

MAINTENANCE TASK REPORT

GENERAL INFORMATION

System Identification _____
Owner/Operator _____
Contact _____ Phone _____

MAINTENANCE TASK

Activity _____ Date _____
Type of Maintenance ☐ Scheduled ☐ Unscheduled ☐ Emergency Repair

Description _____

AFFECTED EQUIPMENT

☐ PV Array ☐ Battery ☐ Charge Controller ☐ Inverter
☐ Mounting Structure ☐ Load ☐ Wiring/Controls ☐ Switchgear
☐ Other _____

Condition of Equipment _____
Equipment (Manufacturer/Model No.) _____

ACTION TAKEN

☐ Adjustment ☐ Repair ☐ Replacement ☐ Inspection ☐ Test
Notes _____

Parts Replaced (Manufacturer/Model No.) _____

Follow-Up Tasks _____

COSTS

Repair Time _____ Travel Time _____ Crew Size _____
Total Labor Cost _____ Parts Cost _____ Other Costs _____

SYSTEM DOWNTIME

Start of Problem Date _____ Time _____ AM/PM
Problem Reported Date _____ Time _____ AM/PM
System Back Online? ☐ yes ☐ no Total Downtime _____

Report Completed By _____ Date _____