

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
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

17				
18				
19				
20				
21				
22				
23				
24				
25				