Task types

When creating a maintenance plan, you can add different types of tasks depending on what needs to be planned or tracked.
There are three main task types:

1. **Repair, maintenance or servicing**
2. **End-of-life replacement for an existing item**
3. **End-of-life replacement for an item to be installed in the future**

Each task type captures slightly different information, helping you plan and budget accurately.

---

1. Repair, maintenance or servicing

Use this type for any routine or reactive maintenance work — for example, annual boiler servicing, lift inspections, or emergency repairs.

You'll be asked to enter:

- **Frequency** – how often this task needs to occur (e.g. yearly, etc.).
- **Next due date** – the date when the next instance of this task is due.
- **Cost** – the estimated cost of completing this task each time.
- **Funding status** – Read more

This task type helps you plan for regular or recurring maintenance activities and manage ongoing service costs.

---

2. End-of-life replacement for an existing item

Use this when an item is already installed and will need to be fully replaced after a certain number of years — for example, replacing a roof, a boiler, or flooring.

You'll be asked to enter:

- **Life span** – the number of years the item is expected to last before needing replacement.
- **Next due date** – the year when the next replacement is expected to occur.

- **Cost of replacement** – the expected cost to replace the item when it reaches the end of its life.
- **Funding status** – Read more

This helps you forecast future capital expenditure for existing assets.

---

3. End-of-life replacement for an item to be installed in the future

Use this type for items that are not yet installed but will be added later — for example, a new lift being installed next year or a solar panel system planned for a future upgrade.

You'll be asked to enter:

- **Life span** – how long the item is expected to last before needing replacement.
- **Next due date** – the year when the first replacement will be needed.
- **Cost of replacement** – the cost to replace the item at the end of its life.

Note:
The key difference from an existing item is that the *initial installation cost* of a future item is a **capital expenditure** and will **not** appear on your maintenance plan.
However, any **future replacements or repairs** related to this item **will** appear once the item has been installed.

Revision #4
Created 13 October 2025 09:47:31 by Laurent Hautefeuille
Updated 7 January 2026 08:16:11 by Laurent Hautefeuille