“Excellent and informative courses, I can use the information right away.”

Tim Cerveny,  
Nebraska Public Power District

“His programs really make you think of ways to improve your productivity.”

Matt Lang, Washington Metro Area Transit Authority

Convert Your Maintenance Organization from a Cost Center to a Profit Center

MAINTENANCE MANAGEMENT

May 7, 2013  
Baltimore, MD

July 23, 2013  
Columbia, SC

October 15, 2013  
Orange County, CA

MAINTENANCE PLANNING AND SCHEDULING

May 7 - 9, 2013  
Baltimore, MD

July 23 - 25, 2013  
Columbia, SC

October 15 - 17, 2013  
Orange County, CA
MAINTENANCE MANAGEMENT (1 DAY)

You will gain a complete and overall understanding of the important fundamentals and leading class techniques currently used by world class maintenance organizations. At the day’s conclusion, you will take from the course; numerous plans and techniques which you can put into immediate practice upon returning to their organization.

In addition there will be interactive discussions around current problems and concerns in your existing jobs and maintenance organizations. Topics will cover: Management Culture, Organization and Staffing, Work Management and Scheduling, Preventive/Predictive Maintenance Strategies, Parts and Supplies, and Performance Measures.

NOTE: ATTENDING THIS DAY IS MANDATORY IF ATTENDING THE MAINTENANCE PLANNING AND SCHEDULING CLASS

AGENDA

♦ The Management Vision
  ◦ Establishing the Asset Reliability Vision
  ◦ Developing the Master Plan
  ◦ Creating Cultural and Traditions for Long-Term Success

♦ Work Order System
  ◦ Installation
  ◦ Implementation
  ◦ Utilization

♦ Material Control
  ◦ Supply room management

♦ Organization and Staffing
  ◦ Organize for Success
  ◦ Dispatching Work Load

♦ Supervising Maintenance Crafts Personnel
  ◦ The Role of the Maintenance Supervisor
  ◦ Developing the Maintenance Team

♦ Maintenance Planning
  ◦ The Planning Process

♦ Maintenance Scheduling
  ◦ Scheduling Maintenance Work

♦ Training
  ◦ Maintenance process training
  ◦ Craft training
  ◦ Vendor and OEM education

♦ Preventive and Predictive Maintenance
  ◦ Preventive techniques and best practices
    ◦ Inspections, rounds, lubrication, etc.
  ◦ Predictive strategies and program design

♦ Management Control
  ◦ Performance history
  ◦ Analyzing key indicators

In addition there will be interactive discussions, hands-on exercises, and question and answer sessions designed to support the training objectives. Topics will range from the philosophical to the practical. There will be a heavy emphasis on work order control, planning techniques, daily weekly and monthly work scheduling, repair parts and supply room management, and performance measures to support and validate the planning and scheduling process.

NOTE: ATTENDING 1 DAY MAINTENANCE MANAGEMENT IS MANDATORY IF ATTENDING THIS MAINTENANCE PLANNING AND SCHEDULING CLASS.

ABBREVIATED AGENDA

♦ The Planning Function-Where Does it Fit?
  ◇ Discuss the Planner Position and Job Description
  ◇ Review All Maintenance Job Descriptions and the Planner Relationship

♦ Why Plan Maintenance - What is the ROI?
  ◇ To Plan or Not to Plan - That is the Question?
  ◇ We Do Not Need Planners!; Can You Afford Not to Plan?

♦ Fundamentals of Maintenance Planning and Scheduling

♦ Developing the Maintenance Plan - Where Do I Start?
  ◇ Exercise: Basic Planning

♦ Components of a ‘Good Plan’
  ◇ What, Where, and When
  ◇ The Planning Interview; Pre-Flight Check List; Site Visit - “Touch It”
  ◇ Question to the Void; Estimating Hours and Cost
  ◇ Develop Work Schedule; Safety; Environmental Concerns

♦ Maintenance Planning Exercise
  ◇ Develop Plan, Bill of Material, Schedule, and Estimated Cost

♦ Maintenance Department Work Schedules - Why Schedule Maintenance Work?
  ◇ Craftsman efficiency; Craftsman Quality
  ◇ Customer Satisfaction; Maintenance Department Credibility
  ◇ Improved Equipment Up-Time

♦ Components Needed to Develop a Maintenance Work Schedule
  ◇ Schedule Cycle; Weekends and Off Shifts; Holidays and Down Time
  ◇ Available Man-Hours; Planned Packages Completed
  ◇ Equipment and or Space Availability; Supplies and Repair Parts
  ◇ Weekly/Daily Status Meetings; Planning Meetings
  ◇ Scorecards; Gantt/Critical Path Charts

♦ Developing the Work Schedule
  ◇ Start Small; Grow Over Time; Start Easy and Move to More Difficult Schedules

♦ Other Planner Responsibilities
  ◇ Project Estimating; Shutdown Planning; Maintenance Engineering
  ◇ Work Order History Analysis; Completed Word Feedback and Analysis
REGISTRATION INFORMATION/FORM

Please indicate which program and location you wish to attend:

**MAINTENANCE MANAGEMENT**

$595 per person / 4th person FREE

- May 7, Baltimore, MD
- July 23, Columbia, SC
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**MAINTENANCE PLANNING AND SCHEDULING**

$1,595 per person / 4th person FREE

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- Oct. 15 - 17, Orange County, CA

(Please Print)

1. Name: ______________________________________
   Title: ______________________________________
   Phone: _____________________ Email: _____________________________

2. Name: ______________________________________
   Title: ______________________________________
   Phone: _____________________ Email: _____________________________

Company: __________________________________

Address: ___________________________________
City _______________ St. _____ Zip __________

(More from your company attending...photo copy this page to accommodate your needs)

Registration Methods:

1. **Register Now** (all major credit cards accepted)
2. **Provide a purchase order number:** We will send an electronic invoice to your organization
3. **Send checks payable to:** CE Maintenance Solutions
   189 Peck Drive
   Buffalo Junction, VA 24529
   (Registration is not complete until payment / PO is received and you receive your confirmation from CE Maintenance Solutions. Cancellation Policy)

For registration assistance, contact Anne Copeland 864.506-2476 or Email her anne@cemaintenancesolutions.com