

Comprehensive Asset Maintenance Report

Report Date:	2024-06-12	Report ID:	AMR-00258
Prepared by:	John Doe	Department:	Facilities Management

1. Asset Overview

Asset Name	Asset ID	Location	Asset Type
HVAC System	AS-00120	Building A - Rooftop	Mechanical

2. Maintenance History

Date	Maintenance Type	Description	Performed By
2024-04-15	Preventive	Cleaned filters, checked coolant levels, inspected controls.	M. Smith
2024-02-08	Corrective	Replaced faulty thermostat unit.	L. Brown

3. Inspection Findings

Date	Inspector	Status	Remarks
2024-06-05	K. Lee	Satisfactory	All parameters within standard range. No immediate action required.

4. Current Condition Assessment

Component	Status	Comments
Filters	Good	Recently replaced. Next due in 3 months.
Compressor	Monitor	Slight vibration detected. Recommend further assessment.

5. Recommendations & Action Plan

Action	Priority	Responsible	Due Date
Monitor compressor vibration weekly	High	Technician Team	2024-06-19
Schedule next full system inspection	Medium	Maintenance Coordinator	2024-08-01

6. Attachments

- Inspection checklist â€” 2024-06-05
- Compressor vibration analysis report â€” 2024-04-20

Important Notes:

- Ensure all maintenance activities are documented with accurate dates and personnel details.
- Regular comprehensive reports support compliance, warranty claims, and informed capital planning.
- Review and update action plans following every inspection or major maintenance event.
- Include all supporting documents for transparency and future reference.