

BUILDINGWRENCH

MAINTENANCE SHIFT / ON-CALL HANDOFF

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

HANDOFF

Date / time	Outgoing	Incoming	On-call / escalation
_____	_____	_____	_____

OPEN ITEMS

Priority	Issue / location	Current status	What happens next	Owner / vendor	Next update

CRITICAL STATUS

Systems out of service	Temporary controls in place	Keys / access / permits	Stakeholder commitments
_____	_____	_____	_____

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