

Electrical Maintenance Work Record Form

This **electrical maintenance work record form** sample provides a comprehensive template for documenting detailed electrical inspections, repairs, and servicing activities. It ensures accurate tracking of maintenance tasks, enhancing safety and operational efficiency. The form is designed for easy recording and review by technicians and supervisors.

Date of Maintenance:	<input type="text"/>	Time:	<input type="text"/>
Job/Work Order No.:	<input type="text"/>		
Location/Area:	<input type="text"/>		
Equipment Name/ID:	<input type="text"/>		
Responsible Technician(s):	<input type="text"/>		

Details of Maintenance Activities

Task Description	Inspection/Repair Actions Taken	Status/Findings	Remarks
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	Select <input type="button" value="▼"/>	<input type="text"/>

Spare Parts & Materials Used

Part/Material	Quantity	Remarks
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Sign-Off & Acknowledgment

Technician Name & Signature:	<input type="text"/> / <input type="text"/>
Supervisor Name & Signature:	<input type="text"/> / <input type="text"/>
Additional Comments:	<input type="text"/>

This form is for **internal use** to ensure accurate records of all electrical maintenance performed.
Please review all entries for completeness before submission.

