

# Equipment Service Request Record Form

This **equipment service request record form** sample includes a comprehensive checklist to ensure all maintenance needs are documented and addressed efficiently. It streamlines the process of submitting repair requests and tracking service status. Utilizing this form helps maintain equipment reliability and prolong operational lifespan.

Section	Details
Request Date	<input type="text"/>
Requested By	<input type="text"/>
Department	<input type="text"/>
Equipment Name	<input type="text"/>
Equipment ID / Serial No.	<input type="text"/>
Location	<input type="text"/>
Description of Issue	<input type="text"/>

## Service Checklist

- ☐ Power supply checked
- ☐ Mechanical components inspected
- ☐ Electrical system examined
- ☐ Software updated/re-installed
- ☐ Safety features tested
- ☐ Equipment cleaned
- ☐ Replacement parts required
- ☐ Test run after service
- ☐ Maintenance records updated

Date of Service	<input type="text"/>
Serviced By	<input type="text"/>
Service Status	<div>Pending</div>
Comments/Recommendations	<input type="text"/>

**Requester Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Technician Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_