Monthly Maintenance Summary Report

Report Information

Location/Facility	[Enter Facility/Location Name]
Reporting Month	[Month, Year]
Report Prepared By	[Name & Position]
Date Prepared	[DD/MM/YYYY]

Summary of Completed Maintenance

Date	Area/Equipment	Type of Maintenance	Description of Work	Status
[DD/MM]	[Area or Equipment Name]	[Preventive/Corrective]	[Brief Description]	[Completed/Pending]
[DD/MM]	[Area or Equipment Name]	[Preventive/Corrective]	[Brief Description]	[Completed/Pending]

Outstanding Issues / Pending Tasks

Issue/Task	Area/Equipment	Reason for Pending	Action Plan
[Describe Issue]	[Area or Equipment Name]	[Reason]	[Action Steps or Timeline]

General Remarks

[Optional: Enter any observations, challenges, recommendations, or feedback regarding maintenance activities during the reporting month.]

Important Notes:

- This report provides a monthly summary of all maintenance activities by the responsible team.
- All completed and pending maintenance tasks should be recorded for transparency and tracking.
- Supporting documents (work orders, photos, etc.) should be maintained for audit purposes.
- Any critical or recurring issues should be highlighted in the remarks section for quick resolution.
- Use this report to facilitate communication between maintenance, management, and other stakeholders.