

Technical Report

Sample technical investigation report template — FM Reports

Site / Building: _____ Report Date: _____

Prepared by: _____ Report Ref: _____

1. Objective

[State the purpose of this technical investigation — e.g. root cause of chiller failure, energy performance review, system upgrade assessment.]

2. Background

[Provide context — system description, history of the issue, and why the investigation was initiated.]

3. Findings

- [Finding 1 — describe observed condition with supporting data/readings.]
- [Finding 2 — describe observed condition with supporting data/readings.]
- [Finding 3 — describe observed condition with supporting data/readings.]

4. Analysis

[Interpret the findings — what they indicate about the root cause or performance gap.]

5. Recommendations

Recommendation	Priority	Estimated Cost	Timeline

6. Conclusion

[Summarize the overall conclusion in 2-3 sentences.]

Sign-off

Role	Name	Signature	Date
Prepared by			
Reviewed by			