

Maintenance Summary Report

Report Date _____ Report ID _____

Location/Facility _____ Prepared By _____

Department _____ Reviewed By _____

Summary of Maintenance Activities

Date	Equipment/Area	Description of Activity	Performed By	Status

Issues Identified

Date	Issue/Problem	Affected Equipment/Area	Action Required	Status

Comments/Notes

Prepared By _____ Date _____

Reviewed/Approved By _____ Date _____