



Northline Field Services
Commercial facilities division

FINAL COMPLETION REPORT

PREVENTIVE MAINTENANCE / JULY 2026

Harbor Point Mechanical Reset

Prepared for Harbor Point Properties

SERVICE DATE
July 18, 2026

SITE
Building A - Baltimore, MD

REPORT
HP-0718-26

SAMPLE REPORT - FICTIONAL DATA

OUTCOME SUMMARY

Work completed and verified

EVIDENCE CHECKED

The rooftop mechanical reset, safety inspection, and final operating check were completed. One worn belt was replaced with client authorization and documented below.

18 / 18 TASKS COMPLETE	6 EVIDENCE ITEMS	1 RESOLVED EXCEPTION	0 OPEN RISKS
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VISUAL EVIDENCE TIMELINE

A clear record of the work

ALL TIMES EDT

8:12 AM

ARRIVAL - PHOTO + TIMESTAMP

Site access and equipment condition recorded

Unit RTU-04 was offline on arrival. Lockout boundary and service area were confirmed.

9:26 AM

EXCEPTION RESOLVED - PHOTO + NOTE

Worn drive belt replaced

Client contact approved the replacement at 9:18 AM. Part number and technician note are attached.

10:41 AM

FINAL TEST - READING + PHOTO

Operating range restored

Airflow, temperature split, amperage, and vibration checks passed the service plan thresholds.

RESOLVED EXCEPTION

Drive belt wear found during inspection

Approved, replaced, photographed, and included in the final operating check. No follow-up risk remains open.

CLOSED

CLIENT APPROVAL

Completion accepted

The client reviewed the completion summary, evidence, and resolved exception before signing.

Jordan Lee

Facilities manager - Approved July 18, 2026 at 2:14 PM EDT

DELIVERY STATUS

Secure handoff complete

OK

APPROVED

2:14 PM

OK

LINK OPENED

2:21 PM

OK

PDF DOWNLOADED

2:23 PM