

Monthly FM Performance Report

Sample monthly reporting template for facilities management — FM Reports

Site / Building: _____ Reporting Month: _____

Prepared by: _____ Date: _____

1. Executive Summary

[Provide a brief 3–4 sentence overview of overall site performance for the month, highlighting any major issues, achievements or risks.]

2. PPM Completion

Discipline	Scheduled	Completed	Completion %
HVAC			
Electrical			
Plumbing			
Fire & Life Safety			
Total			

3. Reactive Maintenance Summary

Category	Jobs Raised	Jobs Closed	Avg. Response Time
HVAC			
Electrical			
Plumbing			
Other			

4. Incidents & Near Misses

[Summarize any incidents, near misses or safety observations reported during the month, referencing incident report numbers where applicable.]

5. Key Performance Indicators

KPI	Target	Actual	Status
PPM Compliance			
Reactive Response Time			
Client Satisfaction Score			

6. Recommendations

- [List any recommended actions, budget requests, or improvement initiatives for the coming month.]

Sign-off

Role	Name	Signature	Date
Prepared by			
Approved by (Client)			