

Building Defect Report Form

Get a defect reported in writing with a date on the report, the response and the completion, so it can be chased rather than remembered.

One defect, reported properly: where it is, what it is, how urgent, and what happened about it.

REPORT, RESPONSE, COMPLETION — ALL DATED

A defect reported verbally is a defect nobody can chase. This form exists so the report, the response and the completion all carry a date.

Building or site

Report number

Date

Reported by

Exact location

Contact for access

THE DEFECT

What it is, when it started, and what it is affecting

Is anything unsafe or unusable now

Has it been made safe temporarily

Urgency, in your own words

Photograph reference

RESPONSE

Date	Who attended	What was done	Parts or contractor needed	Complete

Closed on

Signed off by

Cost, if recorded