

To : NOR SHAMIMI ERNI BINTI SAKRANI
 Designation : Technicians
 Department : L7OB1

Reference No : SFN/MWRWAC/B/2020/000980
 Date : 27-Nov-2020 10:44
 Location : Baby Assessment Room

ASSET DETAILS	
ASSET NO.	WB759001274A
ASSET NAME	Infant Scale
WORK ORDER NO.	MWRWAC/B/2020/000980
SERVICE REQUEST DESCRIPTION	PLUG REGULATED AC-DC PATAH WEIGHING SCALE BABY

We are not able to complete the required service within 7 days due to the problem as listed below:-

- ☐ Major breakdown. Repair work is still in progress. Expected to be completed by _____
- ☐ Spare-parts need to be changed. Spare-parts will be delivered by sole agent/ vendor _____ within _____ days.
- ☐ The required service is not within the scope of works. Quotation on the said work shall be submitted to hospital within 14 working days.
- ☐ The required service is categorised under vandalism/ mishandling/ additional works. Detailed report shall be submitted to Hospital within 5 working days.
- ☐ Others: _____

Issued by:

Technical Personnel Name & Signature

Acknowledged by:

User Name & Signature

Date: _____