**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.)** | | | |
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| **Emergencies/Challenges - includes issues that should be escalated to Ownership** | | | |
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| **Vendor work performed** | | | |
|  | | | |
| **Meeting topics with your assigned staff includes development and training** | | | |
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| **Accomplishments** | | | |
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