

Q3 Operations Report

Prepared by the facilities team · October 2, 2026

This report summarises spending, maintenance work and open tasks across the three Harbor Point sites for July to September. Synthetic example only: every name and figure below is invented for this demonstration.

Budget summary

Category	Owner	Budget	Actual	Variance
Cleaning services	M. Ortiz	12,400	11,850	-550
HVAC maintenance	R. Chen	8,900	9,640	+740
Security staffing	A. Novak	15,200	15,200	0
Office supplies	L. Brandt	2,350	1,980	-370
Utilities	M. Ortiz	21,600	22,310	+710
Total		60,450	60,980	+530

Spending finished **\$530 over budget**, driven by utilities and the HVAC repairs noted below. Cleaning and supplies came in under plan.

Highlights

- Energy use fell 6% after the lighting retrofit in Building A.
- Two HVAC units needed unplanned compressor repairs.
- All 14 fire extinguishers passed the quarterly inspection.

Sample Signer

Upcoming maintenance

Task	Site	Due	Status
Replace lobby lighting	Building A	Oct 14	Scheduled
Roof drain inspection	Building C	Oct 21	In progress
Fire alarm test	All sites	Nov 03	Scheduled
Parking lot resurfacing	Building B	Nov 18	Awaiting quote

Notes for next quarter

Request quotes for the Building B parking lot before November 1. Confirm the fire alarm test window with each tenant at least one week in advance, and record meter readings on the first working day of each month.

Approved by: _____ Date: _____