

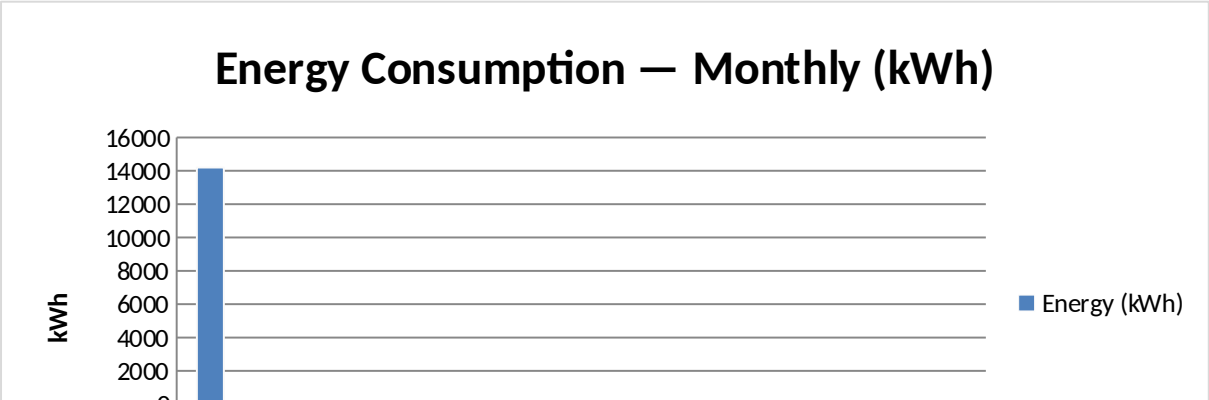
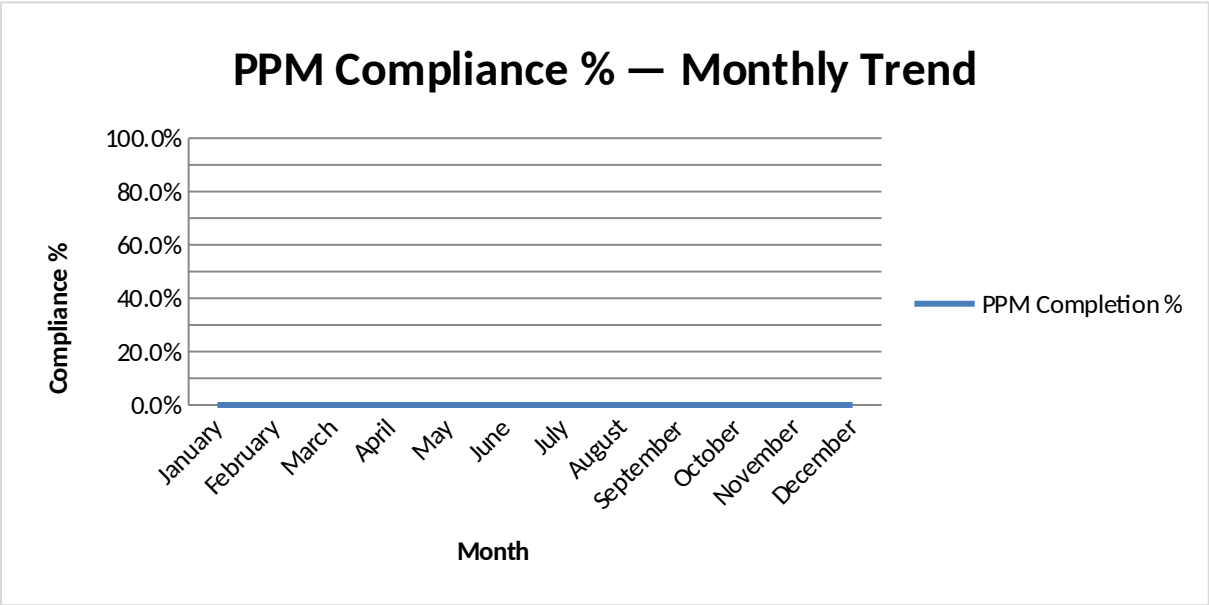
MEP Master Guide | FM KPI Dashboard

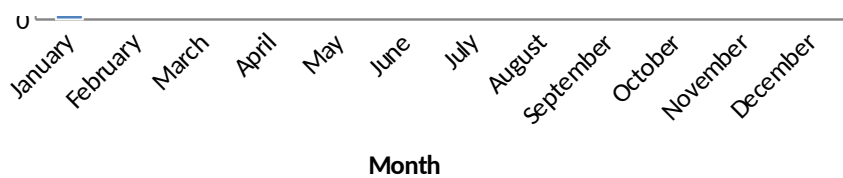
mepmasterguide.com — Free FM reporting template. Enter monthly data on the 'Monthly Data' tab; this dashbo

Site / Building: [Enter site name] Reporting Year: 2026

KPI	Target	YTD Actual	Variance	Status
PPM Compliance (%)	95.0%	0.0%	-95.0%	Below Target
SLA Compliance (%)	98.0%	0.0%	-98.0%	Below Target
Reactive Response Time (avg hrs)	4.0	0.0	-4.0	On Target
Work Order Closure Rate (%)	90.0%	0.0%	-90.0%	Below Target
Client Satisfaction Score (/5)	4.5	0.0	-4.5	Below Target
Incident Count (YTD)	6	0	-6	On Target
Asset Downtime (YTD hrs)	24.0	0.0	-24.0	On Target
Energy Consumption (YTD kWh)	Tracking only	0	—	Tracking Only

Legend: Blue text on the 'Monthly Data' tab = example values to replace. Status and charts below update automatically as you e





ard updates automatical

Trend Direction
Higher is better
Higher is better
Lower is better
Higher is better
Higher is better
Lower is better
Lower is better
Informational

nter real monthly data.

MEP Master Guide | Monthly Data Input

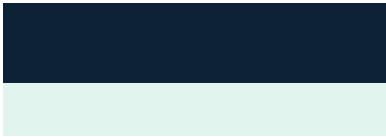
Enter actuals for each month. Row 18 auto-calculates YTD totals/averages used on the Dashboard tab. Do not edit row

Month	PPM Scheduled	PPM Completed	PPM Completion %	SLA Met	SLA Total	SLA Compliance %	Reactive Jobs Closed
January	42		0.0%	38	40	95.0%	18
February			0.0%			0.0%	
March			0.0%			0.0%	
April			0.0%			0.0%	
May			0.0%			0.0%	
June			0.0%			0.0%	
July			0.0%			0.0%	
August			0.0%			0.0%	
September			0.0%			0.0%	
October			0.0%			0.0%	
November			0.0%			0.0%	
December			0.0%			0.0%	
YTD Total / Average			0.0%			7.9%	



w 18 formulas.

Avg Response Time (hrs)	Work Orders Opened	Work Orders Closed	WO Closure Rate %	Client Satisfaction (/5)	Energy (kWh)	Incidents	Downtime (hrs)
3.5	30	27	90.0%	4.6	14200	1	2.5
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
			0.0%				
3.5			7.5%	4.6	14,200	1	2.5

[illegible]