

# Building Maintenance Service Record Form

The **building maintenance service record form** sample provides a structured template for documenting routine inspections, repairs, and upkeep activities. It ensures accurate tracking of maintenance tasks to enhance facility longevity and safety. Utilizing this form helps streamline communication between maintenance teams and management for effective building care.

## 1. Building and Service Details

Building Name/ID	
Address/Location	
Date of Service	
Service Personnel	

## 2. Maintenance Activities

Task Description	Status (Completed/Pending)	Remarks
	Completed ▾	
	Completed ▾	

## 3. Issues Identified & Recommendations

Issue/Observation	Recommendation/Action Needed

## 4. Signatures

Service Personnel Signature	_____ Date: _____
Supervisor/Manager Signature	_____ Date: _____