

To : HTA-Engineering 11      Reference No : SFN/MWRWAC/19/000559  
 Designation : Engineer      Date : 25-Feb-2019 12:42  
 Department : L3GL2      Location : Sample Preparation Room (IEM Department)

ASSET DETAILS	
ASSET NO.	WB326006019A
ASSET NAME	Stirrers
WORK ORDER NO.	MWRWAC/19/000559
SERVICE REQUEST DESCRIPTION	B-HOT PLATE TEMPERATURE (L3-GL-015)

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: \_\_\_\_\_