

Municipal Maintenance Service Report

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	MS-001
Location / asset	Demo service area / lighting asset L-12
Prepared by	Municipal repair crew A
Date / recorded time	05 Oct 2026 / 09:00-10:15
Current status	Repair completed; service restored

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Reported fault	Light not operating	Recorded
Work performed	Replace failed lamp	Completed
Function check	Lighting operation checked	Passed

02 EVIDENCE AND FOLLOW-UP

Request reference	Municipal request SR-001
Materials	Replacement lamp: 1; connector: 1
Photo references	P01: asset before work; P02: completed repair
Open issues	No further issues recorded during this visit
Follow-up	Include asset in the next scheduled inspection.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

Signature fields are shown for illustration. Configure your form in ActiveMap to create, edit and sign documents in the mobile app.

Cleaning Completion Checklist

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	CL-002
Location / asset	Demo public square / Zone B
Prepared by	Municipal cleaning crew B
Date / recorded time	05 Oct 2026 / 07:00-08:20
Current status	Cleaning completed; damage referred

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Litter collection	Paths and seating area	Completed
Bin servicing	Bins B-01 to B-04	Completed
Surface cleaning	Paved pedestrian area	Completed

02 EVIDENCE AND FOLLOW-UP

Inspection result	No litter observed on checked paths after cleaning
Issue found	Damaged bin lid at B-03
Photo references	P01: before; P02: after; P03: damaged lid
Follow-up	Create repair request for bin B-03
Review	Supervisor checks the visit record and signs off.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

Signature fields are shown for illustration. Configure your form in ActiveMap to create, edit and sign documents in the mobile app.

Grounds Maintenance Report

Example of a configurable reporting form. This is illustrative content, not an export of an actual job.

Reference	GM-003
Location / asset	Demo municipal green space / Zone C
Prepared by	Grounds crew C
Date / recorded time	05 Oct 2026 / 08:30-12:00
Current status	Scheduled work complete; path defect open

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Lawn maintenance	Cut grass; clear clippings	Completed
Paths	Remove litter and debris	Completed
Planted areas	Weed and check condition	Completed

02 EVIDENCE AND FOLLOW-UP

Observed condition	Maintained areas checked after work
Damage	Uneven paving at path point C-08
Photo references	P01: lawn; P02: paths; P03: paving defect
Next action	Refer paving defect to maintenance supervisor
Next visit	Continue the agreed maintenance schedule.

03 SIGN-OFF FIELDS

Prepared by / signature	Reviewed by / signature
Demo crew / inspector: _____	Demo supervisor: _____
Date: _____	Date: _____

Signature fields are shown for illustration. Configure your form in ActiveMap to create, edit and sign documents in the mobile app.