Maintenance Report Form

General Information

Title of Organization/Department

Owner Name

Designation

Phone Number

(000) 000-0000

Email

example@example.com

Maintenance Report Information

Date&Time

MM-DD-YYYY 🗓	HH : MM	PM ⌄
Date	Hour Minutes	

Location

Maintenance Team

Headed by

Purpose

Equipment/Machinery/Plant Maintained

[   ] 🗑

[+ ADD MORE]

Brief Description of Maintenance

[   ]

Task performed During Maintenance Work

[   ]

	Any repair of breakage	Nature of breakage	Any replacement	Cost of replacement	Any major complaint found
Maintenance Work					

Name of the Chief Maintenance Engineer

First Name	Last Name

Email of the Chief Maintenance Engineer

example@example.com

Report prepared by

Phone Number of the Chief Maintenance Engineer

(000) 000-0000

Date

MM-DD-YYYY

Date

Signature

Sign Here

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Submit