

MECHANICS DAILY REPORT

Note: Each day a mechanic is on shift, the following items are to be filled in, signed and the report turned in to your officer in charge (Saturdays and Sundays included).

If nothing is done on a particular day, mark report accordingly and turn in same as above.

Officer in charge will read and sign the report and turn it in to the Administrative Office at the end of each day.

(USE ONE SHEET FOR EACH APPARATUS OR CAR WORKED ON)

DATE: _____

APPARATUS WORKED ON: _____

TIME WORKED ON: ____ HOURS ____ MINUTES

WORK DONE: (Explain fully)

PARTS OR LUBRICATION USED:

MECHANIC

OFFICER IN CHARGE