

Equipment Malfunction Report

Please use this form for reporting equipment malfunctions. The more specific you can be describing the problem, the quicker we can locate and remedy it. Return this report to the LRC as soon as possible so repair action can be taken. Thank You

Reported by: _____ Date: _____ Time: _____

Type of Equipment: _____ ID Number: _____

Location: _____

Malfunction: Lamp Doesn't Work Film/Tape Jams
 Rewind Doesn't Work Film Won't Load
 Sound Problem No Power
 Other _____

