

Daily Vehicle/Shop Management Activity Checklist

suggested by John Dolce

1. What is 'Out of Service' today and will not be returned to service by closing of this shift?
2. What is our present manpower attendance to get out maximum number of vehicles?
3. Is overtime desirable for a few hours today in order to finish vehicles?
4. Do we need any parts express-shipped?
5. What can/should be short-term repaired by vendor services (local shop or manufacturer's shop)?
6. Could we perform preventive maintenance on any vehicles while they are being repaired as a result of a driver write-up for service needed?
7. Depending on user needs, can we call in some vehicles for scheduled maintenance ahead of time, due to vacations, job peaks and/or work valleys?
8. What is scheduled to be brought in tomorrow?
9. Can we handle any 'past due' servicing on any vehicles?
10. Should we delay any scheduled servicing due to backlog or need for vehicle in service?
11. Communicate to users on the status of their vehicles.



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