Property Maintenance Log

Name of Property:	Property Management contact name:	Date of purchase:
Address:	Email Address:	Date put into service:
Property Owner:	Phone Number:	

Type of maintenance	Description	Priority Level	Maintenance performed by:	Start date	11 / 11 11 11 11 11 11 / 11 11 11	Next maintenance planned on (date):	Comments
	Leak in 3rd floor male restrooms, middle cubicle	HIGH	Stephen M.	06/20/18	06/21/18	N/A	
	Faucet not working in ground floor disabled restroom	MEDIUM	Stephen M.	06/21/18	06/21/18		
HVAC	Service cooling tower	MEDIUM	Michael D.	06/25/18	06/30/18		No major issues, all parts in good condition
Flooring	Small cracks forming in corridor on 5th floor	LOW	To be assigned				
Walls	Bricks deteriorating and significant cracks forming on east wall, 6th floor	URGENT	Keith B & John. M	07/15/18			Will require a small team of contractors to complete renovation