

Asset Downtime and Uptime Record

Asset Information

Asset Name:	Generator Unit A
Asset ID/Code:	GEN-0021
Location:	Building B - Basement
Department:	Facilities Management

Downtime/Uptime Details

Date	Start Time (Downtime)	End Time (Uptime)	Total Duration (hr:min)	Description/Reason	Action Taken	Person Responsible
2024-06-04	09:20	11:50	2:30	Unexpected shutdown due to fuel blockage	Cleared blockage, refueled, tested run	John D.
2024-05-23	15:35	17:00	1:25	Routine maintenance	Oil filter replaced, sensors checked	Lisa P.
2024-05-10	10:10	10:50	0:40	Test run scheduled	Operation test, no issue found	Mark T.

Important Notes

- This record assists in tracking the operational reliability and maintenance needs of key assets.
- Accurate entry of downtime and uptime is critical for analyzing asset performance trends.
- Identify recurring issues to inform preventive maintenance planning.
- Forms should be reviewed regularly by asset management and maintenance teams.
- Keep supporting documents and work orders linked for each event where applicable.