Maintenance Work Order

Business name

Request

Work order number

Request date

Property / unit

Requester

Requester phone or email

Priority

☐ Routine ☐ Urgent ☐ Emergency

Reported problem

Assignment

Assigned technician

Scheduled date

Access instructions

Job instructions

Work performed

Findings

Work performed and checks

Parts used

Part / material	Quantity	Part ID / reference

Labor time (minutes)

Repair photo / attachment references

Closeout

Completion date

Status

☐ Complete ☐ Follow-up needed ☐ Unable to complete

Follow-up needed, next action and owner

Technician name

Customer or site representative (sign or type name)