

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	<input type="text"/>
Address/Location	<input type="text"/>
Date of Service	<input type="text"/>
Service Personnel	<input type="text"/>

2. Maintenance Activities

Task Description	Status (Completed/Pending)	Remarks
<input type="text"/>	Completed <input type="button" value="v"/>	<input type="text"/>
<input type="text"/>	Completed <input type="button" value="v"/>	<input type="text"/>

3. Issues Identified & Recommendations

Issue/Observation	Recommendation/Action Needed
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

4. Signatures

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

Submit Record