

Property Maintenance Service Report

Illustrative demonstration data. This sample is not an actual job record or an export from the app.

Report / work order	PM-019 / Demo repair WO-307
Property / unit / equipment	Demo building P-02 / Unit 204 / Sink trap
Technician / visit times	Demo technician B / 09:00-10:00
Date / reported issue	19 Oct 2026 / Leak below sink reported

01 / WORK RECORD

Check / repair work	Recorded result	Parts / evidence
Inspect reported leak	Leak at trap seal noted	Initial condition / P01
Replace trap seal	Work completed	Seal replaced: 1 / P02
Post-repair check	Result recorded	No drip observed during check
Cabinet condition	Further review needed	Damp panel noted / P03

02 / EVIDENCE AND FOLLOW-UP

Work / materials used	Trap seal replaced: 1. Post-repair check result recorded by technician.
Outstanding work / owner	Review damp cabinet panel / Demo property maintenance lead
Next action / deadline	Assess panel condition at return visit / 20 Oct 2026
Visit result / photo references	Repair recorded; panel review remains open / P01-P03 demo references.

03 / SIGN-OFF

Technician / prepared by	Site representative / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record the exact property and work area. Separate completed repairs from work requiring another visit and review the results before signing.

Photo references are illustrative. Signature fields are intentionally unsigned.

Property Maintenance Service Report

A reusable reporting form. Adapt the checks and review process to your organisation.

Report / work order	
Property / unit / equipment	
Technician / start / finish	
Date / reported issue	

01 / WORK RECORD

Check / repair work	Recorded result	Parts / evidence
Inspection / finding		
Repair / maintenance work		
Post-work check		
Other work / check		

02 / EVIDENCE AND FOLLOW-UP

Work / materials used	
Outstanding work / owner	
Next action / deadline	
Visit result / photo references	

03 / SIGN-OFF

Technician / prepared by	Site representative / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Record the exact property and work area. Separate completed repairs from work requiring another visit and review the results before signing.