



The 10-Minute Daily CMMS Audit That Prevents Data Rot

A CMMS does not stay useful on its own. Without light, consistent attention, open work orders age unnoticed, close-outs grow incomplete, and asset history quietly becomes unreliable. Within a few months the system that was supposed to provide visibility turns into a source of doubt. Supervisors stop trusting the data and fall back on memory and hallway conversations.

The solution is not a major cleanup project or another round of training. It is a short daily audit that catches problems while they are still small. Ten minutes of focused review each day keeps the database clean and reinforces the habits that make the CMMS worth using.

What to Check Every Day

Run the same four items in the same order. Use simple filters or saved views so you can pull each list in seconds.

1. Open work orders older than your threshold

Set a clear age limit for open jobs—commonly 7, 14, or 30 days depending on the type of work. Filter for anything older and scan the list. For each item, decide one of three actions: assign an owner and a next step, close it if the work is already done, or cancel it if it is no longer needed. Aging work orders hide real priorities and make the backlog look worse than it is.

2. Recently closed work orders with incomplete data

Pull work orders closed in the last 24 hours (or last shift). Check for missing failure codes, blank labor or parts fields, no root-cause note on reactive jobs, and absent photos where they are expected. Send any incomplete record back to the technician with a short, specific note about what is missing. Doing this daily makes the standard visible and prevents incomplete habits from spreading.

3. Assets with no recent activity

Look for critical assets that have had no work orders—preventive or reactive—in a defined period (for example, 60 or 90 days). An asset with zero activity may be fine, or it may mean PMs are not being generated, work is being done outside the system, or the asset was never linked correctly. A quick check flags the exceptions so you can investigate before the gap becomes a surprise failure.

4. Missing failure codes on reactive jobs

Filter recent reactive work orders that lack a failure or problem code. These records cannot be grouped or trended. Return them for correction the same day. Consistent coding is what turns individual jobs into a

usable Pareto of problems.

How to Keep It to 10 Minutes

The audit only stays short if you prepare the views in advance and stick to exceptions. Create four saved filters or reports—one for each item above—so opening them takes seconds. Scan rather than study. If a list is long, address the oldest or highest-priority items and note the rest for the next day. Delegate one or two of the checks to a planner or lead technician once the routine is established.

Do the review at the same time each day, ideally before the morning huddle or at the end of the prior shift. When you find issues, handle them immediately with a direct comment or short conversation rather than letting them accumulate. The goal is correction in the moment, not a separate meeting.

Why Light Daily Discipline Works

Data rot happens gradually. One incomplete close-out becomes several, then the reports stop being trusted. A daily 10-minute check interrupts that slide. Technicians learn that incomplete records come back the same day, so the extra fields become part of normal close-out. Supervisors gain a reliable picture of open work and asset activity without waiting for a monthly report. Over time the CMMS stays current because someone looks at the exceptions every day instead of treating the system as set-it-and-forget-it.

The audit does not replace good work-order habits. It protects them. Plants that run this simple check consistently keep their data usable and spend far less time on large clean-up efforts later.

What age limit and which of the four checks would you start with in your plant?