

Daily Road Maintenance Report

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

Reference	RM-001
Location / asset	Demo Road / Section 04 / eastbound
Prepared by	Road crew A
Date / recorded time	05 Oct 2026 / 08:00-16:00
Current status	Shift completed; follow-up recorded

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Pothole repairs	3 patches / 6.0 m2	Completed
Roadside litter collection	Section 04 / 450 m	Completed
Drain inspection	Outlet D-04	Follow-up needed

02 EVIDENCE AND FOLLOW-UP

Materials	Asphalt mix: 0.72 t (entered by crew)
Equipment	Compactor C-01 / 2.5 operating hours
Delay	20 minutes: material delivery
Photo references	P01-P03: before repair; P04-P06: completed patches
Follow-up	Clear outlet D-04; assigned to drainage crew for 06 Oct.

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.

Road Repair Completion Report

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

Reference	RC-002
Location / asset	Demo Road / Section 04 / marker 1.20 km
Prepared by	Repair crew A
Date / recorded time	05 Oct 2026 / 09:10-11:40
Current status	Repair complete; supervisor review pending

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Prepare damaged surface	2.0 m2	Completed
Place and compact repair mix	2.0 m2 / 0.24 t	Completed
Clear work area	Debris removed	Completed

02 EVIDENCE AND FOLLOW-UP

Reported defect	Localised surface damage at the section marker
Completion check	Repair surface checked; area cleared
Photo references	P01: before; P02: prepared area; P03: after
Outstanding items	Supervisor to review the completed repair
Sign-off route	Crew confirms completion; supervisor reviews the record.

03 SIGN-OFF FIELDS

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

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Road Defect Report

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

Reference	RD-003
Location / asset	Demo Road / Section 05 / northbound
Prepared by	Inspection crew B
Date / recorded time	05 Oct 2026 / 10:00-10:45
Current status	Defects recorded for repair planning

01 WORK RECORD / CHECKLIST

Item	Details / quantity	Result
Marker 0.30 km	Surface defect / approx. 0.5 m2	Repair required
Drain D-05	Debris obstructing inlet	Clear inlet
Sign S-07	Panel damaged	Replace panel

02 EVIDENCE AND FOLLOW-UP

Inspection scope	Visual check of Section 05 and associated assets
Photo references	P01: surface; P02: drain; P03: sign
Proposed work	Assign separate repair and drainage tasks
Responsible reviewer	Road maintenance supervisor
Next review	Confirm priorities and work deadlines.

03 SIGN-OFF FIELDS

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

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