

MAINTENANCE LOG

To be completed in accordance with Section 2 of the General Section of the product maintenance manual (documentation obligation).

Site details

Site name / address	
Client / facility manager	
Contact person	
Project number	
Handover date	
Environmental class (I / II / III)	
Corrosivity category (C1-C5), if specified	

Questions and damage reports

Innore — e-mail	info@innore.eu
Website	www.innore.eu

- When contacting us, please include the project number and site name (see above), together with a description of the damage and its location on site.
- **If the damage affects safety in use (e.g. a stair tread, railing, or glass balustrade seal), restrict access to the area concerned and notify us immediately.**

Instructions for completion

- Every maintenance task carried out is recorded in the “Maintenance log” table.
- The annual inspection and any damage found are recorded in the “Inspection and damage” table.
- Keeping this log is a precondition for submitting a warranty claim (see General Section, Sections 1 and 2).
- Maintenance frequency depends on the environmental class and the material — see the relevant material chapter.
- Damage affecting safety in use (e.g. stair treads, railings) must be rectified immediately (General Section, Section 5).

RECORD OF MAINTENANCE WORK

To be completed for every cleaning or maintenance task carried out.

Date	Material / surface type	Area or product group	Description of work done	Agent used	Carried out by	Signature

Materials: Glass · Powdercoated · Wet-painted · Jotun coating · Galvanised · Steel · Stainless steel · Aluminium · Wood · Concrete · STENI · Seals

INSPECTION AND DAMAGE

To be completed at the annual inspection and for every instance of damage found.

Date	Material / surface type	Area or product group	Finding / description of damage	Safety? (yes/no)	Action / resolution	Resolved	Carried out by

If the damage affects safety in use, restrict access until it has been repaired (General Section, Section 5).