

Sugar Loaf Fire Department Maintenance/Repair Report

Date:	Unit:	Mileage:	Prepared by:
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Describe what is broken, missing or not functioning properly (use enough detail so that someone unfamiliar with what you experienced will know what to fix or replace). Please use a separate report for each issue. If unit is out of service or not fully functional, email the department to let us know.

Describe the repair with as much detail as possible (so it makes sense years later)

Cost of parts if known/applicable:

Volunteer hours (name and date):

Start Time:

End Time:

Place completed repair orders in the basket on the desk at Station 2.

Note: make sure the Fleet Manager, Truck Manager and Battalion Chief are notified of the issue and the repair.