Damp and cold repair diary

Record the affected area, any measured readings and steps already taken. Send urgent repair reports through the landlord's usual route as soon as they arise.

Property or repair reference

Time zone used

Room, surface and fixed reading point

Day and date	Local time(s)	Condition and readings	Action or visit outcome
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			

Add units to readings and name the instrument where known. For a visit, record the time, contact attempt, outcome and next step. Leave a cause open where it has not been established.

If you did not check, write 'no observation'. Use an extra copy for additional events on the same day.

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Record the affected area, any measured readings and steps already taken. Send urgent repair reports through the landlord's usual route as soon as they arise.

Property or repair reference

Time zone used

Room, surface and fixed reading point

Day and date	Local time(s)	Condition and readings	Action or visit outcome
Day 8			
Day 9			
Day 10			
Day 11			
Day 12			
Day 13			
Day 14			

Add units to readings and name the instrument where known. For a visit, record the time, contact attempt, outcome and next step. Leave a cause open where it has not been established.

If you did not check, write 'no observation'. Use an extra copy for additional events on the same day.

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Property or repair reference

Time zone used

Room, surface and fixed reading point

Day and date	Local time(s)	Condition and readings	Action or visit outcome
Day 15			
Day 16			
Day 17			
Day 18			
Day 19			
Day 20			
Day 21			

Add units to readings and name the instrument where known. For a visit, record the time, contact attempt, outcome and next step. Leave a cause open where it has not been established.

If you did not check, write 'no observation'. Use an extra copy for additional events on the same day.

Damp and cold repair diary

Record the affected area, any measured readings and steps already taken. Send urgent repair reports through the landlord's usual route as soon as they arise.

Property or repair reference

Time zone used

Room, surface and fixed reading point

Day and date	Local time(s)	Condition and readings	Action or visit outcome
Day 22			
Day 23			
Day 24			
Day 25			
Day 26			
Day 27			
Day 28			

Add units to readings and name the instrument where known. For a visit, record the time, contact attempt, outcome and next step. Leave a cause open where it has not been established.

If you did not check, write 'no observation'. Use an extra copy for additional events on the same day.