

Please contact with SK Mokarim 8910896074 for maintenance
as the department is under AME with Young Engineering.
INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR
Internal work order form of Refrigeration and Air Conditioning Unit

1. Department/Centre/Section : Office of International Relation, Main Building

2. Reference No. 1887/2023/OIR

Date: 25.05.2023

Please repair the under mentioned Equipment

3. (a) Name of the Equipment :

(Please tick one)

(i) Window Air Conditioner (ii) Split Air Conditioner ☒

(iii) Refrigerator, (iv) Water Cooler, (v) Other: _____

(b) Date Of Procurement: NA

(c) Ledger Reference No. NA

(d) Whether under Warranty Period:

For Machine

Yes/No ☒

For Compressor

Yes/No ☒

4. (a) When the Equipment stopped working: 23.05.2023

(b) Whether the equipment was repaired previously, if so, for what defects:

Cooling Problem

J. S. S. S.

Date: 25.05.2023

(Head of the Department/Centre/Section)

प्राध्यापक जयन्त मुखोपाध्याय
Prof. Jayanta Mukhopadhyay

संकायाध्यक्ष आउटरीच (पूर्वछात्र मामले)

Dean Outreach & AA

भारतीय प्रौद्योगिकी संस्थान खड़गपुर

Indian Institute of Technology Kharagpur

The work completed to our satisfaction/

Note the reason for non compliance of work:

Date: _____

(Head of the Department/Centre/Section)

FOR OFFICE USE ONLY

Refrigeration & AC Unit Ref No.: _____

Report of the spot inspection

1. (a) Nature of defects found: _____

(b). Other services: _____

2. Whether it can be repaired on the spot: _____ Yes/No

Or it requires shifting to the Unit: _____ Yes/No.

3. The list of components requiring replacement/servicing: (i). _____

(ii) _____ (iii) _____ (iv) _____ (v) _____

(vi) _____ (vii) _____ (viii) _____ (ix) _____

Remarks if any:

Serviced by: _____

Bill of materials consumed

Prof. Jayanta Mukhopadhyay
Dean Outreach & AA
Indian Institute of Technology Kharagpur

Counter sign (Professor-In-Charge)

Signature (Assistant Engineer)