

Maintenance Work Record Form

This **maintenance work record form** sample is designed to efficiently document all maintenance activities for building facilities, ensuring accurate tracking and accountability. It helps facility managers monitor repairs, schedules, and service dates to maintain optimal building performance. Implementing this form promotes organized record-keeping and timely maintenance interventions.

Facility & Request Information

Building/Facility Name	Location/Area
Date of Request	Request No.
Requested By	Contact

Maintenance Work Details

Work Order No.		Date Assigned	
Description of Issue/Work			
Type of Maintenance	<input type="checkbox"/> Preventive <input type="checkbox"/> Corrective <input type="checkbox"/> Emergency	Priority	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Assigned Technician(s)		Start Date/Time	
Parts/Materials Used			
Repair Actions Taken			
Completion Date/Time		Work Duration	
Status	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Deferred	Verified By	

Remarks & Recommendations

Signatures

Technician		Date	
Supervisor		Date	

Note: Please complete all sections after maintenance work is finished. Attach any supporting

documents or photographs as required.