

# Getting Started

You can start using KMS Phased Maintenance with just a few easy steps!

1. Print out the following forms
  - a. 1015
  - b. 1050
  - c. 1051
  - d. 2050
    - i. Make enough copies of 1015 to pass out to all the equipment users. They will need one copy per week.
    - ii. Instruct the operators to fill one sheet out per unit and turn them in at the end of the workweek. Also instruct them to look the equipment over and report as many problems as they can! This will provide the information you need on the reports we will send to you.
    - iii. Fax all the 1015 reports to our fax number. You will receive reports within one to five days of doing so.
2. Provide us with your equipment information. To start provide us with the following information;
  - a. Unit Number
  - b. Make
  - c. Model
  - d. Serial Number
3. Fill out the client details form in the catalog with your details.

That is it! You need to make sure that all units are reported on to gain the most from the service. If a unit is not in service simply turn in a 1015 form stating the unit number not in service. (It is still good to note the unit hours)

We will create a database with the information you provide, feed the data in from your reports and email to you reports on your equipment. As each week goes by your information will grow and become more valuable. We will also contact you so as to determine what reports would be of the greatest value to you and discuss what level of service you will want to utilize.

At the end of the two-month trial period you can select the level of service you want to maintain or not to take advantage of the services KMS offers. You will be billed for the level of service you select after the first two months.

That is all that is required to start taking advantage of KMS Phased Maintenance!

Company Name \_\_\_\_\_

Your Name \_\_\_\_\_ Your Position \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Ext \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Number of units to be tracked \_\_\_\_\_

Phase to utilize      Phase One      Phase Two

Who will be responsible for the account? \_\_\_\_\_

Position \_\_\_\_\_ Phone \_\_\_\_\_

Date to start services \_\_\_\_\_

Additional information about you. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Weekly Reporting Form for Equipment

Form 1015

PLEASE PRINT

UNIT NUMBER \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_

Job Number \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Company \_\_\_\_\_

Fax to 415-276-8948

[Krausservices.com](http://Krausservices.com)

**Fax in at end of work week**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Hours [ ]	Start Hours [ ]	Start Hours [ ]	Start Hours [ ]	Start Hours [ ]	Start Hours [ ]	Start Hours [ ]
Miles Start [ ]	Miles Start [ ]	Miles Start [ ]	Miles Start [ ]	Miles Start [ ]	Miles Start [ ]	Miles Start [ ]
Miles Finished [ ]	Miles Finished [ ]	Miles Finished [ ]	Miles Finished [ ]	Miles Finished [ ]	Miles Finished [ ]	Miles Finished [ ]
Starting cycles [ ]	Starting cycles [ ]	Starting cycles [ ]	Starting cycles [ ]	Starting cycles [ ]	Starting cycles [ ]	Starting cycles [ ]

New Faults & Remarks \_\_\_\_\_

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Fax to 415-276-8948

Questions or Problems call 415-297-9983

Form 1015

If the equipment was not used send in PM report and state NOT USED for week.

Kraus Maintenance Services (KMS)

*Company Name Here*

*Form 1050*

Work Order  
Number

**Fax to 415-276-8948**

Completion Date:

Start Time

Employee  
/ Contractor

Completion Time

Repair Status

Completed

In Progress

Not Started

Total Repair Hours

Repair Notes

List any additional repair needs you noticed while making the above repair

***KMS / Kraus Maintenance Services***  
***Email: frontdesk@krausservices.com***  
***Efax: 415-276-8948***  
***Phone 415-297-9983***

***Form 1050***





Use this excel doc to enter or paste equipment details and email or fax to KMS

Company Name \_\_\_\_\_ Fax to 415-276-8948

	<b>Unit No</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>	<b>Description</b>	<b>Mobile?</b>	<b>Measurement</b>
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