

# EQUIPMENT TROUBLE REPORT

## Columbia College Hollywood

To all Students & Faculty:

This form is for reporting any event of equipment malfunction, equipment breakdown or damage.

**DO NOT ATTEMPT TO REPAIR ANY EQUIPMENT!**

Date: \_\_\_\_\_

Class/Prod #: \_\_\_\_\_

Type of Equipment or Space: \_\_\_\_\_

Serial # (if applicable): \_\_\_\_\_

Location when trouble occurred: \_\_\_\_\_

Equipment Operator: \_\_\_\_\_

To the best of your knowledge, please describe in detail the malfunction, breakage or damage. (Be specific: i.e. "doesn't work" or "I broke it" is not enough info.)

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Student/Instructor (print): \_\_\_\_\_

(sign): \_\_\_\_\_

Please fill out completely and return to

**The Equipment Center**

For College Use Only:

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Repaired In-House: \_\_\_\_\_

Sent Out For Repair: \_\_\_\_\_

Repair Approved: \_\_\_\_\_

Repair Estimation Costs: \_\_\_\_\_