

U.S. Postal Service

Maintenance Work Order Request

| Sub-site | Register Number | Work Order Number | Priority | Work Code | Equipment Acronym | Equipment Number | Eqpt. Class | Issued | | |
|----------|-----------------|-------------------|----------|-----------|-------------------|------------------|-------------|-------------------|----------|-----------|
| | | | | | | | | Date (MM-DD-YYYY) | Crew No. | Est. Time |
| | | | | | | | | | | |

Work Request (To be completed by the requesting office or organization)

| | | | | | | | | | |
|-------------------------------|------|------|------------------------|--|--|---------------------------|--|---------------------------|--|
| Office Name | | | City | | | State | | ZIP + 4 | |
| Floor | Area | Room | Person to Contact | | | | | Phone (Include area code) | |
| Requested By (Name and title) | | | Originating Department | | | Phone (Include area code) | | Date Required | |

Description of Work Requested (Equipment name and number if known)

| | | | | | | | | |
|--|--|--|--|--|--|--|------|--|
| | | | Approved By (Name, title, and signature) | | | | Date | |
|--|--|--|--|--|--|--|------|--|

Work Order (To be completed by Maintenance)

Description of Work Performed

| | | | | | | | |
|-------------------|--|------|-------------------------------------|--|--|------|--|
| Work Completed By | | Date | Work Accepted By (Close Work Order) | | | Date | |
|-------------------|--|------|-------------------------------------|--|--|------|--|

Parts Issue (Use this section to record parts issues when MARS is unavailable for use.)

| Part Number | Nomenclature | Quantity | Issued By | Issued To |
|-------------|--------------|----------|-----------|-----------|
| | | | | |
| | | | | |
| | | | | |

Official Disposition (Use this section to verify work completion and closing of the Maintenance Work Order.)

| | | | | | |
|---|--|--|------|---|--|
| Maintenance Official Approval (Signature and title) | | | Date | Close Work Order (Maint. Ops. Support initials) | |
|---|--|--|------|---|--|

Equipment Breakdown Work Order

| Sub-site | Register Number | Work Order Number | Priority | Work Code | Equipment Acronym | Equipment Number | Eqpt. Class | Issued | | |
|----------|-----------------|-------------------|----------|-----------|-------------------|------------------|-------------|-------------------|----------|-----------|
| | | | | | | | | Date (MM-DD-YYYY) | Crew No. | Est. Time |
| | | | | | | | | | | |

- Instructions**
1. Use this report to record information about *all* automation or mechanization equipment breakdowns that last 18 minutes or more.
 2. Provide the work order number generated by MARS associated with the breakdown.
 3. Provide detailed information about the problem and the diagnostic action taken. Attach additional pages if necessary to give a complete picture of the downtime events.
 4. This report should be passed on to each tour until the equipment has been repaired.
 5. This report should be reviewed and signed by both Maintenance and Operations personnel.
 6. After the repairs are completed and signed off on this report, forward the report to the Maintenance Operation Support unit.

| Work Request (To be completed by the requesting office or organization) | | | | | | | | | | |
|---|--------------|------|--------------------|-------------------------|------------------------|---------------------|------------------------|---------------------------|---------------------------|---------------|
| Office Name | | | | | City | | | State | | ZIP + 4 |
| Floor | | Area | | Room | Person to Contact | | | | Phone (Include area code) | |
| Requested By (Name and title) | | | | | Originating Department | | | Phone (Include area code) | | Date Required |
| Event | Time | Date | Equipment Downtime | | | Breakdown Codes | | | | |
| Breakdown Occurred | ▪ AM ▪ PM | | Due to Maintenance | ▪ | | Downtime Cause Code | | | | |
| Maintenance Notified | ▪ AM ▪ PM | | Parts Unavailable | ▪ | | | | | | |
| Returned to Operation Status | ▪ AM ▪ PM | | Other | ▪ | | | | | | |
| Mail Processing Time Lost | | | Time (Amount) | Maintenance (Signature) | | | Operations (Signature) | | | |
| | | | ▪ | | | | | | | |

Work Order (To be completed by Maintenance)

Description of Work Performed

| | | |
|-------------------|--|------|
| Work Completed By | | Date |
|-------------------|--|------|

Parts Issue (Use this section to record parts issues when MARS is unavailable for use.)

| Part Number | Nomenclature | Quantity | Issued By | Issued To |
|-------------|--------------|----------|-----------|-----------|
| | | | | |
| | | | | |
| | | | | |

Official Disposition (Use this section to verify work completion and closing of the Equipment Breakdown Work Order.)

| | | |
|---|------|---|
| Maintenance Official Approval (Signature and title) | Date | Close Work Order (Maint. Ops. Support initials) |
|---|------|---|