

Forms

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DM Active Work Order Form

11/02/2005

Work Order No. 20051102001

Job No. DMTPRS

Symptom PRESS IS NOT RUNNING TO SPECIFICATION

Requested By PRODUCTION

Date Issued 11/02/2005

Request No. 001

Date Required 11/02/2005

Priority NORMAL

Date Started 11/02/2005

Work Type REPAIR OR RESET

Actual Downtime _____

Shift ALL

Date Completed / /

Cost Center 20000

Time Completed _____

Maintenance Code MECHANICAL

Equipment No.
PRS001

Equipment Name
TRIM PRESS

Location
CENTRAL PLANT

Employee No.
10012002

Employee Name
CARL NELSON

Labor Code
MECH-E

Est. Hours
1.00

Actual DM Hours

Part No.
HSE001

Part Name
HOSE PACKAGE

Qty Allocated
1

Qty. Pulled

Task No. INS003
Description INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION.
REPORT CONDITION OF EQUIPMENT ON WORK ORDER.

Labor Code
MECH-E

Tool Description
TORQUE WRENCH

WO Desc.
10/03/2003 :
CALL SHIFT SUPERVISOR WHEN WORK IS COMPLETED.

DM History Work Order Form

11/02/2005

Work Order No. 20031003003 **Job No.** DMTPRS001
Symptom PRESS IS NOT RUNNING TO SPECIFICATION

Requested By	PRODUCTION	Date Issued	10/03/2003
Request No.	001	Date Required	10/03/2003
Priority	NORMAL	Date Started	10/03/2003
Work Type	REPAIR OR RESET	Date Closed	09/17/2004
Shift	ALL	Date Completed	09/17/2004
Cost Center	GENERAL	Actual Downtime	1.50
Maintenance Code	MECHANICAL		

Equipment No.	Equipment Name	Location
PRS001	TRIM PRESS	CENTRAL PLANT

Employee Name	Employee No.	Labor Code	Hours
CARL SMITH	10012002	MECH-E	1.00

Part No.	Part Name	Qty Allocated	Qty. Pulled
HSE001	HOSE PACKAGE	1	0

Task No.	Description	Labor Code
CHK001	CHECK MACHINE AND AUDIT OPERATING CONDITION REPORT CONDITION OF EQUIPMENT ON WORK ORDER	MECH-E

Tool Description
TORQUE WRENCH

Cause No.	Description	Downtime
HF	HYDRAULIC FAILURE	1.00

WO Desc.
10/03/2003 :
CALL SHIFT SUPERVISOR WHEN WORK IS COMPLETED.

DM Template Work Order Form

10/10/2005

Job No. DMTPRS
Symptom PRESS IS NOT RUNNING TO SPECIFICATION

Requested By	PRODUCTION	Priority	NORMAL
Request No.	001	Shift	ALL
Maintenance Code	MECHANICAL	Cost Center	20000
Work Type	REPAIR OR RESET		

Equipment No.	Equipment Name	Location
PRS001	TRIM PRESS	CENTRAL PLANT

Task No.	Description	Labor Code
INS003	INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION. - REPORT CONDITION OF EQUIPMENT ON WORK ORDER.	MECH-E

Part No.	Part Name	Qty Allocated
HSE001	HOSE PACKAGE	1

Employee No.	Employee Name	Labor Code	Est. Hours
10012002	CARL NELSON	MECH-E	1.00

Tool Description
TORQUE WRENCH

WO Desc.
10/03/2003 :
CALL SHIFT SUPERVISOR WHEN WORK IS COMPLETED.

PM Active Work Order Form

Job No. AHU-002

Procedure Description INSPECTION OF AIR HANDLING UNIT

Scheduled Date 10/3/2005

Maintenance Code HVAC

Active Date 10/3/2005

Work Type PM

Cycle Type 6 - Annual

Cost Center 20000

Shift SECOND

Runtime Cycle 0

Actual Downtime _____

Next PM 0

Completion Date / /

Priority HIGH

Equipment No.

Equipment Name

Location

AHU002

AIR HANDLING UNIT

MAIN PLANT

Task No.	Description	Labor Code	
INS003	INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION. REPORT CONDITION OF EQUIPMENT ON WORK ORDER.	MECH-E	<input type="checkbox"/>
LOC001	USE PROPER LOCK-OUT/TAG-OUT PROCEDURES	MECH-E	<input type="checkbox"/>
CHK001	CHECK AIR LINE FILTERS FOR SIGNS OF MOISTURE	HVAC	<input type="checkbox"/>
CHK002	CHECK CONDITION OF GASKETS ON DOORS AND DAMPERS	HVAC	<input type="checkbox"/>
CLN001	CLEAN COILS AS NEEDED	HVAC	<input type="checkbox"/>
RPL001	REPLACE FILTER SYSTEM	MECH-E	<input type="checkbox"/>
	FOLLOW PROPER FILTER DISPOSAL PROCEDURES		
SAF001	USE PERSONAL PROTECTIVE EQUIPMENT		<input type="checkbox"/>

Part No.	Part Name	Qty Allocated	Qty. Pulled
FLT001	AIR FILTER	1	_____
SPL001	SPARK PLUG	1	_____

Assign To

Employee No.	Employee Name	Labor Code	Est. Hours	Hours
10012003	DONALD BARTON	HVAC	0.30	_____
10012003	DONALD BARTON	HVAC	0.30	_____
10012003	DONALD BARTON	HVAC	0.40	_____
10012002	CARL NELSON	MECH-E	0.50	_____
10012002	CARL NELSON	MECH-E	0.30	_____
10012002	CARL NELSON	MECH-E	1.50	_____
10012003	DONALD BARTON	HVAC	0.30	_____
10012002	CARL NELSON	MECH-E	0.30	_____

Tool Description

SAFETY LOCK

RAGS

WO Desc.

09/27/2004 :

NOTIFY SUPERVISOR WHEN UNIT IS RETURNED TO SERVICE

PM History Work Order Form

10/10/2005

Job No. AHU-002
Procedure Description INSPECTION OF AIR HANDLING UNIT

Completion Date	10/3/2005	Priority	HIGH
Closed Date	10/10/2005	Maintenance Code	HVAC
Scheduled Date	10/3/2005	Work Type	PM
Active Date	10/3/2005	Cost Center	20000
Cycle Type	6 - Annual	Shift	SECOND
Runtime Cycle	0	Actual Downtime	3.50

Equipment No.	Equipment Name	Location
AHU002	AIR HANDLING UNIT	MAIN PLANT

Task No.	Description	Labor Code
INS003	INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION. REPORT CONDITON OF EQUIPMENT ON WORK ORDER.	MECH-E
LOC001	USE PROPER LOCK-OUT/TAG-OUT PROCEDURES	MECH-E
CHK001	CHECK AIR LINE FILTERS FOR SIGNS OF MOISTURE	HVAC
CHK002	CHECK CONDITION OF GASKETS ON DOORS AND DAMPERS	HVAC
CLN001	CLEAN COILS AS NEEDED	HVAC
RPL001	REPLACE FILTER SYSTEM	MECH-E
	FOLLOW PROPER FILTER DISPOSAL PROCEDURES	
SAF001	USE PERSONAL PROTECTIVE EQUIPMENT	

Part No.	Part Name	Qty. Allocated	Qty. Pulled
FLT001	AIR FILTER	1	0
SPL001	SPARK PLUG	1	0

Assign To HENRY WALTERS

Employee No.	Employee Name	Labor Code	Hours	Task No.
10012003	DONALD BARTON	HVAC	0.30	CHK001
10012003	DONALD BARTON	HVAC	0.30	CHK002
10012003	DONALD BARTON	HVAC	0.40	CLN001
10012002	CARL NELSON	MECH-E	0.50	INS003
10012002	CARL NELSON	MECH-E	0.30	LOC001
10012002	CARL NELSON	MECH-E	1.50	RPL001
10012003	DONALD BARTON	HVAC	0.30	SAF001
10012002	CARL NELSON	MECH-E	0.30	SAF001

Tool Description
 SAFETY LOCK
 RAGS

WO Desc.
 09/27/2004 :
 NOTIFY SUPERVISOR WHEN UNIT IS RETURNED TO SERVICE

PM Master Work Order Form

Job No. PRS-001

Procedure Description TRIM PRESS INSPECTION

Priority NORMAL

Maintenance Code MECHANICAL

Cost Center 20000

Work Type PM

Shift ALL

Equipment No.	Equipment Name	Location
PRS001	TRIM PRESS	CENTRAL PLANT

Cycle Type	Last Scheduled Date	Active Date	Next Scheduled Date
Quarterly	10/03/2005	01/01/2006	01/01/2006
Annual	10/03/2005	09/01/2006	09/01/2006

Runtime Cycle	Runtime Advance	Next PM	Last PM
0.00	0.00	0.00	0.00

Cycle Type	Task No.	Description	Labor Code	Est. Hours
Q,A	INS003	INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION. REPORT CONDITION OF EQUIPMENT ON WORK ORDER.	MECH-E	0.00
A	RPL001	REPLACE FILTER SYSTEM FOLLOW PROPER FILTER DISPOSAL PROCEDURES	MECH-E	1.50
All	LOC001	USE PROPER LOCK-OUT/TAG-OUT PROCEDURES	MECH-E	0.30

Cycle Type	Part No.	Part Name	Qty Allocated	Stockroom
	HSE001	HOSE PACKAGE	1	MAIN

Cycle Type	Employee No.	Employee Name	Labor Code	Est. Hours	Task No.
	10012002	CARL NELSON	MECH-E	2.00	

Cycle Type	Tool Description
	GAUGE

WO Desc.

10/04/2003 :
LIST ANY UNSAFE CONDITIONS ON WORK ORDER

Purchase History Order Form

10/10/2005

Requisition No. 20040927001

P.O. No. 0409M001

Requisition Date 9/27/2004

P.O. Date 9/27/2004

Requested By MAINTENANCE

Promise Date 10/29/2004

Buyer GEORGE BARTON

Cost Center GENERAL

Payment Terms NET 45

Vendor Name KNG001

Ship Via UPS

Vendor Code KINGSLEY TIRES, INC.

F.O.B. DESTINATION

Bill To
 EAGLE TECHNOLOGY, INC.
 10500 NORTH PORT WASHINGTON ROAD
 MEQUON, WI 53092 US

Ship To Location
 ETI001

Vendor Part No.	Qty. Ordered	Unit Cost	Total Cost
1 KT70R X 17 BSW TIRES	4	\$100.00	\$400.00
2 K70R X 17 BSW TIRES	4	\$150.00	\$600.00
Parts Total			\$1,000.00
Tax 1(%)			0.50 %
Tax 2(%)			0.00 %
Subtotal			\$1,005.00
Freight			\$0.00
Other Total			\$0.00
Grand Total			\$1,005.00