**WEEKLY MAINTENANCE**

**STATUS REPORT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |       | **Property:** |       | **Prepared by:** |       |
| **Number of Vacant Units:** |       |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Orders Completed:** |       | **Work Orders Outstanding:** |       |
|       |
| **Fire Life Safety Updates (For all Emergency Equipment – Generator, Fire pump etc.)** |
|       |
| **Emergencies/Challenges - includes issues that should be escalated to Ownership** |
|       |
| **Vendor work performed** |
|       |
| **Meeting topics with your assigned staff includes development and training** |
|       |
| **Accomplishments**  |
|       |