

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.