

Maintenance Work Order Template

1. Work Order Information

- Work Order Number: _____
- Date: _____
- Time: _____

2. Requestor Information

- Name: _____
- Department: _____
- Contact Number: _____
- Email Address: _____

3. Location of Work

- Building: _____
- Room/Area: _____

4. Description of Issue

- Detailed Description: _____

5. Priority Level

- Urgent High Medium Low

6. Assigned Technician

- Technician Name: _____
- Technician ID: _____

7. Materials Used

Material Description	Quantity	Unit Cost	Total Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

8. Work Performed

- Description of Work: _____

9. Completion Details

- Date Completed: _____
- Time Completed: _____

10. Signatures

- Requestor Signature: _____
- Date: _____
- Technician Signature: _____
- Date: _____