

Annual Maintenance Summary Sheet

Organization: Acme Facilities Ltd.

Year: 2024

Prepared by: John Doe

Date: June 20, 2024

Maintenance Activities Overview

Equipment / Area	Activity Performed	Date Completed	Service Provider	Status	Remarks
HVAC System	Annual Inspection & Filter Replacement	2024-02-15	Cooling Experts Inc.	Completed	-
Generators	Oil Change	2024-04-10	PowerServ Solutions	Completed	Next due: Apr 2025
Fire Alarm System	Full Functional Test	2024-03-21	SafeGuard Ltd.	Completed	Passed All Checks
Elevators	Inspection & Lubrication	2024-05-05	LiftMaint Co.	Completed	Minor wear observed
Plumbing	Leak Testing	2024-05-30	Pipes & More	Completed	No issues found

Summary and Recommendations

All scheduled preventive maintenance activities for 2024 have been completed as per the annual plan. No major issues or emergencies were reported during inspections. Minor wear found on elevator mechanics is documented for monitoring during the next cycle. Continue with current providers and review contract renewal options in Q4.

Important Notes

- This summary sheet serves as evidence of compliance with annual maintenance regulations.
- Thorough documentation is essential for warranty claims and risk audits.
- Ensure all records are verified by maintenance personnel and management.
- Review and update equipment lists annually to maintain reporting accuracy.
- Keep digital and physical copies of this summary for future reference.