**EQUIPMENT SERVICE REPORT**

SOUTHEAST HIGH TECH

***To instructor using Southeast High Tech Equipment:*** It is our intention to keep all of our equipment operating at 100%. To accomplish this, we need to know when a unit is in need of repair. Please use this form to indicate type of repair needed, or how it is causing a problem.

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SCHOOL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check unit in need of repair of learning modules listed.**

**\_\_\_\_ VERTICAL MILL \_\_\_\_ ROBOTICS**

**\_\_\_\_ ELECTRONICS \_\_\_\_ SCIENCE WORKSHOP**

**\_\_\_\_ BIO TECH \_\_\_\_ LASER**

**\_\_\_\_ HYD/PNEU/MECH. \_\_\_\_ EMBROIDERY**

**\_\_\_\_ GPS \_\_\_\_ VINYL CUTTER**

 **\_\_\_\_ EMBROIDERY \_\_\_\_ LASER ENGRAVER**

 **\_\_\_\_ 3D PLASTIC MOLDING**

1. Please describe the unit. Serial number etc., if more than one unit in learning module.

2. Please indicate the problem you are having i.e., something broken, unit won’t turn on, etc.

**SCHOOL WHERE UNIT WILL BE REPAIRED AT:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Call or write: Kraig Steinhoff, Asst. Director

 S.R.C.T.C.

 924 7th Street South

 Oakes ND 58474

 Telephone: (701) 742-3248

*Remember it can not be fixed if we don’t know about the problem.*