

Maintenance report

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REPORT NUMBER / DATE / TECHNICIAN

CUSTOMER / SITE / ASSET IDENTIFIER

MAINTENANCE TASK / REFERENCE INSTRUCTIONS

CHECKS PERFORMED / READINGS / UNITS

OBSERVATIONS / DEFECTS FOUND

WORK PERFORMED / MATERIALS USED

OPEN ITEMS / RESPONSIBLE PERSON / NEXT VISIT

HANDOVER ACKNOWLEDGEMENT / NAME / DATE

General work record. Use any required trade, manufacturer or contract forms alongside it.

Maintenance report

COMPLETED EXAMPLE - FICTIONAL DATA

REPORT / ASSET

MR-026 / storage cabinet C-04

VISIT / TECHNICIAN

15 September 2026 / Alex Example

CHECKS PERFORMED

Checked visible hinges, handle and door closure against the agreed task list.

OBSERVATIONS / WORK

Handle loose; tightened fixings. Hinges intact on visual check.

MATERIALS / STATUS

No parts used / agreed task completed

OPEN ITEMS / NEXT STEP

Monitor handle during use. Next routine visit per the site schedule.