

TECHNICAL DOCUMENT RESCUE

From rough maintenance notes to a client-ready equipment handover

SAMPLE TYPE Before-and-after document rescue	SOURCE Fictional technician notes
ILLUSTRATIVE SCOPE One document, one review round	OUTPUT Editable Word file + PDF + change summary

What this sample demonstrates

Aventoza restructures and formats information that already exists. The service does not invent technical facts, approve safety decisions, or replace the client's qualified reviewer.

- Clear hierarchy, ownership, version and date fields
- Consistent tables, labels and handover structure
- Uncertain information separated into a decision list
- Editable source document plus delivery-ready PDF

Important: This is a fictional portfolio sample. It is not customer work, a certified procedure or evidence of a customer result.

BEFORE

Rough service notes

Example of the unstructured source material supplied for formatting and clarification.

northline mech - site rivergate unit 4 / 27 aug

unit AHU-04 noisy again. checked belt looked worn changed with spare B-52 maybe note stock. filter was dirty customer said changed june but no sticker. replaced. motor amps 7.2 / 7.1 / 7.3. spec plate says 8.0 max. drain line partly blocked cleaned and tested. fan okay after. temp before 24.8 after 19.6. need them to decide if they want bearing inspection next planned stop. panel screw missing used temp screw. photos 1-4. spoke to Sam? told reception. job basically done 16:40.

Why the source is not ready to send

- Equipment, site, work performed and follow-up actions are mixed together.
- The recipient and approver are unclear.
- Uncertainty is hidden inside the notes instead of flagged for review.
- There is no version, document owner, acceptance field or decision deadline.
- Measurements have no units or clear before/after labels.

Rescue rules applied

Rule	Applied treatment
Preserve meaning	No new technical claim or instruction is added.
Separate uncertainty	Unknown recipient, filter date and screw specification move to the review list.
Normalize readings	Measurements receive labels and units only where the source supports them.
Make ownership visible	Prepared-by, reviewed-by and client-acceptance fields are added.

AFTER

Equipment Service Handover

Fictional example prepared for client verification

SERVICE PROVIDER Northline Mechanical	SITE Rivergate - Unit 4	VISIT DATE 27 August 2026
EQUIPMENT Air handling unit AHU-04	DOCUMENT VERSION Draft 1 - client review	COMPLETION TIME 16:40

Work completed

Action	Evidence from notes	Status
Replaced drive belt	Spare marked B-52	Completed - verify part record
Replaced dirty filter	Previous change date not confirmed	Completed - update service label
Cleared and tested drain line	Partial blockage noted	Completed
Tested fan operation	Noise resolved after work	Operational at handover

Recorded checks

MOTOR CURRENT 7.2 / 7.1 / 7.3 A	NAMEPLATE MAXIMUM 8.0 A	TEMPERATURE 24.8 C before / 19.6 C after
FAN Operational after service	DRAIN Cleared and flow-tested	EVIDENCE Photos 1-4 referenced

Client decisions and follow-up

- Confirm whether bearing inspection should be scheduled for the next planned stop.
- Confirm the correct recipient: the notes mention 'Sam?' and reception.
- Replace the temporary panel screw with the specified permanent fastener.
- Update belt stock and confirm the B-52 part reference before closing the record.

Prepared by: _____ Reviewed by: _____ Client acceptance/date: _____