

Maintenance Work Order

Work order information	
Work order #	
Priority level	
Date issued	
Assigned to	
Requested by	

Work location	
Address	
Building	
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	
☐	Completed
☐	Not completed

Technician notes	

Supervisor approval		
Name	Signature	Date