

Plan the year around your equipment.

Annual parking system maintenance planner | For property managers and service teams

Site / property

Planning year / coordinator

Use this as a planning framework. Your manufacturer's maintenance intervals, equipment duty cycle, site conditions and service agreement determine the actual schedule.

01 Routine observations

Assign shift checks and a regular site walk. Keep fault records and close the loop on repeated issues.

02 Planned technical service

Agree intervals for vehicle detection, protective devices, mechanics, enclosures, power and communications with a qualified provider.

03 Seasonal readiness

Before cold weather, review drainage, snow storage and equipment access. Arrange checks of installed heaters and backup power where applicable.

04 Annual operating review

Review service history, recurring faults, staff training, support contacts and upcoming repairs or replacements.

Arrange the work before the busy period

Put agreed visits and seasonal deadlines in the calendar. Assign an owner for each open item. Record completed work and supporting service reports on page 2.

Turn a plan into a service record.

Maintenance schedule & follow-up | Review with your service provider

Site / planning year

Target date	Service / review scope	Owner / provider	Completed / ref.

Priority findings / next action

Owner / due date

☐ Service reports filed

☐ Open items assigned

☐ Team briefed on changes

☐ Next review booked

Reviewed by

Review date

This planner records maintenance activity; it does not certify system safety or regulatory compliance.