



CONNECTICUT MILITARY DEPARTMENT INSTRUCTIONS FOR MAINTENANCE LOG

PURPOSE: To record and log routine maintenance inspections of state owned equipment. Such actions include, but are not limited to routine inspections, preventive care and repairs.

AUTHORITY: Chapter 4 of CTMD General Order 2018-3.

INSTRUCTIONS:

UNIT/SECTION INFORMATION: Provide the name and location of your organization into which the property is assigned.

ITEM INFORMATION: Provide a brief description of the state-owned property as well as the name of the manufacturer, model, serial number and state tag number. Provide the date the item was acquired by your organization

RECORD OF MAINTENANCE:

Date: Date maintenance is performed

Action: One word description of the action taken such as, inspection, prevention, repair

Condition: **Excellent** –requires no service

Good –require minor maintenance

Poor –requires significant maintenance, but functions

Unserviceable –needs significant maintenance and no longer functions

Deficiencies: Provide a short description of the areas needing repair or maintenance

Corrective Action: List the actions that need to be taken to repair or improve the item

User Initials: Initials of the individual who performed the action

SEND THIS FORM & SUPPORTING DOCUMENTATION TO:

Connecticut Military Department
State Property Officer
360 Broad Street Room #223
Hartford, Connecticut, 06105-3706
(860) 548-3247 (fax)

CONNECTICUT MILITARY DEPARTMENT

MAINTENANCE LOG



UNIT/SECTION INFORMATION:					
Organization:			Location:		
ITEM INFORMATION:					
Item Description			Item Type: Vehicle Equipment IT/Computer Communications Other		
Manufacturer	Model	Serial Number	State TAG Number	Date Acquired	
RECORD OF MAINTENANCE:					
Date	Action	Condition	Deficiencies	Corrective Action	User Initials