Technician copy

MAINTENANCE WORK ORDER

Corrective, preventive or service work on one asset

Maintenance desk

Work order no.	Date and time requested	Requested by	Department or area
Work type	Priority	Assigned to	Due by

Asset	Problem and safety
Asset ID	Problem reported
Description	Asset down since
Location	Lockout/tagout
Meter reading	Permits

Tasks

No.	Task	Done by	Hours	Done
			Total hours	

Parts used

Part no.	Description	Qty	Unit	Unit cost	Amount
				Parts total	

Labor

Technician	Craft	Date	Hours	Rate	Amount
			Labor total		

Completed	Downtime	Failure code	Follow-up work order

Completion notes

Technician	Maintenance supervisor (sign-off)	Requester (asset accepted back)