

# Maintenance Report Form - Office Equipment

This **maintenance report form** sample is designed to efficiently document the condition and repairs of office equipment. It ensures accurate tracking of maintenance activities, helping to prolong equipment lifespan and reduce downtime. Using this form promotes organized record-keeping for office management.

**Report Date:**

**Equipment Name/Type:**

**Serial Number/Asset ID:**

**Location:**

**Reported By:**

**Issue/Condition Description:**

**Actions Taken/Repairs Done:**

**Maintenance Date:**

**Serviced By (Technician/Company):**

**Equipment Status:**

**Next Scheduled Maintenance:**

**Additional Remarks:**

## Sample Maintenance Log Table

Date	Equipment	Condition/Issue	Action Taken	Technician	Status
2024-06-05	Laser Printer	Paper jam, error code	Cleared jammed paper; reset device	ABC Office Services	Operational
2024-06-02	Photocopier	Streaks on copies	Replaced toner cartridge	John D.	Operational
2024-05-30	Desktop PC	Not booting	Replaced power supply	Internal IT	Operational