

## City of Berkeley Mills Act Contract Maintenance Record Sheet

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Required Attachments: Receipts, Plans, Permits, and other related items**

**Maintenance Work:** \_\_\_\_\_

**Year of Work:** \_\_\_\_\_ **Annual Savings:** \_\_\_\_\_ **Annual Cost:** \_\_\_\_\_

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**Completed Work:** Describe the work done. Was it completed on schedule?

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**Uncompleted Work?** Why was the work not completed? Was other work on the maintenance schedule done instead? When will the work be completed?