

Building Maintenance Report Form

This **building maintenance report form** sample doc provides a structured template to document essential upkeep activities and issues. It helps streamline communication between maintenance teams and building management for efficient problem resolution. Using this form ensures timely tracking and accountability of maintenance tasks.

1. General Information

Building Name/Number		Date of Report	
Address			
Reported By		Contact Information	

2. Maintenance Issue Details

Description of Issue			
Location	Priority	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High	
Date/Time Detected	Reported To		

3. Maintenance Action Taken

Description of Action Taken			
Date/Time Completed		Actioned By	
Parts/Materials Used			
Additional Notes			

4. Sign Off

Maintenance Staff Signature		Date	
Manager's Signature		Date	

Please complete and submit this form to the building management office after addressing each maintenance issue.