

Utility Asset Inspection & Maintenance Report

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

Report / work order	UA-019 / Demo inspection WO-408
Site / asset reference	Demo pump station U-02 / Cabinet C-01
Crew / visit times	Demo maintenance crew C / 11:00-11:45
Date / procedure reference	19 Oct 2026 / Demo checklist UI-03

01 / WORK RECORD

Asset check / work	Recorded result	Work / evidence
External enclosure condition	Observation recorded	Exterior photo / P01
Run-hour meter entry	1,240 h	Manual site entry / Meter M-01
External surface cleaning	Completed	Work recorded / P02
Asset identification label	Action needed	Label missing / P03

02 / EVIDENCE AND FOLLOW-UP

Maintenance work / parts	Listed external cleaning recorded; no component replacement on this visit.
Open defect / owner	Replace missing asset label / Demo utility maintenance lead
Next action / deadline	Arrange label replacement / 20 Oct 2026
Recheck / photo references	Recheck pending; defect open / P01-P03 illustrative references.

03 / SIGN-OFF

Crew member / prepared by	Maintenance reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
Date / time: _____	Date / time: _____

Use the agreed asset inspection procedure. Record readings with units, work completed and open defects separately before the responsible review and sign-off.

Photo references are illustrative. Signature fields are intentionally unsigned.

Utility Asset Inspection & Maintenance Report

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

Report / work order	
Site / asset reference	
Crew / start / finish	
Date / procedure reference	

01 / WORK RECORD

Asset check / work	Recorded result	Work / evidence
Asset check / condition		
Reading / unit / meter ID		
Maintenance work / parts		
Other agreed check		

02 / EVIDENCE AND FOLLOW-UP

Maintenance work / parts	
Open defect / owner	
Next action / deadline	
Recheck / photo references	

03 / SIGN-OFF

Crew member / prepared by	Maintenance reviewer / reviewed by
Name: _____	Name: _____
Signature: _____	Signature: _____
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Use the agreed asset inspection procedure. Record readings with units, work completed and open defects separately before the responsible review and sign-off.