

# Property Maintenance Task List Template

Use this customizable sheet to coordinate ordinary repair and upkeep tasks. It is a working list-not a tenant request form, formal work order, inspection, preventive-maintenance schedule, or compliance record.

## PRINTABLE WORKSHEET

### Property and issue

- ☐ Property and unit/area: \_\_\_\_\_
- ☐ Date reported: \_\_\_\_\_
- ☐ Issue or requested outcome: \_\_\_\_\_
- ☐ Authorized access note: \_\_\_\_\_

### Current tasks

- ☐ Task 1 and owner: \_\_\_\_\_
- ☐ Materials or model: \_\_\_\_\_
- ☐ Task 2 and owner: \_\_\_\_\_
- ☐ Materials or model: \_\_\_\_\_

### Status and blockers

- ☐ Ready or Active work: \_\_\_\_\_
- ☐ Waiting on material: \_\_\_\_\_
- ☐ Waiting on vendor or approval: \_\_\_\_\_
- ☐ Important handoff note: \_\_\_\_\_

## Completion

- ☐ Completed work: \_\_\_\_\_
- ☐ Unfinished work: \_\_\_\_\_
- ☐ Next action and owner: \_\_\_\_\_
- ☐ Internal review: \_\_\_\_\_

This task list is not a formal work order, lease record, inspection, preventive-maintenance schedule, cost record, emergency procedure, or proof of legal compliance.