

WORKPLACE FACILITIES MAINTENANCE COST SHEET

Office Maintenance and Repairs Expense Template

Facility Location:

Report Period:

Prepared By:

Date of Report:

1. SCHEDULED & PREVENTIVE MAINTENANCE

Date	Description of Service	Vendor / Contractor	Category	Cost (\$)	Status

2. EMERGENCY & UNSCHEDULED REPAIRS

Date	Issue & Action Taken	Vendor / Contractor	Category	Cost (\$)	Status

3. MATERIALS, SUPPLIES & CONSUMABLES

Date	Item Description	Supplier / Store	Qty	Total Cost (\$)	Status

EXPENSE SUMMARY

Category Summary	Total Amount (\$)
Total Scheduled Maintenance Expenses	
Total Emergency & Unscheduled Repairs	
Total Materials, Supplies & Consumables	
GRAND TOTAL EXPENSES	

PREPARED BY (SIGNATURE / DATE)

APPROVED BY (SIGNATURE / DATE)