|  |  |
| --- | --- |
| **Maintenance Work Order Template**A blank template can be found on page two. |  |

### **Follow these steps to get started**

1. Update the organization information by replacing the placeholder text with your organization's name, address, phone number, and email address.
2. Add your logo by clicking on “Your Logo.” Then go to **Insert > Picture** and select the file you want to upload. The new image will automatically replace the placeholder.
3. Adjust the fields and options on the form as needed.
4. Remove this instruction page and distribute a copy to your colleagues to fill out and submit.

|  |  |
| --- | --- |
|  | **Centralize your work order process with innovative, easy-to-use software.**[**Discover a smarter workflow with FMX**](https://www.gofmx.com/docs/maintenance-work-order-template/cta) |

|  |  |
| --- | --- |
| **Organization Name** Street addressCity, State 11101(123) 456-7890Email address |  |

## **Maintenance Work Order**

|  |  |  |
| --- | --- | --- |
| **Work order information** |  | **Work location** |
| Work order # |  |  | Address |  |
| Priority level |  |  |
| Date issued |  |  |
| Assigned to |  |  | Building |  |
| Requested by |  |  | Room # |  |

|  |
| --- |
| **Work details** |
| Description of work |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Labor | Hours worked | Hourly rate | Amount |
|  |  |  |  |
|
| Labor total |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Parts and materials | Part # | Quantity | Price per unit | Amount |
|  |  |  |  |  |
|
| Parts and materials total |  |

|  |  |  |
| --- | --- | --- |
| Work status |  | Technician notes |
|  | Completed |  |  |
|  | Not completed |  |

|  |
| --- |
| **Supervisor approval** |
| Name | Signature | Date |
|  |  |  |