

# Daily Work Record Form

This **daily work record form** sample is designed to help school maintenance staff organize and track their tasks efficiently. It ensures accurate documentation of daily activities, equipment used, and any issues encountered. Implementing this form improves communication and enhances maintenance workflow in educational institutions.

Staff & Date Information			
Name:	<input type="text"/>	Date:	<input type="text"/>
Department/Area:	<input type="text"/>		

#	Task Performed	Equipment/Materials Used	Time Spent	Remarks / Issues Noted
1	<input type="text"/>	<input type="text"/>	e.g. 1h	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	e.g. 45m	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	e.g. 30m	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	e.g. 2h	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	e.g. 15m	<input type="text"/>

Additional Notes / Follow-up Required
<input type="text"/>

Staff Signature	Supervisor Signature
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