

	RESOURCE LIBRARY - LAUNDRY Task: Maintenance Follow up Reports	<i>CODE:</i> 03.06.030
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OBJECTIVE: To have maintenance incidents recorded for follow up purposes.

PROCEDURES: Write machine number, what happened, any other info and time of sending the request.

What	How	Why
1. Put the date & time.	Wright date & time on the form.	To follow up later.
2. Work required.	What is the problem you are facing with equipment?	To check later if it still exist also for machine history.
3. Location.	Where is the machine located in the laundry	If emergency to act fast.
4. Signature.	To know who is in charge.	To explain the nature of the problem.
5. Department.	To know who made the request.	To charge that expense.