FIELDNOX

Plumbing Service Report

Blank worksheet | Record only work and checks actually performed. Use N/A where appropriate.
Add a continuation sheet for detail. Local requirements vary; this does not replace required records.

JOB DETAILS

Report ID

Work order

Customer / site

Property address

Unit / room / work area

Fixture / asset ID

Make / model (if relevant)

Pipe material / size (if relevant)

Technician

Visit date

Arrival / departure

Permit / license reference (if required)

REQUEST AND SCOPE

Customer-reported problem

Agreed work

Scope changes / authorized by

Access restrictions / areas not inspected

FINDINGS

Observed condition / exact location

Readings, units and measurement location

Checks not performed

Shutoff / isolation status (if relevant)

Water damage / hazards observed

WORK PERFORMED

Actions completed

Parts / materials: description, quantity, unit

Part reference / installed or supplied

VERIFICATION

Check performed

Location / conditions

Observed result

Limits of the check

PHOTO RECORD

Before: reference / location / caption

During: reference / location / caption

After: reference / location / caption

Open item: reference / location / caption

OUTCOME

Agreed work: complete / partial / not completed

Temporary work (or None)

Remaining / separately recommended work

Follow-up action / responsible person

Target date (or Not agreed)

HANDOVER

Advice / instructions provided

Customer / representative

Acknowledgment: select meaning below

Acknowledgment date

If not obtained: reason / handover route

PREPARATION AND REVIEW

Prepared by / date

Reviewed by / date

Acknowledgment meaning - select only what was confirmed:

☐ Visit confirmed ☐ Report reviewed ☐ Agreed work accepted

Do not sign for the customer. Acknowledgment does not expand the recorded scope or checks.