



Craig the Handyman

Business Preventative Maintenance Report

Keep Your Business Safe, Functional & Looking Great!

Business Information

Business Name:

Location:

Manager Name & Number:

Service Type: ☐ Half-Day ☐ Full-Day

Technician Name: _____

Time In: _____

Time Out: _____

Standard Maintenance Checklist

- ☐ Inspect interior walls and baseboards for damage
- ☐ Check door handles, locks, and hinges for function
- ☐ Test and inspect light fixtures and switches
- ☐ Check for plumbing leaks in bathrooms and kitchens
- ☐ Examine exterior entry points (doors/windows) for damage
- ☐ Inspect ceiling tiles or drywall for stains or sagging
- ☐ Ensure emergency exits and signs are functional and visible
- ☐ Replace any burned out bulbs (if client supplies bulbs)
- ☐ Inspect water heater and utility closet (visual check only)
- ☐ General safety walkthrough for visible hazards



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Business Notes / Requested Focus Areas

(To be completed by business representative or during check-in)

Technician Notes / Completed Tasks

(Summary of tasks completed and observations made during the visit)

Photos (Before / After / Unresolved Issues)

[Attach photos here if applicable or link to cloud folder]

Next Steps / Estimate Needed

The following items may require a follow-up or estimate:

Next Scheduled Visit: _____

Reminder: Keep a running list of updates or requests for your next visit!