# Template for a complaints logbook

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Complaint | Complaint by | Flat. No. | Seriousness (mild, intermediate, urgent) | Follow-up | By whom |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |