

Digital Maintenance Record Form

Record Number

e.g. MR-2024-001

Date of Maintenance

Asset/Equipment Name

e.g. HVAC Unit

Asset ID/Serial Number

e.g. SN1234567

Location

e.g. Building 2, Rooftop

Performed By

Technician Name

Type of Maintenance

Select...

Describe the maintenance work performed in detail.

Maintenance Details

Next Scheduled Maintenance

Verified By

Supervisor or Manager Name

Optional remarks...

Additional Remarks

Important Notes:

- This form should be completed immediately after maintenance work is performed.
- Ensure all data entered is accurate and complete to maintain compliance and asset history integrity.
- Digital records must be securely stored, regularly backed up, and protected from unauthorized access.
- Attach supplementary documents (e.g., photos, invoices) if necessary in the digital system.
- Regular review of maintenance records is crucial for predictive maintenance and audit readiness.