

EQUIPMENT Repair/Maintenance Request

NCR#: _____

Date: _____

Time equipment went down: _____

Shift #: _____

Equipment with issue: _____

Equipment repair/maintenance requested by: _____

Description of repair/maintenance needed:

Description of repair/maintenance completed:

Hours to complete repair/maintenance: _____

Date Completed: _____ Total Machine Downtime: _____

Request completed by: _____

Equipment repair/maintenance logged by: _____