**Physical Plant**

**Maintenance Services**

**Monthly Record Keeping for CFC**

**Name**: **Signature**:

**Work Order #**:

Please retain log sheet for a period of 1 month or until the next work order is generated for the same

Purpose. Turn in only log sheet via supervisor.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Equipment Tag or Group Tag | Cylinder Tag | Amount Added (A)/ Recovered (R) | Cylinder Empty Y/N | Service Performed (Building, Room #, Description) |
|  |  |  |  |  |  |
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Extra Log sheets available via webpage: <http://www.pp.wmich.edu/ms/pm/index.html>

**Supervisor:**

**Date**: