



KONGRA

FOR RESTAURANT, PROPERTY AND FACILITY TEAMS

Equipment & downtime brief

Complete one brief for each critical unit before discussing a maintenance scope. Start with the equipment whose loss would stop service or production.

01 Identify the unit and the correct instructions

Asset label / site area

Equipment type

Manufacturer / exact model / serial number

OEM manual: title, revision, region and location of your copy

02 Explain the operating impact

What stops if this unit is unavailable?

Backup unit or alternate process

Operating hours / loads per day

03 Make the first visit practical

Observed symptom / display message / repeat issue / last service

Available service window / site contact / access arrangements

Before the visit: gather existing records and accessible data-plate or display photos. Do not remove covers, bypass guards or restart unsafe equipment to complete this sheet. Follow your site safety procedures.



Plan the work. Record the result.

Use this sheet with the asset brief. Planning entries are proposals; complete the visit record only from work that was approved and actually performed.

04 Agree tasks, timing and responsibility

Use the instructions for the exact equipment. Record the source and the reason for each interval; do not apply one schedule to every machine. Separate operator care from qualified service work.

Task / OEM source	Interval / reason	Responsible party	Approval / date

Parts, corrective work and access dependencies to quote separately

05 Leave an evidence-based handover

Observation / approved work / work actually performed

Functional check or measured result / unresolved items

Next review date or usage trigger / responsible person

Maintenance reduces risk; it cannot guarantee zero failures. Parts, emergency attendance and response times apply only when agreed in writing. This worksheet does not create a service agreement.