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FACILITY MAINTENANCE LOG

- **Document Code:** ADM-001
- **Version:** 1.0
- **Date:** 01/01/2025

Purpose: Tracks all facility-related maintenance requests, including repairs, upgrades, and improvements, ensuring timely resolution.

Log ID	Date Logged	Issue Description	Reported By (Name & Dept.)	Assigned Technician/Vendor	Repair Status	Completion Date	Admin Remarks
ADM-001-01	12/03/2025	AC unit not cooling	Zeshan Kamil (Sales)	ABC Cooling Solutions	In Progress	-	Technician assigned, ETA 48 hrs
ADM-001-02	14/03/2025	Broken chair in HR office	Tuba Nazir (HR)	Office Furniture Co.	Completed	15/03/2025	Replaced with new chair

Usage Instructions:

✅ The **Admin Team logs all facility issues** and assigns them to the relevant maintenance team/vendor.

✅ **Status updates** must be recorded periodically until issue resolution.

✅ The log is **reviewed weekly** for pending issues.