

OFFICE UPKEEP & REPAIR BUDGET

Expense Template for Facility Maintenance and Repairs

Company/Branch:

Budget Period:

Prepared By:

Date Approved:

TOTAL BUDGETED

TOTAL ACTUAL EXPENSE

VARIANCE

EXPENSE ITEM / DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / STATUS
HVAC & Climate Control				
System Inspection & Maintenance				
Filter Replacements				
Emergency Repairs				
Electrical & Lighting				
Bulb & Fixture Replacements				
Wiring & Outlet Repairs				
Generator Maintenance				
Plumbing & Water Systems				
Restroom Repairs				
Water Filter Replacements				
Drain Maintenance				

EXPENSE ITEM / DESCRIPTION	BUDGETED (\$)	ACTUAL (\$)	VARIANCE (\$)	NOTES / STATUS
Janitorial, Cleaning & Waste				
Routine Cleaning Services				
Deep Carpet & Window Cleaning				
Waste Disposal & Recycling Services				
Interior & Structural Repairs				
Drywall Repair & Painting				
Door, Lock & Window Hardware				
Furniture Maintenance & Repairs				
Safety, Security & Exterior				
Fire Alarm & Extinguisher Inspections				
Security System & Camera Upkeep				
Pest Control Services				
TOTAL ESTIMATED EXPENSES				

Comments & Maintenance Log Notes