

# Maintenance Assessment Form

The purpose of this form is to record the performance of tasks. Completed forms should be provided to School Management.

Task being assessed

Assessor

Scope of work

Type of review (select one)

Weekly

Monthly

Spot Audit

Date

/ /

DD/MM/YYYY

Area of Assessment	Very good	Average	Poor
Has the work been completed to a high standard?			
Has the whole scope of works been completed?			
Is area left in a clean and tidy manner			
Is the client/building occupants happy with completed work?			
Has the completed task/work met client/s expectation?			
All paperwork fully completed and provided.			
Are materials used and hours claimed within quoted amounts?			
Where required has handover paperwork been completed and submitted?			
Has the necessary H&S documentation been done (risk assessments, permits, etc.)?			
Is the equipment and Personal Protective Equipment (PPE) used appropriate for the task?			
Has the contractor/employee complied with school rules for subcontractors?			
Has the task/work run smoothly and where required other trades utilised?			
Extra work identified if required?			
Overall performance.			

General comments and further work required