



Instructional Multimedia Center



REPAIR, MAINTENANCE & CLEANING

Date _____ Extension _____

Requested by _____ Print _____ Dept/Division _____

Equipment	AVC Number	Equipment	AVC Number
<input type="checkbox"/> Overhead	_____	<input type="checkbox"/> LCD	_____
<input type="checkbox"/> Slide Projector	_____	<input type="checkbox"/> Mini Vox	_____
<input type="checkbox"/> PC Laptop	_____	<input type="checkbox"/> Portable Screen	_____
<input type="checkbox"/> Mac Laptop	_____	<input type="checkbox"/> Cassette Recorder	_____
<input type="checkbox"/> VCR	_____	<input type="checkbox"/> DVD	_____
<input type="checkbox"/> Television	_____	<input type="checkbox"/> Other _____	_____

Media Title _____

Media Number _____

Describe Problem(s) _____

For Office Use Only

Date _____	<input type="checkbox"/> Parts ordered _____ <small>location of equipment</small>
_____	<input type="checkbox"/> Parts received, being repaired _____ <small>location of equipment</small>
_____	<input type="checkbox"/> Repaired _____ <small>location of equipment</small>
_____	<input type="checkbox"/> Returned to _____
_____	<input type="checkbox"/> Picked up by _____ <small>Signature</small>
_____	<input type="checkbox"/> Release to surplus _____ <small>Code</small>

A - Unrepairable / B - Too expensive to repair
C - Obsolete / D - Unsafe

Notations _____

✧ Kim Williams, Clerical Assistant II 6072 ✧ Joseph West, Technician 6213
 ✧ Cheryl Burleson, Clerical Assistant III 6210 ✧ Shirlene Thatch, Coordinator 6211
 ✧ Tami Murakami, Graphic Artist 6212 ✧ Dr. Rosa Hall, Dean 6457