U.S. Postal Service Maintenance Work Order Request			Sub-	Register	Work Order	Prior-	Work	Equipment	Equipment Number		Eqpt.			Issued				
			site	Number	Number	ity	Code	Acronym			Class	Date (MM-DD-Y	Date (MM-DD-YYYY)		Est. Time			
												,	,					
Work Request (To be co	ompleted by the reques	sting office	or orgai	nization)														
					City					Sta	te		ZIP + 4					
Floor	Area	Room	Person to C	Person to Contact									Phone (Include area code)					
Requested By (Name and title)					Originating	Originating Department Phone (Include area code)								Date Required				
Description of Work Reques	sted (Equipment name a	nd number if	f known)															
	Approved	Approved By (Name, title, and signature)									Date							
Work Order (To be con	mpleted by Maintenanc	:e)																
Description of Work Perform		,																
Work Completed By					Date		Work	Accepted By (Close	Work Ord	er)			D	ate				
Parts Issue (Use this section	on to record parts issues	when MAR	S is una	vailable for u	se.)		•											
Part Number	No	omenclature	•		Quantity	,	Issu	ed By				ued To						
Official Disposition (Use t	this section to verify work	k completion	and clos	sing of the M	aintenance Wo	ork Orde	er.)											
Maintenance Official Approval (Signature and title)							Date	Oate Close Work Order (Maint. Ops. Support in					oport initials,					

Equipment Breakdown Work Order			s	Sub-			Vork Order	Prior- ity	Work	Equipment Acronym		E	Equipment Number		Eqpt.	t. Date		ssued	d		
				site			Number		Code						Class			Crew No.	Est.	Tim	ıe
																					_
	Instructions	Work Requ	iest (1	To be	complet	ed by	the reque		fice or o	rganizati	on)										
1.	Use this report to record information	Office Name						City						State			ZIP + 4				
	about <i>all</i> automation or mechanization equipment breakdowns that last 18 minutes or more.	Floor	Area	rea R			m	Person	to Contact								Phone (Include area code)				
2.	Provide the work order number generated by MARS associated with the breakdown.	Requested By	/ (Nam	ne an	d title)				Originating Department				Phone (Include are			rea code)	e) Date Required				_
3.	Provide detailed information about the problem and the diagnostic action taken.	Event		Time			Date		Equipment Downtime				Breakdown Codes			Codes					_
Attach additional pages if necessary to give a complete picture of the downtime events.		Breakdown Occurred		AM • PM				Due to Maintenance				Downti			Cause Co	ode					
4.	This report should be passed on to each tour until the equipment has been repaired.	Maintenance Notified		aM		AM			Parts Unavailable								\top				
5. This report should be reviewed and signed by both Maintenance and Opera-		Notine		· -		PM			Chavanable			•									_
tions personnel.		Return				AM			Other												
 After the repairs are completed and signed off on this report, forward the report to the Maintenance Operation Sup- port unit. 		Operation S	tatus			РМ			Other												
							Time (Amo	ount)	Maintenance (Signature)						Ope	rations (Si	ignature))			_
	port unit.	1ail Pro	Processing Time Lost																		
W	ork Order (To be completed by Maintena	nce)																			
De	scription of Work Performed																				_
				Work (Work Completed By						Date										
	arts Issue (Use this section to record parts iss			unava	ailable for	use.)															_
Part Number Nomenclatur				clature			Quantity		Issue	Issued By					Issu	ied To					_
	ficial Disposition (Use this section to verify		n and	closi	ng of the l	Equip	ment Break	down W		er.)											_
Maintenance Official Approval (Signature and title)								Date Close Work Order (Maint. Ops. Support initials)													