



# EQUIPMENT REPAIR / ORDER FORM

Center: \_\_\_\_\_ Date: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Instructions: Please select the equipment that needs repair / replacement from the list below and describe the issue you are experiencing. Once completed, submit this form to the AAA Nutrition Coordinator, who will forward it to TRIO for repair or replacement.

Electric Holding Cabinet	Oliver Packaging Equipment

Coffee Maker	Tea Maker

Digital Thermometers	Other Item:

**\*\*Reminder: TRIO reserves the right to charge the AAA for replacement of equipment if damaged by mishandling or negligent care.**

**TRIO Staff Use Only:**

**Please provide any comments about the condition of the equipment, including notes on wear and tear or other concerns.**