# Monthly Maintenance Report

## 1. Facility/Project Information

• Facility Name:
• Location:
• Report Month & Year:
• Prepared By:

## 2. Summary of Completed Preventive Maintenance Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asset/Equipment | Maintenance Task | Scheduled Date | Completion Date | Remarks/Notes |

## 3. Summary of Corrective Maintenance Activities

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Issue Reported | Asset/Equipment | Action Taken | Completion Date | Remarks/Notes |

## 4. Key Observations & Recommendations

• Equipment needing frequent repair:
• Equipment reaching end of life:
• Energy efficiency improvement suggestions:
• Safety or compliance observations:

## 5. Attachments

• Inspection checklists
• Photos (before/after maintenance)
• Vendor service reports (if any)