### **Factory Maintenance Plan**

#### **1. Introduction**

* Highlight the importance of equipment uptime and production efficiency.
* Emphasize compliance with industry standards.

#### **2. Objectives**

* Minimize production downtime and repair costs.
* Ensure worker safety and equipment longevity.

#### **3. Scope**

* Cover machinery, conveyors, HVAC systems, and infrastructure.
* Exclude personal items or external contractors' equipment.

#### **4. Roles and Responsibilities**

* Define roles for maintenance staff, supervisors, and equipment operators.

#### **5. Maintenance Schedule**

* **Daily:** Inspect machinery for visible wear.
* **Weekly:** Lubricate moving parts, inspect conveyor belts.
* **Monthly:** Replace filters, clean equipment, and test safety systems.
* **Annually:** Overhaul machinery, calibrate equipment, and inspect structural integrity.

#### **6. Procedures**

* Step-by-step processes for cleaning, lubrication, and part replacement.
* Safety protocols for working with heavy machinery.

#### **7. Resources and Tools**

* Tools: Wrenches, lubricants, testing kits.
* Spare parts: Bearings, filters, belts.

#### **8. Documentation**

* Maintain machine service logs, failure reports, and compliance certifications.

#### **9. Performance Monitoring**

* KPIs: Downtime hours, machine efficiency, maintenance cost trends.

#### **10. Emergency Response Plan**

* Include emergency shutdown procedures and evacuation routes.

#### **11. Review and Updates**

* Quarterly reviews for alignment with production goals.

#### **12. Conclusion**

* Focus on maintaining high production standards and safety