WINDOW SERVICE RECORD SHEET JOB No: SV1234 SITE: ABC Primary School

DATE	FLR	LOCATION	WINDOW	EXISTING HARDWARE	REPLACEMENT PARTS REQUIRED	ENGINEER	COMPLETE
15/07/08	1	Room 101	1	Siegenia LM3100 tilt/turn gear	none	D.O	√
15.07/08	1	Room 101	2	Siegenia LM3100 tilt/turn gear	none	D.O	√
15/07/08	1	Room 102	1	Siegenia LM3100 tilt/turn gear	Bottom corner drive unit	D.O	X
15/07/08	1	Room 102	2	Siegenia LM3100 tilt/turn gear	Key restricted SAA handle	D.O	X
15/07/08	1	Room 102	3	Siegenia LM3100 tilt/turn gear	None	D.O	√
15/07/08	Gnd	Gents WC	1	Top hung vent SS stays & folding openers	None	D.O	√
15.07/08	Gnd	Ladies W.C	1	Top hung vent SS stays & folding openers	1no pair of 300mm SS stay hinges	D.O	X
16/07/08	Gnd	Reception	1	Siegenia LM3100 tilt/turn gear	1no security lock	D.O	X
16/07/08	Gnd	Room 001	1	Siegenia LM3100 tilt/turn gear	None	D.O	√
16/07/08	Gnd	Room 001	2	Siegenia LM3100 tilt/turn gear	None	D.O	√
16/07/08	Gnd	Room 001	3	Siegenia LM3100 tilt/turn gear	1no 600 x 900mm 24mm D/G unit	D.O	X