## **Building Equipment Maintenance Log Sheet**

### **Header Section**

* **Company/Organization Name:** [Enter Company Name]
* **Building Name/Location:** [Enter Location]
* **Maintenance Supervisor:** [Supervisor Name]
* **Date of Preparation:** [DD/MM/YYYY]

### **Equipment Details**

| **Equipment Name** | **Equipment ID/Serial Number** | **Type (HVAC, Elevator, etc.)** | **Manufacturer** | **Installation Date** | **Location (Floor/Room)** |
| --- | --- | --- | --- | --- | --- |
| [Enter Name] | [Enter ID] | [Enter Type] | [Enter Manufacturer] | [DD/MM/YYYY] | [Floor/Room] |

### **Maintenance Record Table**

| **Date of Maintenance** | **Performed By (Technician/Engineer)** | **Type of Maintenance (Routine, Breakdown, Safety Check)** | **Issues/Defects Found** | **Actions Taken** | **Parts Replaced** | **Next Inspection Date** | **Remarks/Notes** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [DD/MM/YYYY] | [Technician Name] | [Type of Maintenance] | [List of issues/defects] | [Actions] | [Replaced Parts] | [Next Date] | [Notes/Remarks] |

### **Sign-off Section**

* **Prepared By (Name, Position, Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Reviewed/Approved By (Name, Position, Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Review/Approval:** [DD/MM/YYYY]