

EQUIPMENT TROUBLE SHEET

To: Instructors, Board members

Complete this sheet, and place it in the Equipment Trouble Sheet mail tray in the instructors' office. In addition, a note should be placed on the troublesome equipment (a copy of this Equipment Trouble Sheet will suffice).

Computer # _____ Date _____ Time _____

Equipment other than computer _____

Location of Equipment _____

Description of problem _____

Reported by _____ Phone # _____ Rec. Card # _____

For Property Committee Use Only

Describe action taken to make adjustment or repair. Parts requested? Comments?

Repaired by _____ Phone # _____ Rec. Card # _____

Date _____ Time _____

When repair or adjustment is completed, please place this sheet in the property chairman's folder.