

BUILDING MANAGER MONTHLY REPORT

A one-page report to the committee: work done, issues, quotes and upcoming compliance.

BUILDING

MONTH

PREPARED BY

DATE

WORK COMPLETED THIS MONTH

MAINTENANCE ISSUES AND DEFECTS FOUND

QUOTE / JOB	CONTRACTOR	AMOUNT	RECOMMENDATION

COMPLIANCE DUE IN THE NEXT 60 DAYS

RESIDENT MATTERS, COMPLAINTS AND BY-LAW ISSUES

ANY CONFLICT OF INTEREST OR SUPPLIER RELATIONSHIP TO DISCLOSE

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