

Maintenance Work Order Form PDF

1. General Information

- Work Order #: _____
- Date Issued: _____

2. Requestor Information

- Name: _____
- Department: _____
- Phone Number: _____
- Email: _____

3. Work Location

- Building: _____
- Room Number: _____

4. Description of Problem

- Issue Description: _____

5. Priority Level

- Urgent High Medium Low

6. Assigned Technician

- Name: _____
- Employee ID: _____

7. Materials and Parts Used

Part Name	Quantity	Unit Price	Total Price
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Work Performed

- Description: _____

9. Completion Details

- Date Completed: _____
- Time Completed: _____

10. Approval Signatures

- Requestor Signature: _____

- **Date:** _____
- **Technician Signature:** _____
- **Date:** _____