



Reactive Maintenance Job Sheet

Capture reactive FM jobs from report to fix: fault, diagnosis, parts, time on site, and client sign-off.

BUILDING / SITE

JOB / TICKET REF

REPORTED BY

TECHNICIAN

DATE REPORTED

Priority

☐ P1 Emergency

☐ P2 Urgent

☐ P3 Routine

☐ P4 Planned

1. Fault details

LOCATION (FLOOR / ROOM / ASSET TAG)

REPORTED FAULT / SYMPTOM

Asset category

☐ HVAC

☐ Electrical

☐ Plumbing

☐ Fabric

☐ Fire

☐ Other

Area made safe on arrival

☐ Yes

☐ No

☐ N/A

2. Work performed

DIAGNOSIS & WORK CARRIED OUT

PARTS USED

TIME ON SITE

hrs

Job status

☐ Complete

☐ Awaiting parts

☐ Escalate

☐ Monitor

FOLLOW-UP REQUIRED

3. Client acknowledgement

CLIENT / HELPDESK CONTACT

CLIENT / SUPERVISOR SIGNATURE

COMPLETION DATE / TIME

Sign-off

COMPLETED BY	DATE / TIME
SIGNATURE	
REVIEWED / APPROVED BY	