

## 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 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_