

Shift Start Checklist

Complete before the shift begins. Not during it.

Companion to: *Fix the System*, Chapter 26. **Who uses it:** the maintenance supervisor and shift lead. **When to use:** the 30 minutes before each shift. Laminate and post at the supervisor station. One check per shift.

Shift: Day Afternoon Night **Date:** _____ **Supervisor:** _____

BEFORE THE SHIFT (30 minutes prior)

Handover received

- ☐ Outgoing supervisor handover notes reviewed
- ☐ Rollover jobs from previous shift identified and noted
- ☐ Any parts on order or pending delivery flagged
- ☐ Operations commitments carrying over noted
- ☐ Any safety or equipment status items noted

Job assignments ready

- ☐ First job assigned to every technician coming in (name, WO #, location)
- ☐ Job packets assembled and in rack / slots before crew arrives
- ☐ No technician will need to ask "what am I on?"

Parts staged

- ☐ Parts for first-hour PMs physically confirmed at job site or storeroom staging area
- ☐ Any missing parts flagged and plan noted (expedite, substitute, defer)

Schedule reviewed

- ☐ Today's must-complete jobs identified (1-3 maximum)
 - ☐ Schedule board updated
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FIRST 15 MINUTES

- ☐ Handover complete — outgoing supervisor released
 - ☐ Every technician has their first assignment before they ask
 - ☐ Any overnight break-ins or priority changes communicated
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MINUTES 15-45 (Floor Walk)

- ☐ Supervisor physically on the floor — not at desk
 - ☐ First jobs confirmed as started for each technician
 - ☐ Early snags identified and actioned or escalated
 - ☐ Triage gate applied to any break-in requests received in this window
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90-MINUTE MARKER

Answer these three questions from your own observation — no CMMS lookup:

1. What is every technician working on right now? _____ 2. Is anyone behind, and why? _____
3. What is the biggest risk to completing today's schedule? _____

If you cannot answer all three: you need more floor time this shift.

END OF SHIFT (Last 30 minutes)

- ☐ Rollover jobs documented in handover notes with current status
 - ☐ Parts needed for next shift's first jobs staged or flagged
 - ☐ Handover notes written and ready for incoming supervisor
 - ☐ One item the next shift must complete identified and noted
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Rule: If the first job assignments are not ready when the crew arrives, the shift has already started behind.

From Fix the System by Ivan Getov. Companion to Chapter 26: Keeping the Shop Moving. getov.xyz/toolkit/fix-the-system/ch26/shift-start-checklist. Free. No email required.