

BUILDINGWRENCH

MAINTENANCE SHIFT / ON-CALL HANDOFF

Keep open risks, outages and commitments from falling between shifts.

FICTIONAL COMPLETED EXAMPLE — NOT AN ACTUAL RECORD

HANDOFF

Date / time	Outgoing	Incoming	On-call / escalation
2026-10-09, 13:00	Casey Lee	Alex Morgan	Use site-approved call list.

OPEN ITEMS

Priority	Issue / location	Current status	What happens next	Owner / vendor	Next update
Medium	West corridor WO-1044	Ceiling stain dry; source unconfirmed.	Inspect above ceiling with approved access.	Drew Lane	Oct 10 09:00
Medium	Office 201 WO-1046	Warm-room report; assessment open.	Check room conditions and report findings.	Avery Wells	Oct 9 14:00
Low	Storage A WO-1042	Cabinet pull loose.	Tighten and check operation.	Taylor Reed	Oct 12 10:00
Low	Room 102 WO-1043	One lamp out.	Confirm lamp type; complete assigned work.	Jordan Park	Oct 12 10:00
Low	Break room WO-1045	Faucet outlet drips.	Assess repair needs; update work order.	Jamie Brooks	Oct 12 11:00
Low	Training room WO-1047	Chair set aside.	Fit correct glide; check before return.	Robin Hayes	Oct 12 11:00
Low	Supply room WO-1048	Shelf labels worn.	Replace labels and confirm stock locations.	Sam Ellis	Oct 12 13:00
Low	Loading area Follow-up	Packaging removed at 09:15.	Verify route stays clear at next round.	Riley Quinn	Oct 9 15:00

CRITICAL STATUS

Systems out of service	Temporary controls in place	Keys / access / permits	Stakeholder commitments
None reported at handoff.	Chair set aside; route cleared.	No new issue; use access log.	Office 201 update due 14:00.