
Building Maintenance Report Form

Date: _____

Report No.: _____

Section 1: General Information

- Building Name/Location: _____
- Reported By: _____
- Contact Information: _____

Section 2: Maintenance Details

- Maintenance Type: ☐ Routine ☐ Preventive ☐ Emergency
- Area/Section of Building: _____
- Date of Maintenance: _____

Section 3: Issue Description

- Problem Description:

- Affected Systems: ☐ Electrical ☐ Plumbing ☐ HVAC ☐ Other: _____

Section 4: Actions Taken

- Steps Performed:
 - _____
 - _____
- Replaced Parts (if any):
 - Part Name: _____ Quantity: _____

Section 5: Technician's Details

- Technician Name: _____
- Technician ID: _____
- Signature: _____

Section 6: Approval

- Reviewed By: _____
- Date: _____
- Approved By: _____
- Date: _____