

Equipment Condition Report

Equipment Condition Report

Completed before work begins. It records what the technician found on arrival.

1. Visit

- Company: _____
- Technician: _____
- Customer: _____
- Service address: _____
- Date: _____
- Job or work order no.: _____

2. Equipment

- Equipment: _____
- Location: _____
- Make and model: _____
- Serial number: _____

3. What the Customer Reported

4. Condition on Arrival

Area or part	Condition seen	Photo no.

5. Checks Before Work

Unit running on arrival (yes, no, partly)	
Leaks, water or oil stains seen	
Visible damage, rust or corrosion	
Parts missing or previously modified	
Anything the customer pointed out	

6. Photos

Photos taken before work started: _____

7. Sign-Off

The technician confirms the entries above describe the equipment as found before work started. The customer confirms they were shown the conditions noted and received a copy. This report records condition only. It is not an estimate and does not authorize work.

TECHNICIAN

Signature

Printed Name and Date

CUSTOMER (RECEIVED A COPY)

Signature

Printed Name and Date