
Maintenance Work Order Template Word

Maintenance Request

Requestor Information

- Name: _____
- Department/Area: _____
- Contact Number: _____

Maintenance Details

- Maintenance Type: Electrical Plumbing HVAC Other:

- Location of Issue:

- Description of Issue:

Work Authorization

- Supervisor Approval: _____ Date: _____

Work Completion

- Assigned Technician: _____
- Date Work Started: _____ Date Work Completed:

- Work Details:

Feedback

- Service Rating: Excellent Good Satisfactory Poor
 - Comments:
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