

# WORKSPACE MAINTENANCE COST CALCULATION

Office Repairs & Infrastructure Maintenance Expense Log

OFFICE LOCATION / DEPARTMENT \_\_\_\_\_

CALCULATION PERIOD \_\_\_\_\_

PREPARED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

ROUTINE MAINTENANCE TOTAL
REPAIRS & EMERGENCY TOTAL
ESTIMATED GRAND TOTAL

## 1. ROUTINE & PREVENTATIVE MAINTENANCE

DESCRIPTION / SERVICE ITEM	SERVICE PROVIDER / VENDOR	SCHEDULED DATE	INTERVALS / QTY	ESTIMATED COST
Subtotal Routine Maintenance:				

## 2. REPAIRS & CORRECTIVE ACTIONS

ISSUE / REPAIR ITEM	CONTRACTOR / TECHNICIAN	COMPLETION DATE	PARTS QTY	ACTUAL COST

ISSUE / REPAIR ITEM	CONTRACTOR / TECHNICIAN	COMPLETION DATE	PARTS QTY	ACTUAL COST
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**Subtotal Repairs & Fixes:**

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### 3. SUPPORT & FACILITIES RESERVES

FACILITY RESERVE CATEGORY	ALLOCATION NOTES	REVIEW DATE	FACTOR (%)	ALLOCATED AMOUNT
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**Subtotal Facilities Reserves:**

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Prepared By (Signature)

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Authorized Approval (Signature)