

Maintenance Work Order Report

Work Order No:

Date:

_____/_____/_____

Department:

Location:

Requested By:

Contact:

Priority:

[] Low [] Medium [] High

Asset/Equipment:

Description of Issue

Work Details

| Date | Action Taken | Parts/Materials Used | Technician |
|-------|--------------|----------------------|------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Status

[] Pending [] In Progress [] Completed [] On Hold

Remarks / Recommendations:

Requested By
Date:_____

Maintenance Incharge
Date:_____

Department Head
Date:_____

Important Notes

- Always provide accurate and complete details for traceability.

- Update the status as the work progresses for transparency.
- Ensure proper authorization through signatures to validate the work order.
- Attach any relevant documents, such as photographs or warranty cards, if necessary.
- Retain a copy of this report for future reference and compliance purposes.