

Maintenance visit report

REVIEWED EXAMPLE / OPEN ITEMS RETAINED

REPORT / WORK ORDER	TF-H104	SITE / PROJECT	Sample commercial property
VISIT / START	29 Sep 2026 / 09:15	AREA / EQUIPMENT	West roof / RTU-04
RECORDED BY	Sample field technician	REPORT VERSION	1.0 / demonstration

01 / VISIT SUMMARY

The visit records a dust-loaded filter and the unit location. Replacement size and operating measurements remain unconfirmed.

02 / STRUCTURED FINDINGS

#	REPORT FIELD	RESPONSE / OBSERVATION	STATE	SOURCE
1	Equipment / location	RTU-04 / west roof	Recorded	E01
2	Filter condition	Dust visible on removed pleated filter	Needs attention	E02
3	Filter dimensions	Not recorded during this visit	Needs follow-up	N01
4	Replacement work	No replacement confirmed in this example	Not recorded	N01
5	Operating measurements	No instrument readings recorded	Not recorded	N01
6	Next step	Confirm size, then schedule replacement	Assigned	N01

REVIEW RECORD

Sample crew lead / 29 Sep 2026. Findings reviewed for this demonstration; unresolved items remain open. No customer signature or actual approval is represented.

Next steps & evidence

03 / RECOMMENDATIONS & RESPONSIBILITY

FOLLOW-UP ACTION	OWNER	WHEN / STATE
Confirm filter dimensions at the unit	Field lead	Before ordering / Open
Arrange replacement and record completion	Service coordinator	After size confirmation / Open

04 / CAPTIONED PHOTO EVIDENCE



E01 / 00:24 / GENERATED PHOTO

Unit and access context

Wide view identifies the roof location and the unit associated with this sample visit.



E02 / 02:16 / GENERATED PHOTO

Removed filter condition

Dust is visible on the removed filter. The image does not establish filter dimensions or service completion.

05 / SOURCE NOTE & REPORT LIMITS

N01 / Fictional voice note

The filter is loaded with dust. I've set it aside for a closer look. We still need the replacement size before ordering.

This sample is a visit record, not a performance assessment. No temperature, pressure or electrical measurements were captured.

Handoff example: keep the reviewed version with this inspection. Email recipients and automation rules are configured separately; no message was sent by this sample.