

Craftmaster Contractors

build ... maintain ... repair™

Date: ___/___/___ Start Time: ___:___

Finish Time: ___:___

Technician: _____

“Property Name” Weekly Maintenance Inspection Report

Address:

Primary Contact:

Office: Mobile:

Alternate Contact:

Office: Mobile:

Area	Specific Items To Inspect	In Good Repair	Requires Repair	Comments / Notes	Price to Repair
1st Floor Common Areas	General Condition Doors, Closer & Locks Walls, Ceiling & Flooring Windows Light Fixtures Directory Sign & Artwork				
Elevator	General Condition Flooring Lighting Control Panel				
2nd Floor Common Areas	General Condition Doors, Closer & Locks Walls, Ceiling & Flooring Windows Light Fixtures Directory Sign & Artwork Restrooms				
3rd Floor Common Areas	General Condition Doors, Closer & Locks Walls, Ceiling & Flooring Windows Light Fixtures Directory Sign & Artwork Restrooms				

<p>4th Floor Common Areas</p>	<p>General Condition Doors, Closer & Locks Walls, Ceiling & Flooring Windows Light Fixtures Directory Sign & Artwork Restrooms</p>					
<p>Stairwells</p>	<p>General Condition Ceilings & Walls Doors, Locks & Closers Risers, Treads & Handrails Light Fixtures</p>					