

Maintenance Work Order Template

I. Identification

- Order Number: _____
- Date/Time Reported: _____
- Priority: High Medium Low

II. Requester Information

- Name: _____
- Department: _____
- Contact Number: _____

III. Maintenance Details

- Location/Area: _____
- Type of Maintenance: Preventive Corrective Inspection
- Detailed Description of Issue: _____

IV. Action Taken

- Assigned Maintenance Staff: _____
- Action Description: _____
- Parts Used: _____ (List parts and quantities.)

V. Completion

- Status: Completed Pending In Progress
- Completion Date: _____
- Staff Signature: _____

VI. Feedback

- **Comments on Service:** _____
- **Additional Work Required:** Yes No