**Laboratory Equipment Maintenance Action Report**

**Name of the Department: Academic Year:**

**Name of the Laboratory: Class & Semester:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **S.NO** | **Name of the Equipment** | **Type of Defect** | **Date Defect Identified** | **Date of Repair** | **Action Taken** | **Responsible Personnel** | **Repair Cost** | **Current Status** | **Equipment ID/Serial Number** | **Remarks** |
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**Laboratory Incharge Head of the Department Principal**