

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, Breakd	Issues/Defects Found	Actions Taken	Parts Replaced	Next Inspection Date	Remarks/Notes

		own, Safety Check)					
[DD/MM/Y YYY]	[Technician Name]	[Type of Mainten ance]	[List of issues/d efects]	[Actio ns]	[Repl aced Parts]	[Next Date]	[Notes/Re marks]

Sign-off Section

- **Prepared By (Name, Position, Signature):** _____
- **Reviewed/Approved By (Name, Position, Signature):**

- **Date of Review/Approval:** [DD/MM/YYYY]