

# Monthly Electrical Maintenance Report

*Format No.*      *Rev. No.*      *Rev. Date.*

Request No.	Request Date	Requested by	Req. Department	Received by	Work Order No. & Date
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System Failure Registered	System ID & Name

## Maintenance Checklist

Sr. No.	Description	Status	Comment / Suggestion

### Remarks

Installed / Repaired Spare parts	Required Actions

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_