

Incident Report

Sample incident report template for facilities management — FM Reports

Site / Building: _____ Incident Date / Time: _____

Location: _____ Reported by: _____

1. Incident Description

[Describe what happened factually — what was observed, when it was noticed, and by whom. Avoid speculation or assigning blame at this stage.]

2. Immediate Action Taken

[Describe the immediate response — isolation, containment, first aid, notifications made, etc.]

3. Root Cause

[Describe the underlying cause once investigated — equipment failure, procedural gap, external factor, etc.]

4. Corrective / Preventive Action

Action	Responsible	Target Date	Status

5. Attachments

[Reference any photos, CCTV footage, or supporting documents attached to this report.]

Sign-off

Role	Name	Signature	Date
Reported by			
Reviewed by (FM Manager)			