**Building Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Building Name: |  | | |
| Address: | Street Address, City, State, ZIP Code. | | |
| Contact Number: |  | Building Manager: |  |

**Maintenance Record**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Reported By** | **Issue Description** | **Maintenance Performed** | **Performed By** | **Completion Date** | **Notes** |
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**Scheduled Maintenance**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Maintenance Task** | **Frequency (e.g., weekly, monthly)** | **Assigned To** | **Completion Date** | **Notes** |
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**Maintenance Summary**

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| --- | --- |
| Total Maintenance Tasks Completed This Month: |  |
| Total Maintenance Tasks Pending: |  |
| Major Issues Identified: |  |

**Signatures**

|  |  |  |  |
| --- | --- | --- | --- |
| Building Manager’s Signature: | Signature | Date: |  |
| Maintenance Supervisor’s Signature: | Signature |  |  |

**Notes:**

* Ensure all maintenance tasks are logged immediately upon completion.
* Provide detailed descriptions of issues and maintenance performed.
* Update scheduled maintenance tasks regularly to ensure timely completion.