



Recurring lift fault log

Fill in your building details, record what is confirmed and keep open actions visible. Read the linked guide before using this worksheet.

Fill the shaded boxes on screen or print and write by hand. Save your completed copy. Use extra copies for more entries and a separate sheet for longer notes.

Building / lift reference

Guide: <https://liftownersguide.co.uk/guides/recurring-lift-breakdowns/>

01 / Record

Outage reference (one per separate event)

Reported date / time

Lift unavailable from (if known)

Symptom reported (no guessed cause)

Job reference(s)

Attendance date / time

Provider findings / uncertainties

Work done / parts changed

Return to service confirmed date / time

Confirmed by / restrictions

Building impact (no personal medical details)

Open action

Action owner / next update

Original record location



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