

Monthly Maintenance Report Form Sample (Excel)

The **monthly maintenance report form** sample Excel template provides a structured way to document and track maintenance activities efficiently. This form helps ensure timely updates on equipment status, repairs, and scheduled maintenance. Using this Excel template simplifies record-keeping and enhances team communication.

Sample Maintenance Report Form Fields

Date	Equipment Name/ID	Location	Maintenance Type	Description of Work	Performed By	Status	Remarks
2024-06-04	Air Conditioner #3	Main Office	Preventive	Filter cleaned, belts checked	J. Smith	Completed	N/A
2024-06-10	Generator #1	Basement	Repair	Oil leak fixed	L. Davis	Completed	Monitor for further leaks
2024-06-12	Fire Alarm Panel	1st Floor	Scheduled Testing	System tested and reset	P. Gomez	Completed	All normal

How to Use This Template

1. Download and open the template in Excel.
2. Enter all maintenance activities as they occur.
3. Periodically review and update the status fields.
4. Save and share the form with your team to maintain transparency.

Download

[Download Monthly Maintenance Report Form Sample \(.xlsx\)](#)