

MONTHLY MAINTENANCE PLAN AND INSPECTION REPORT

Name of Building: IT Department Building No. of Rooms: 12 Category: Electrical Inspection

Date: 2025-11-26

Remarks: Routine inspection to check lightning, wiring, and electrical safety in all rooms

No.	Description	In good	Not in good	Remarks
1	Ceiling lights in Room 101		V	All lights is not functioning properly
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