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|  | <b>RESOURCE LIBRARY - LAUNDRY</b><br><b>Task: Maintenance Follow up Reports</b> | <b>CODE:</b> 03.06.030<br><b>EDITI</b><br><b>ON:</b> 1<br><b>PAGE</b> 1 of 1 |
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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.                                    |