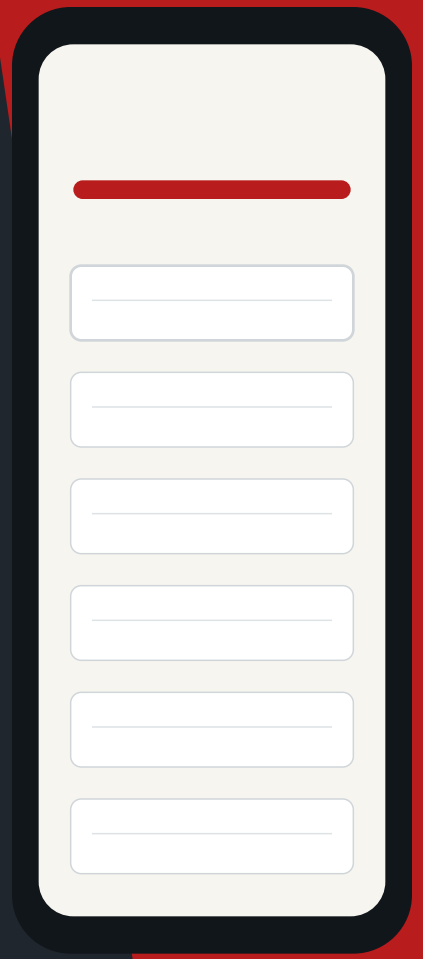
FIELD-READY IPAD NOTEBOOK

Commercial Kitchen Equipment Service Notebook

Identify the unit. Trace the fault. Close the service call.

Missing unit identity, fault chronology, utility conditions, authorization, and final tests create return trips and weak warranty handoffs.



01 INTAKE	02 IDENTIFY	03 OBSERVE
CAPTURE ONCE. HAND OFF CLEANLY.	CAPTURE ONCE. HAND OFF CLEANLY.	CAPTURE ONCE. HAND OFF CLEANLY.

GALLERY EDITION - FREE PUBLIC NOTE

Duplicate the clean master before every job. Keep completed records private.

Service Intake and Operational Impact

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

WHAT FUNCTION HAS FAILED?

WHEN WAS IT LAST WORKING NORMALLY?

IS THE FAULT CONSTANT OR INTERMITTENT?

WHAT CODE OR ALARM IS SHOWN?

WHAT CHANGED BEFORE THE FAILURE?

WAS A RESET OR REPAIR ATTEMPTED?

HOW IS KITCHEN OPERATION AFFECTED?

WHO CAN APPROVE ADDED WORK?

REF	QUESTION / CONDITION	IMPACT	OWNER	DUE	STATUS

Equipment Identity and Warranty Reference

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

PART/MATERIAL	PART NO.	QTY	WARRANTY/RMA	STATUS

APPROVAL / SOURCE REFERENCE

UNAVAILABLE / SUBSTITUTED ITEM

RETURN / FOLLOW-UP STATUS

RESOURCE NOTES

Operator Symptom and Fault Timeline

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

WHAT CONDITION LIMITS OPERATION?

WHAT UNIT REMAINS OUT OF SERVICE?

WHAT ACTIVE HAZARD WAS OBSERVED?

WHAT WARRANTY EVIDENCE IS MISSING?

WHAT WORK AWAITS APPROVAL?

WHAT RETURN DEADLINE AFFECTS SERVICE?

ID	RISK / EXCEPTION	TREATMENT	OWNER	DUE	STATUS

Utility Conditions and Initial Photos

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

PHOTO / EVIDENCE 1

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 2

REF / LOCATION

OBSERVATION

PHOTO / EVIDENCE 3

REF / LOCATION

OBSERVATION

ID	FINDING / CHANGE	IMPACT	OWNER	DUE	STATUS

EVIDENCE SUMMARY / HANDOFF TREATMENT

Codes, Tests, and Diagnostic Findings

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

AREA / ASSET / WORK UNIT

LOCATION / REFERENCE

PHOTO / SOURCE IDS

UNIT	LOCATION	MAKE/MODEL	SERIAL	FAULT/CONDITION	PHOTO REF

SKETCH / SEQUENCE / WORKING NOTES

UNKNOWNS / DECISION NEEDED

Authorized Work, Labor, and Parts

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

AUTHORIZED SCOPE / APPROVED CHANGE

WORK PERFORMED / CURRENT STATUS

PART/MATERIAL	PART NO.	QTY	WARRANTY/RMA	STATUS

LABOR / TIME / SEQUENCE

EVIDENCE REFERENCES

UNFINISHED / RETURN WORK

Functional Test and Return Handoff

INTAKE | IDENTIFY | OBSERVE | DIAGNOSE | REPAIR | TEST

Handoff gate

Close the record only when every exception has an owner and next step

- [ ] Unit identity is complete
- [ ] Authorization reference is present
- [ ] Warranty evidence is grouped
- [ ] Open parts or quote has an owner
- [ ] Fault and tests are traceable
- [ ] Labor, travel, and parts are itemized
- [ ] Final function is recorded
- [ ] Return date and client contact are set

CLIENT-READY OUTCOME SUMMARY

OPEN WORK / LIMITATION / QUOTE ITEM

PRIORITY	NEXT ACTION	EVIDENCE / SOURCE	OWNER	DUE	STATUS