

## **Miscellaneous Reports**

These reports are not found on the Reports menu. Their locations are identified.

DM Active Pick List (**DMA PICK.rpt**)

PMA Pick List Report (**PMA PICK.rpt**)

DM History Archive Work Order Form (**USERDMHAR.rpt\***)

PM History Archive Work Order Form (**USERPMHAR.rpt\***)

Purchase Order History Archive Form (**USERPOHAR.rpt\***)

# DMA Pick List Report

10/10/2005

| <b>Work Order No.</b> | <b>Part No./Part Name</b> | <b>Location</b> | <b>Shelf/Bin</b> | <b>Qty Allocated</b> |
|-----------------------|---------------------------|-----------------|------------------|----------------------|
| 20040917001           | FLT003<br>AIR FILTER      | HVAC STORES     | S800             | 1                    |
| 20040917001           | FLT003<br>AIR FILTER      | HVAC STORES     | S800             | 1                    |

# PMA Pick List Report

10/10/2005

| <b>Job No.</b> | <b>Part No.</b> | <b>Part Name</b> | <b>Location</b>   | <b>Shelf/Bin</b> | <b>Qty Allocated</b> |
|----------------|-----------------|------------------|-------------------|------------------|----------------------|
| AHU-002-MTR    | FLT001          | AIR FILTER       | HVAC STORES       | S700             | 1                    |
| AHU-002-MTR    | SPL001          | SPARK PLUG       | VEHICLE WAREHOUSE | V500             | 1                    |

# DM History Archive Work Order Form

10/10/2005

**Work Order No.** 20040923001

**Job No.** DMTAHU

**Symptom** AIR UNIT IS NOT RUNNING. ROOM IS HOT

**Requested By** ADMINISTRATION

**Date Issued** 9/23/2004

**Request No.** 002

**Date Required** 9/24/2004

**Priority** HIGH

**Date Started** 9/24/2004

**Work Type** REPAIR OR RESET

**Date Closed** 9/23/2004

**Shift** FIRST

**Date Completed** 9/23/2004

**Cost Center** 20000

**Actual Downtime** 0.00

**Maintenance Code** HVAC

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

| Employee Name | Employee No. | Labor Code | Hours |
|---------------|--------------|------------|-------|
| DONALD BARTON | 10012003     | HVAC       | 2.00  |

| Part No. | Part Name  | Qty. Allocated | Qty. Pulled |
|----------|------------|----------------|-------------|
| FLT001   | AIR FILTER | 1              | 0           |

| Task No. | Description                                     | Labor Code |
|----------|-------------------------------------------------|------------|
| SAF001   | USE PERSONAL PROTECTIVE EQUIPMENT               |            |
| LOC001   | USE PROPER LOCK-OUT/TAG-OUT PROCEDURES          | MECH-E     |
| INS003   | INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION | MECH-E     |
|          | REPORT CONDITION OF EQUIPMENT ON WORK ORDER     |            |

**Tool Description**  
 LOCK  
 TEMPERATURE GAUGE

| Cause No. | Description      | Downtime |
|-----------|------------------|----------|
| SF        | START-UP FAILURE | 1.00     |

**WO Desc.**  
 09/23/2004 :  
 CALL MAIN OFFICE WHEN SERVICE IS COMPLETE  
 09/23/2004 : UNIT FAILED DUE TO POWER OUTAGE

# PM History Archive Work Order Form

10/10/2005

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

|                        |            |                         |        |
|------------------------|------------|-------------------------|--------|
| <b>Completion Date</b> | 10/3/2005  | <b>Priority</b>         | HIGH   |
| <b>Closed Date</b>     | 10/10/2005 | <b>Maintenance Code</b> | HVAC   |
| <b>Scheduled Date</b>  | 10/3/2005  | <b>Work Type</b>        | PM     |
| <b>Active Date</b>     | 10/3/2005  | <b>Cost Center</b>      | 20000  |
| <b>Cycle Type</b>      | 6 - Annual | <b>Shift</b>            | SECOND |
| <b>Runtime Cycle</b>   | 0.00       | <b>Actual Downtime</b>  | 3.50   |

|                      |                       |                 |
|----------------------|-----------------------|-----------------|
| <b>Equipment No.</b> | <b>Equipment Name</b> | <b>Location</b> |
| AHU002               | AIR HANDLING UNIT     | MAIN PLANT      |

| Task No. | Description                                                                                    | Labor Code |
|----------|------------------------------------------------------------------------------------------------|------------|
| INS003   | INSPECT EQUIPMENT AND AUDIT OPERATING CONDITION.<br>REPORT CONDION 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<br>FOLLOW PROPER FILTER DISPOSAL PROCEDURES                              | MECH-E     |
| 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. |
|--------------|---------------|------------|-------|----------|
| 10012002     | CARL NELSON   | MECH-E     | 0.50  | INS003   |
| 10012002     | CARL NELSON   | MECH-E     | 0.30  | LOC001   |
| 10012002     | CARL NELSON   | MECH-E     | 1.50  | RPL001   |
| 10012002     | CARL NELSON   | MECH-E     | 0.30  | SAF001   |
| 10012003     | DONALD BARTON | HVAC       | 0.30  | CHK001   |
| 10012003     | DONALD BARTON | HVAC       | 0.30  | CHK002   |
| 10012003     | DONALD BARTON | HVAC       | 0.40  | CLN001   |
| 10012003     | DONALD BARTON | HVAC       | 0.30  | SAF001   |

**Tool Description**

SAFETY LOCK  
RAGS

**WO Desc.**

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

# Purchase Order History Archive Order Form

10/10/2005

Requisition No. 20040923002

P.O. No. BPOMCM001-1

Requisition Date 9/23/2004

P.O. Date 10/3/2005

Requested By MAIN OFFICE

Promise Date 11/30/2004

Buyer GEORGE BARTON

Cost Center 10000

Payment Terms NET 30

Vendor Code MCC001

Ship Via UPS

Vendor Name MC MASTER CARR

F.O.B. DESTINATION

**Bill To**

EAGLE TECHNOLOGY, INC.  
 10500 NORTH PORT WASHINGTON ROAD  
 MEQUON, WI 53092 US  
 800-388-3268 0

**Ship To Location**

ETI001  
 10000 WESTERN AVENUE  
 MEQUON, WI 53092 US  
 800-388-3266 3260

| Vendor Part No.           | Qty. Ordered | Unit Cost | Total Cost     |
|---------------------------|--------------|-----------|----------------|
| 1 MCM16252F<br>AIR FILTER | 10           | \$2.75    | \$27.50        |
| <b>Parts Total</b>        |              |           | <b>\$27.50</b> |
| Tax 1(%)                  |              |           | 0.50 %         |
| Tax 2(%)                  |              |           | 0.00 %         |
| <b>Subtotal</b>           |              |           | <b>\$27.64</b> |
| Freight                   |              |           | \$0.00         |
| Other Total               |              |           | \$0.00         |
| <b>Grand Total</b>        |              |           | <b>\$27.64</b> |