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: ___________________________

Initals(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.