MODEL FORM

Use Maintenance Door and Lock Log to Track Repair Requests

Here's an example of a log you can use to keep track of door and lock repair requests. For each request, a maintenance employee or manager should record the date and time of the repair request, the name of the tenant or other person who reported the broken door or lock, the nature and location of the door or lock problem reported, the response to the request, and the date and time of the repair. The employee should then enter his name into the complete log. If you use this or a similar form, be sure to use it consistently.

DOOR/LOCK REPAIR REQUEST RECORD

DATE & TIME OF REPAIR REQUEST	REPORTED BY	NATURE & LOCATION OF PROBLEM	RESPONSE	DATE & TIME OF REPAIR	LOGGED BY
3/1/22, 9:00 AM	Bob Smith, Unit 5A	Lock to Unit 5A loose	Inspected/ replaced lock	3/1/22, 12:30 PM	Joe S.
3/15/22, 3:00 PM	Jill Jones, Unit 10B	Front entrance door to building 3 won't lock	Replaced lock and doorknob	3/15/22, 5 PM	Mike G.