

MDHS/DYS Oakley Training School  
Work Order Form -- VI.2.A

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Describe Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Work Order Received: \_\_\_\_\_ Maintenance Control Number: \_\_\_\_\_

Status: Urgent \_\_\_ Essential \_\_\_ Projected \_\_\_

Estimated Completion Date: \_\_\_\_\_

Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Maintenance Person(s) Assigned: \_\_\_\_\_ Date: \_\_\_\_\_

Initials(s)

Time/Date Began: \_\_\_\_\_ Time/Date Completed: \_\_\_\_\_

Description of Repair / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Maintenance Signature(s)

Follow-Up

This is to certify that I have inspected the above work and that it has been completed to my satisfaction.

Maintenance Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: 1. No job will be done without a Work Order.  
2. The Work Order should be turned in to the Maintenance Supervisor as soon as job is completed.  
3. The Work Order should be logged in the Work Order Log.