Tanggal : ……………………………..

Unit Kerja : ……………………………..

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| **No.** | **Nama Barang** | **Spesifikasi / No. Inventaris** | **Jenis kerusakan** | **Keterangan** |
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| **No.** | **Tindakan lanjutan** |
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| Diperiksa oleh :Kasubag. Umum--------------------- | DiketahuiKa. Unit Kerja / Jurusan--------------------- | Dilakukan olehKaur.RT / Maintenance,--------------------- |