

Service visit report

REVIEWED EXAMPLE / OPEN ITEMS RETAINED

REPORT / WORK ORDER	TF-P312	SITE / PROJECT	Sample commercial property
VISIT / START	29 Sep 2026 / 11:10	AREA / EQUIPMENT	Ground-floor kitchenette / Sink assembly P-03
RECORDED BY	Sample field technician	REPORT VERSION	1.0 / demonstration

01 / VISIT SUMMARY

Visible moisture and a cabinet-base mark were recorded. The source and any repair remain unconfirmed in this sample.

02 / STRUCTURED FINDINGS

#	REPORT FIELD	RESPONSE / OBSERVATION	STATE	SOURCE
1	Fixture / location	Sink P-03 / ground-floor kitchenette	Recorded	E01
2	Visible condition	Moisture near under-sink connection	Needs attention	E01
3	Cabinet base	Surface mark visible below pipework	Observed	E01
4	Source of moisture	Further inspection required	Needs follow-up	N01
5	Repair / test result	No completed repair or test recorded	Not recorded	N01
6	Next step	Inspect joint and record findings	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
Inspect connection and confirm moisture source	Service technician	At follow-up / Open
Record repair and post-work test, if performed	Service technician	Before closing work / Open

04 / CAPTIONED PHOTO EVIDENCE



E01 / 00:48 / GENERATED PHOTO

Connection and cabinet context

Visible droplets and a surface mark document the reported area. The image alone does not establish the leak source.

05 / SOURCE NOTE & REPORT LIMITS

N01 / Fictional voice note

There are droplets at this connection and a mark on the cabinet base. I haven't confirmed the source yet. We need to check the joint and record a test after any repair.

This example records visible conditions. It does not diagnose a leak or establish that a repair was completed.

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