

Maintenance Types

Are classifications used to organize and manage various maintenance activities within an organization. Each type includes essential details to ensure proper tracking, planning, and execution of maintenance tasks.

When adding or editing a Maintenance Type, you are required to complete the following fields:

- **Name** – Enter a clear and descriptive title for the maintenance type.
- **Description** – Provide a concise explanation of the maintenance type’s purpose or context, outlining its role within the system or maintenance process.
- **Comments** – Add any relevant notes, instructions, or additional information that will help users understand how and when this maintenance type should be applied.
- **Save Maintenance Type** – Click this button to confirm and store the maintenance type details in the system.

Please find attached the video for the Maintenance Types.

Follow these Steps to navigate and use Maintenance Types:

1. Click "Administrative Task"
2. Click "Maintenance Types"
3. Click "New Maintenance Type"
4. Enter the desired "Maintenance Type Name"
5. Add a Description if desired
6. Click "Save Maintenance Type"

Please find the link to the Step-By-Step reference guide for Preference Types.

[Maintenance Types.pdf](#)

? Tips for Maintenance Types:

- **Use clear and consistent naming conventions.**
Choose descriptive names that make it easy for users to identify the purpose of each maintenance type (e.g., *Preventive – Equipment Check* rather than just *Check*).
- **Provide concise but informative descriptions.**
Summarize what the maintenance type is used for and when it should be applied. Avoid overly technical jargon unless necessary.

- **Add helpful comments for context.**

Use the comments field to include special notes, procedures, or reminders that can guide users in selecting the correct maintenance type.

- **Review and update regularly.**

Periodically check maintenance types to ensure they remain relevant to current operations, standards, and equipment needs.

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