

Water Leak Report Form

Record of a reported or discovered water leak

Company: _____

Date: ____/____/____

Address: _____

Ref: _____

Report Details

Property address:

Reported by (name):

Contact details:

Date/time reported:

Date/time attended:

Leak Location & Source

Room / fitting / pipe run:

Floor or ceiling level:

Identified source (or 'source not yet located'):

Severity

- Drip
- Steady leak
- Flowing
- Burst
- Water supply isolated

Water Damage Observed

Area affected	Extent of damage
Flooring	
Ceilings	
Walls	
Fixtures / belongings	

Action Taken & Follow-up

Action taken on visit (isolate / temp repair / full repair):

Parts used:

Parts still required:

Follow-up needed (return visit / drying / specialist / insurance):

Photographs taken (ref):

Recommendations to prevent recurrence:

Sign-off

Plumber name & signature:

Date:

Customer / occupier signature:

