TABLE 1 - MAINTENANCE CONTROL PLAN

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CAT.** | DESCRIPTION / ITEMS | **\*C**  **O** | **S**  **P** | **R**  **T** | REF. MANUAL | **RM** | | **PM** | | **BM** | | **REMARKS** |
| **WHEN** | WHO | **WHEN** | **WHO** | **WHEN** | WHO |
| **A** | **Building / Facilities / Utilities** |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Main Building (Structural / Architectural) |  |  | **√** | – | – | – | O | OD |  |  |  |
| 2 | Mechanical - e.g., air-condition system | **√** |  |  | – | Q | OD |  |  |  |  |  |
| 3 | Electricity Supply - e.g., lighting | **√** |  |  | – |  |  | O | OD |  |  |  |
| **B** | Workspace & Hardware | | |  |  |  |  |  |  |  |  |  |
| 1 | Workspace | **√** |  |  | – | W | OD |  |  |  |  |  |
| 2 | Computer | **√** |  |  |  |  |  | O | OD |  |  |  |
| 3 | Printer | **√** |  |  |  |  |  | O | OD |  |  |  |
| **C** | Software | | |  |  |  |  |  |  |  |  |  |
| 1 | Computer | **√** |  |  |  |  |  | O | OD |  |  |  |
| D | **Support Services - Vehicles** |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| **E** | **Support Services - Office Equipment** |  |  |  |  |  |  |  |  |  |  |  |
| 1 | Photocopier | **√** |  |  |  |  |  | O | OD |  |  |  |
| 2 | Fax Machine | **√** |  |  |  |  |  | O | OD |  |  |  |
| 3 | Telephone System | **√** |  |  |  |  |  | O | OD |  |  |  |
| **F** | **Support Services - Information System** | | |  |  |  |  |  |  |  |  |  |
| 1 | Computer System, Server | **√** |  |  |  |  |  | O | OD |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |
| G | **Others** |  |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |

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| **Legend :** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **‘ √ ’ sign** | **=** | **Yes** | **\*CO** | **=** | **Company-owned** | **RM** | **=** | **Routine Maintenance** | **Y** | **=** | **Yearly** | **W** | **=** | **Weekly** |
| **‘ - ’ sign** | **=** | **Not Applicable** | **SP** | **=** | **Provided by Supplier / Customer / Landlord** | **PM** | **=** | **Preventive Maintenance** | **Q** | **=** | **Quarterly** | **D** | **=** | **Daily** |
|  |  |  | **RT** | **=** | Rental / Lease | **BM** | **=** | **Breakdown Maintenance** | **M** | **=** | **Monthly** | **O** | **=** | **As & When** |