Present Perfect or Past Simple.

Choose the correct option.

I repaired/ have repaired the leaking hose when I was inspecting the oil seals.
He checked / has checked the gauges twice already.
We have ordered/ ordered a replacement pump three weeks ago.
Did she visit/ Has she visited XM Electrical when you were in Boston?
Have you ever cleaned/ Did you ever clean this equipment?
Oh! No! I think I have broken/ broke the switch.
When I saw the oil leak, I have switched/switched the machine off immediately.
Have you checked/ Did you check your emails recently?
I have sent/ sent you the drawings at the end of last week.
We replaced/ have replaced all the waste-water pipes last autumn.