electrical/Electronics Maintenance and Instrument Repair**

Metrology and Instrumentation

Electricians and Their Tools: Ensuring High Productivity Lighting

Motors and Generators

Emergency Power Systems

Distribution System Controls

Power Distribution System Planning & Sizing

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Batteries

High Voltage Power Supplies

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Grounds Maintenance

**Part 11: Power Plant Maintenance**

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Turbine and Generator Maintenance

Power Plant Support Equipment

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Sheetmetal in Maintenance Work

Maintenance Carpentry

Maintenance Welding

Maintenance Painting

**Part 13: Housekeeping, Waste Management, Air and Water Quality and Safety**

Janitorial and Custodial Maintenance

Waste Management

Air and Water Quality and Safety

**Part 14: Maintenance Work Measurement**

Work Measurement Techniques

Engineered Maintenance Standards

Maintenance Wage Incentive Plans

**Part 15: Computer Applications in Maintenance**

Computer Systems for the Central Shop

Computer Network Systems for Area-Central Shops

How to Plan and Develop Your Own Computer System

**Part 16: Maintenance Productivity Evaluation and Improvement**

How to Evaluate Your Company's Program: The Maintenance Management Survey

How to Control Progress in a Maintenance Productivity Improvement Program

21<sup>st</sup> Century Maintenance Management Using Finite Capacity Planning

Productivity Network Innovations, LLC  
1031 Revere Court  
Lombard, IL 60148-3721



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1031 Revere Court  
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