CITY OF GRIFFIN

REPAIR ORDER

DATE

EQUIPMENT NUMBER

☐ POLICE ☐ FIRE
☐ WASTE WATER ☐ STREET
☐ ELEC ☐ SOLID WASTE
☐ DEV. SER. ☐ STORM WATER
☐ DOAS

REASON FOR REPAIRS ✓(CHECK ONE)

MAINTENANCE
☐ 01 BREAKDOWN
☐ 02 CONSUMPTION - FUEL
☐ 03 CONSUMPTION - OIL
☐ 04 DRIVER'S REPORT
ENTER REPORT NO. HERE
☐ 05 INSPECT. ROUTINE
☐ 06 LUBRICATION
☐ 07 PRE-DELIVERY
☐ 08 PM
☐ 09 REWORK
☐ 10 ROAD CALL
☐ 11 ROUTINE

REPAIRS – MANAGEMENT DECISION
☐ 21 CAPITAL IMPROVEMENT ☐ 23 MODIFICATION
☐ 22 CONVERSION ☐ 24 SPECIAL STUDY

REPAIRS – OUTSIDE INFLUENCE
☐ 31 ACCIDENT NON REPORTED ☐ 36 THEFT
☐ 32 ACCIDENT REPORTED ☐ 37 VANDALISM
☐ 33 MANUFACTURER RECALL ☐ 38 WARRANTY
☐ 34 STATUTORY INSPECTION ☐ 39 NATURAL CAUSES
☐ 35 STATUTORY MODIF. ☐ 41 ABUSE EQUIPMENT

REPAIR CLASS ✓(CHECK ONE)
☐ 1 SCHEDULED
☐ 2 NON SCHEDULED
☐ 3 EMERGENCY

REPAIR SITE ✓(CHECK ONE)
☐ 1 FACILITY ☐ 3 TERMINAL
☐ 2 FIELD ☐ 4 OUTSIDE COMPANY

IF THIS IS A CONTINUATION RO ☐ ✓(CHECK HERE)
ENTER ORIGINAL REPAIR *ORDER NO

DATE PROMISED ☐ A.M. ☐ P.M.

WRITTEN BY

METER READING (NO TENTHS)

ACTIVITY CODE ✓(CHECK ONE)
☐ ACTIVE
☐ RESERVE
☐ OTHER

ENTER PARTS INFORMATION HERE

SYS.	ASS'Y.	PART	DESCRIPTION	QTY.	UNIT PRICE	

INSTRUCTIONS

ENTER LABOR INFORMATION HERE

MO.	DAY	EMPLOY. NO.	SYS.	ASS'Y.	WORK ACC.	ELAPSED TIME	RECORD TIME HERE

APPROVED BY

TOTAL PARTS ▶ $

LABOR RATE IS $_____ PER HOUR X _____HOURS=TOTAL LABOR ▶ $_____ HRS.

TOTAL PARTS ▶ $

TOTAL (PARTS & LABOR) ▶ $

LUBRICANTS ▶	ATF Qts/Ltrs	Gear Oil Qts/Ltrs	Hydraulic Oil Qts/Ltrs	Engine Add Oil Qts/Ltrs	Anti-Freeze Qts/Ltrs	◀ LUBRICANTS

METER RESET / REPLACEMENT (NO TENTHS)

ENTER OLD METER READING

ENTER RESET/REPL. METER READING

ENTER EST. UTILIZATION. NO READING

INSPECTED BY (SIGNATURE)

DATE INSPECTED
MONTH DAY YEAR

WORK ACCOMPLISHED CODES

01 ADJUST
02 CLEAN
03 EX-NEW
04 EX-REBUILT
05 EX-USED
06 INSPECT
07 LUBRICATE
08 OVERHAUL
09 PM-A
10 PM-B
11 PM-C
12 PM-D
13 OTHER MAINTENANCE OR REPAIR
20 TOWING
30 WORK INCOMPLETE

ENTER OUTSIDE REPAIR INFORMATION HERE

MO.	DAY	SYS.	ASS'Y.	PART	WORK ACC.	PARTS $	LABOR $