Emergency Repair Form

Instructions: This form should be used to document all emergency repairs that are conducted to restore service after a disruption. Begin by recording the date and location of the work site. If an address is unknown, use GPS coordinates or mile markers. List the names of all employees on the crew that are performing the work detailed on this form and the number of hours worked by each employee to make the repair. Take photos of ALL damages before beginning repairs that show as much of the damage as possible. If the damage covers a large area, take multiple photographs from different angles and log the photo numbers in the space provided. When describing the work performed, be as descriptive as possible and include measurements where applicable. All equipment that was used to make repairs should be detailed along with the amount of time the equipment was used. If equipment was rented to complete repairs, this should be noted and all receipts and rental agreements should be kept with this form and turned in at the end of each shift/day. If an equipment operator was required to operate the equipment, make sure the operator's name is included with the employees performing the work. If an additional vehicle is used to transport large equipment, make sure to include that vehicle as well.

Date: _____ **Location of Work/Address:** _____

Employee(s) Performing Repairs	Hours Worked

Photo Log Number(s) of Damage: _____

Description of Work Performed: _____

Vehicle Usage

Vehicle ID	Drive Time	Stand By Time

Equipment Used

Type	Hours Used

Description of Materials Used to Make Repair: _____

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