

# Property Maintenance Log

A maintenance log for landlords to track repairs, contractors, and costs across properties.

## HOW TO USE

1. Go to the Maintenance Log tab and enter your name and year at the top.
2. For each maintenance issue, enter the property address, date reported, a description, and use the Category dropdown.
3. Set the Priority (Emergency, High, Medium, Low) and enter the contractor details and scheduled date.
4. Enter the cost once work is done and update Status to Completed.
5. The band at the top shows total jobs, completed, outstanding, and total cost.
6. Emergency priority items are highlighted in red for quick identification.

## CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own records. The white cells are calculated and look after themselves.

## REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

## NOTES

Blue cells are your inputs. White cells are calculated totals. Do not type over the white cells. The sheet is protected so only blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

[aligned.tax](https://www.aligned.tax)

MTD for Income Tax bridging and compliance for sole traders and landlords.

# Property Maintenance Log

Landlord name:

Year:

Add your logo here

TOTAL JOBS		COMPLETED				OUTSTANDING		TOTAL COST		
10		6				4		£3,140.00		
Property Address	Date Reported	Issue Description	Category	Priority	Contractor	Date Scheduled	Cost £	Status	Notes	Receipt Ref
12 Maple Street, London	01/03/2025	Leaking tap in kitchen	Plumbing	High	ABC Plumbers Ltd	05/03/2025	£120.00	Completed	Fixed satisfactorily	REC-001
12 Maple Street, London	15/03/2025	Broken radiator	Heating	Medium	Warm Solutions Ltd	20/03/2025	£280.00	Completed	New valve fitted	REC-002
45 Oak Avenue, Bristol	02/04/2025	Faulty wiring in lounge	Electrical	Emergency	Sparks Electrical	03/04/2025	£450.00	Completed	Safe and tested	REC-003
45 Oak Avenue, Bristol	10/04/2025	Cracked window pane	Windows & doors	Low	GlassFix Ltd	20/04/2025	£95.00	Scheduled	Awaiting glass delivery	
8 Birch Close, Leeds	15/04/2025	Roof tile missing	Roofing	High	TopRoof Contractors	22/04/2025	£350.00	In progress	Awaiting dry weather	
8 Birch Close, Leeds	20/04/2025	Damp patch in bathroom	Structural	Medium	DampProof Co	01/05/2025	£600.00	Reported	Survey booked	
22 Elm Road, Manchester	01/05/2025	Garden fence blown down	Garden	Low	GreenThumbs Ltd	10/05/2025	£180.00	Completed	New panel installed	REC-004
22 Elm Road, Manchester	05/05/2025	Boiler pressure low	Heating	High	BoilerCare Ltd	06/05/2025	£120.00	Completed	Pressure reset	REC-005
3 Pine Way, Sheffield	12/05/2025	Interior repainting needed	Decoration	Low	ProPaint Ltd	01/06/2025	£800.00	Scheduled	Arranged for June	
3 Pine Way, Sheffield	20/05/2025	Front door lock broken	Windows & doors	Emergency	SecureLock Co	21/05/2025	£145.00	Completed	New lock fitted	REC-006

**TOTAL** **£3,140.00**

Self-check: Completed + Outsta. **OK - Balanced**