

Downtime Event Record

Use one sheet for each interruption | Auto Advocate

Record what happened and how the operation responded. Use actual figures where available, label estimates and avoid counting the same cost twice. This is a record worksheet, not a savings calculator.

Company / vehicle ID / person completing record:

Date and time unavailable: _____ Date and time returned: _____

Reason unavailable / service provider:

Work affected: delayed, reassigned, completed later or permanently lost?

Response: spare vehicle, rental, towing, overtime, outside help or other action:

Documented Expenses and Staff Time

Item	Amount / hours	Actual or estimate / evidence
Repair or service invoice		
Towing / rental / outside help		
Extra labor or overtime		
Coordination / idle employee time		
Other incremental expense		

If work was permanently lost, describe it and note any avoided costs:

Recurring issue? What should be reviewed next? Owner / next action:

Keep delayed work separate from permanently lost work. Lost revenue is not the same as lost profit. Do not count the same wages in both staff-time costs and a lost-profit estimate. Attach invoices or notes where useful.