



BLUE CHIPS FRANCHISE P/L (t/a) CARE HOUSING

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Name of Policy: REPAIRS/MAINTENANCE

Date review: 24 August 2023

Next Review: 24 August 2024

Version: Form 2.0 NRSCH/BCF/0090

Approved by Rusli Hartono

Signature

Maintenance Register

Equipment/Asset: _____

Maintenance Schedule: _____

Maintenance Date: _____

Maintenance Task: _____

Completed by: _____

Additional notes

Instructions:

1. Fill in the Equipment/Asset Name, which refers to the specific equipment or asset being maintained.
2. Specify the Maintenance Schedule, whether it's weekly, monthly, quarterly, or any other frequency.
3. Enter the Maintenance Date for each maintenance task performed.
4. Describe the Maintenance Task in detail, outlining the specific actions taken during maintenance.
5. Write the name or identification of the person who Completed the maintenance task.
6. Use the Remarks column to add any additional notes or observations regarding the maintenance task.

Note: You can customize the columns and formatting based on your specific needs and requirements. Additionally, it is recommended to include additional columns for tracking the duration of maintenance tasks, materials used, and any issues encountered during the maintenance process.

Repair Register

Date request: _____

Problem: _____

Urgency: _____

Property Address: _____

Completed by: _____

Additional notes

