

Sample Facility Maintenance Assessment Report

Illustrative example - not a report from an actual Majestic client.

Executive summary

The sample property shows an urgent active leak risk, aging high-use fixtures, incomplete maintenance records, and preventive opportunities. Findings are grouped by operational priority so leadership can separate immediate action, planned repair, and capital consideration.

Photographed findings

- P1 - Active leak near customer circulation path; isolate and route for qualified repair
- P2 - Repeated restroom fixture failure; review repair history and replacement economics
- P2 - Exterior door closer no longer controls consistently; assess hardware and accessible operation
- P3 - Preventive HVAC filter and drain-pan documentation incomplete

Corrective-action register

- Assign owner, target date, approval status, vendor, and evidence requirement
- Capture cause, action performed, parts, downtime, photos, and follow-up
- Escalate licensed, life-safety, accessibility, or code questions to the appropriate qualified party

Planning categories

- Immediate risk control
- Near-term operating repair
- Preventive-program addition
- Capital-planning candidate

Executive closeout

Leadership receives open items by priority, aging, spend category, location, and next decision.

Planning resource only. Adapt criteria to the property, jurisdiction, client procedures, manufacturer guidance, and qualified-professional requirements.