## **Maintenance Work Order**

Requested by  Work details  Description of work	Work order information			Work location				
Date issued Assigned to Requested by  Work details  Description of work  Labor  Hours worked  Hourly rate  Amount  Parts and materials  Part # Quantity Price per unit Amount	Work order #			Address				
Assigned to Requested by Room # Building Room # Roo	Priority level							
Requested by Room # Roo	Date issued							
Work details  Description of work  Labor Hours worked Hourly rate Amount  Labor total  Parts and materials Part # Quantity Price per unit Amount	Assigned to			Building				
Description of work  Labor Hours worked Hourly rate  Labor total  Parts and materials Part # Quantity Price per unit Amount	Requested by			Room #				
Description of work  Labor Hours worked Hourly rate  Labor total  Parts and materials Part # Quantity Price per unit Amount  Amount  Amount  Amount  Amount  Amount  Amount	Work details							
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Parts and materials  Part # Quantity Price per unit Amount  Amount								
	Labor total							
	Parts and materials			Dort # Ougatity Drice		Drice per unit	Amount	
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Parts and materials total								
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		<u> </u>			r ar to arra	materials total		
Work status Technician notes	Work status Technician notes							
Completed	Completed							
Not completed	Not completed	d						
Supervisor approval								
	Name	Signature			Date			