



How to Easily Determine your Manpower Availability for Upcoming Workweeks!

When attempting to schedule your maintenance work requests for upcoming work weeks you have two things to consider.

- **Content and Status** of your backlog, or deferred work as some call it, and the amount of available resources you will have to complete the requested work. Backlog is simply a properly *sorted and prioritized* list of work which has been requested from your customer or generated from preventive maintenance inspections.
- **Manpower Availability** is the second component to calculate to determine your upcoming manpower needs for the upcoming week. To do this you need to calculate how many *man-hours* will be available for maintenance work. The easiest way is to write down your total man power employed and subtract hours for items that will not be available for maintenance work like: vacation, sick leave, meetings, training, personal time away from work, carryover jobs from previous week, regular scheduled PMs, and so forth.

To assist you with this, I am providing you with a link to a sample spreadsheet that will make this process quicker and easier. [Spreadsheet](#)