



REPORT SHEET

Job no.	Date(s)
Site contact	Report by
Site address	
Job scope	

EQUIPMENT MAKES, MODELS & SERIALS

DETAILS, FAULTS & COMMENTS

OUTSTANDING & RECOMMENDATIONS

	Yes	No	N/A
Works complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fully operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left clean & tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos/videos taken	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PARTS, SPARES, CONSUMABLES & ADDITIONAL EXPENSES

Parking total: