Maintenance Work Order

Business name

Alder Court Maintenance

Request

Work order number

WO-204-017

Request date

2026-11-19

Property / unit

Alder Court / Unit 204

Requester

Sam Rivera

Requester phone or email

sam.rivera@example.com

Priority

☐ Routine ☑ **Urgent** ☐ Emergency

Reported problem

Leak under the kitchen sink when water drains.

Assignment

Assigned technician

Jordan Reed

Scheduled date

2026-11-19

Access instructions

Resident will meet the technician at the unit.

Job instructions

Inspect the trap and confirm the source of the leak.

Work performed

Findings

Water leaked from a cracked P-trap slip joint.

Work performed and checks

Replaced the PVC P-trap. Ran water for two minutes to check for leaks. Joints stayed dry.

Parts used

Part / material	Quantity	Part ID / reference
1-1/2-inch PVC P-trap kit	1	041193104755

Labor time (minutes)

45

Repair photo / attachment references

WO-204-017 / installed trap

Closeout

Completion date

2026-11-19

Status

☑ **Complete** ☐ Follow-up needed ☐ Unable to complete

Follow-up needed, next action and owner

No follow-up needed.

Technician name

Jordan Reed

Customer or site representative (sign or type name)

Sam Rivera (resident)