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Description描述:

PURPOSE: To provide an equipment inventory index and cost breakdown history of all major equipment. The Repair Log is to be used as the basis in determining if a piece of equipment should be replaced. While this information is structured for a manual system the same principals should be incorporated in CMMS. The following information is generally available on computer based Maintenance Management systems. Where CMMS are used this information should be tracked and reviewed to identify equipment breakdown and maintenance costs.
目的: 提供器材盘点索引及所有重要器材的成本明细历史记录。维修日志将作为是否替换某一器材的基准参考文件。不管是手工系统还是维修维护电脑管理系统都应遵守相同的准则。

POLICY: The Chief Engineer is to develop and maintain the Repair Log Program.
政策: 总工程师开发并维护维修日志程序计划

- STANDARDS:**
1. A Repair Log Data Sheet will be completed for each piece of equipment serviced by the Department.
任何由工程部维修的器材部件都应该填写在维修日志数据清单中
 2. Replacement parts and labor repair costs associated with the repair of each piece of equipment are to be recorded on the Repair Log record.
与维修相关的零件替换费用及维修人工费用均应记录在维修日志中
 3. A Master Copy of the Repair Log Data and Record sheets will be maintained and kept current.
维修日志数据及记录清单的总复印件应该维护存档并实时更新
 4. The Repair Log is to be reviewed annually.
每年度审核维修日志

- PROCEDURE:**
1. This policy is to be set up prior to developing the Preventive Maintenance Program, as the information needed will be extracted from the repair Log.
此政策应该在制定预防性维修维护程序之前设立，因为预防性维修维护政策需要的信息可以从维修日志中提取
 2. A list of all equipment serviced by the Engineering Department is to be compiled.
汇编清单中，清单中为所有需要工程部维修维护的设备信息
 3. A Repair Log Data Sheet, as in Figure 1, is to be completed for each piece of equipment from the list referred above.
维修日志数据表，如表1所示，应为上面提到的清单中的所有设备完成此数据表
 4. The Repair Log Data Sheet is completed as follows:
维修数据表需完成信息如下：

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- a. Service - List service provided such as compressed air, exhaust, hot water, etc.
服务 – 提供的服务如压缩空气、排气、热水等
 - b. Type Machine - Describe equipment; such as hot water boiler, supply fan, laundry dryer, etc.
机械类型 – 描述设备，如热水锅炉、进气风扇、烘干机等
 - c. Equipment I.D. No. - The equipment identification number is taken from the equipment schedule that is developed by the design engineers.
设备识别号 – 设备识别码应从设备清单中获取，此设备清单由设计工程师制作
 - d. Location - give the specific area in which the equipment is located, such as main mechanical room, roof, etc.
地点 – 给出此设备所处的确切的位置，如主机械房，屋顶等
 - e. Serial No. - List the serial number, as identified by the equipment manufacturer.
序列号 – 记入设备序列号，此序列号由设备生产商界定
 - f. Model No. - List the model number, as identified by the equipment manufacturer.
型号- 写明设备型号，型号为设备生产商界定
 - g. Make - The name of the equipment manufacturer.
厂商 – 设备厂商名称
 - h. Date Purchased - The date the equipment was put into service (if available).
采购日期 – 如可可能，写明设备开始投入使用的日期
 - i. Purchase Cost - The equipment cost at the time of purchase (if available).
采购费用 – 如果可以，写明采购时的设备费用
 - j. Preventive Maintenance Procedure - The functions and time intervals.
预防性维修维护程序 – 职能及时间间隔
- Function - The specific maintenance items to be performed, as recommended, and/or specified by the equipment manufacturer.
职能 – 执行的特定的维护项目，由设备厂商推荐和/或说明的预防性维修维护项目

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Interval - The corresponding maintenance time frames for each specific function, such as weekly, monthly, etc.

间隔 – 每一个特定职能对应的维护时间间隔，如每周、每月等

- k. Special Instructions - Instructions of a specific nature particular to the equipment such as: caution, automatic start, fan controlled by fire alarm; electrical disconnect is located in adjacent room; supply Fan is interlocked with exhaust fan and both must be restarted, etc.

特殊说明
 针对设备的特殊说明，如警告，自动启动，火警控制风扇，主控电源在临屋，送气扇与排气扇连锁，均需重启等

1. Specifications - All applicable data pertaining to the equipment, such as:

规格 – 所有与设备有关的使用数据，如

Voltage - Voltage in volts.

电压 – 伏特电压

Amperage - Current in amps.

电流强度 – 安培电流

Phase - Number of phases.

相位 – 相数

Pressure - Operating pressure in PSI or Kpa.

压力 – 操作压力，单位为磅/平方英寸或千帕斯卡

Kw - Power developed expressed as KW or HP.

钱瓦特 – 产生的功率，以千瓦特或马力表示

RPM - Revolutions per minute.

转速 – 每分钟转数

Drive - The method of power transmission such as belt, gear, direct.

驱动器 – 动力传输方式，如传送带，齿轮装置或直接

Belts - The size and number.

传送带 – 尺寸及数量

Fuse - Type and size.

保险丝 – 类型及尺寸

Lubrication - Type oil, grease, etc. as specified by the equipment manufacturer

润滑 – 油的类型等，厂商指定

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Filters - Type and number.
 滤器 – 类型及数量

Fluids - The working fluid of the system such as hydraulic oil, refrigerant 22, etc.
 流体 – 系统工作流体，如液压用油，制冷剂22等

NOTE: When complex machinery is involved, it may be necessary to list additional information on the back of the Repair Log Data Sheet. An example would be a laundry washer using both a primary and a secondary drive system. In this case, primary and a secondary should be listed on the front page, and the information concerning secondary systems on the back page. It is of utmost importance to list as much information concerning the equipment specifications as possible.

注意：当设计到复杂的机械时，在维修数据表背面列明额外的信息可能是必要的。如既使用首要驱动又使用二级驱动的洗衣机。在这种情况下，首要驱动及二级驱动列在正面，有关二级驱动系统的信息列在背面。尽可能详细的列出有设备有关的规格信息是非常重要的

5. A Repair Log Record Sheet, as in Figure 2, must be maintained for each piece of equipment for which a Repair Log Data Sheet has been completed.
 维修日志记录表，如表2所示，根据每一个已经完成的维修数据表进行维护
6. The Repair Log Record Sheet is completed and maintained as follows:
 维修日志记录表需完成并维护以下信息：
 - a. Equipment I.D. No. - The equipment identification number.
 设备识别码 – 设备标识号
 - b. Date - The date during which repairs were made.
 日期 – 维修的日期
 - c. Work Performed - A description of work performed including parts and/or materials repaired and/or replaced.
 执行的工作 – 执行的工作描述，包含维修和/或替换的部件和/或材料
 - d. Hours - Total hours required to complete a repair.
 小时数 – 完成维修工作所花费的时间
 - e. Material - The cost of material and/or parts used to complete a repair.
 物料 – 完成维修所用的物料和/或零件的费用
 - f. Labor - The labor cost associated with a repair.
 人力 – 与维修相关的人力费用
 - g. Cost to Date - The combined total cost to date for material and labor for all repairs completed.

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迄今为止的费用 – 迄今为止所有维修相关的物料及人力总费用

7. The Repair Log Record Sheet is not to include costs associated with preventive maintenance. Ensure that all outside labor and materials are included in addition to in-house labor and materials.
 维修日志记录表不包含预防性维修维护的费用。确保费用包含店内物料及人工成本，同时包含外包物料及人工成本

8. It is recommended that the Repair Log Data Sheets be inserted in clear plastic sheet protectors and stored in a three ring binder. The Repair Log Record Sheet is to be kept adjacent to its companion data sheet within the binder.
 建议维修日志记录表应装在塑料插页保护夹中并存在三眼活页夹中。维修日志记录表的放置应与其相对应的维修数据表相邻。

9. The Repair Log is to be reviewed annually to determine the following:
 应每年审核维修日志并鉴别以下事项
 - a. Effectiveness of the Preventive Maintenance Program.
 预防性维修维护程序的有效性

 - b. Quality of replacement parts.
 替换零件的质量

 - c. Potential for equipment replacement due to the cost breakdown history.
 根据费用细分历史鉴别潜在的设备替换机会

10. It is recommended that the Repair Log System be computerized using the above format. If you have purchased a computerized maintenance management program, it is to incorporate this policy.
 建议根据以上格式使用电脑程序管理维修日志系统。如果已经采购维修维护电脑管理系统，此政策的管理应该包含其中