

**Identify  
asset**



**Set time-based  
maintenance  
interval**



**Create  
checklist for  
asset**



**Use asset  
as usual**



**Time interval is  
hit, prompting  
maintenance**



**Perform  
routine  
maintenance**



**Assign  
checklist**



# Routine Maintenance Of Office Equipment

**Judd E. Hollander**



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