



Maintenance report — SAMPLE

This is an example of the report the owner receives after every engagement. All contents are fictitious and for illustration only — no data refers to a real property.

Property and engagement details

Property	[name and address]
Type	Villa with pool / hotel / commercial
Client	[owner / management]
Date of visit	[date]
Contractor	Adriatic FM Services
Report no.	[2026-XXX]

Summary

A scheduled inspection of the technical systems and minor service works were carried out. The heating system is sound; the filter screen on the hot-water circuit was replaced. The report includes before/after photos, an entry in the property log and recommendations for the next cycle.

Work carried out

Pos	Work	System	Condition
1	Scheduled inspection and bleeding of radiators	Heating	Sound
2	Filter screen replacement, pressure check	Water	Sound
3	Pump and dosing inspection	Pool technology	OK — service before season
4	Gas installation and safety valve check	Gas	Sound

Recommendations and priorities

Period	Recommendation	Priority
Before	Pool pump service and dosing check	Medium
Q3	Replace old valve in plant room	Low

Next steps

Next scheduled inspection: [date]. Fault reports during working hours per the procedure agreed in the maintenance contract. Contact person: Tihomir Guvo, +385 95 879 3285.

SAMPLE — no real property or client data.