

	Completed
Check all equipment on attached list. Add/remove any equipment that is not correct on the attached list. See note 1	
Ensure all equipment is clearly labelled with equipment code	
Ensure all necessary P.M. schedules are in place and up to date, if not schedules must be written and added to system. Verify any tagged equipment in zone still requires no PM's	
Add any equipment found not on the system to attached blank equipment list sheet, and pass to K.Drummond in order to get it put on the system so PM schedules can be raised if necessary	

1. To add/edit the zone information on a piece of equipment, select the correct zone from the drop down list on the equipment page area box (highlighted in figure 1) i.e. Zone 6. All other information in the boxes above will automatically be completed once the zone is selected.

Figure 1

**LEYLAND TRUCKS**  
Welcome KEV DRUMMOND

**MaintenanceMizer Web Edition** Version 4.0.75.311

Home Work Order **PM/Equipment** Inventory Vendor/PO Timecard Utility Help Sign Out

General Tasks PM's Parts Costs Work Orders Equipment Card Warranty/Permits Hour/Meter Attachments

**EQUIPMENT**

Equipment successfully updated.

[Add New Equipment](#) [Delete This Equipment](#) [Equipment Hierarchy](#)

**Add Equipment**

\*Equipment Code: 31757

\*Equipment Description: CHASSIS TURNOVER TRANSFER BED

Building:

Cost Center:

Room:

Area:

Location: CONVEYOR

Responsible Employee ID:

EQ Type: MAINT

No WO: ☐

EQ Status: A-ACTIVE

\*Parent: Turnover Equipment

Asset:

No PM's Tag: ☐