Maintenance work order

01 Work order

Work order number

Date written

Written by

From request number, if any

02 The job

Asset (name and tag)

Location

What is wrong, or what is due

What was seen, when it started, what was tried

Type of work

- [ ] Reactive
- [ ] Preventive
- [ ] Inspection
- [ ] Other

Priority

- [ ] Low
- [ ] Medium
- [ ] High
- [ ] Emergency

03 Assignment and dates

Assigned to

Start date

Due date

Estimate (hours)

Lockout needed? Procedure number

Permits, or a second person needed

04 Steps

#	STEP	DONE, PASS OR FAIL	READING OR NOTE
1			
2			
3			
4			
5			
6			
7			

05 Parts

PART	PART NUMBER	QUANTITY	FROM (STOREROOM)	UNIT COST

06 Time

NAME	DATE	HOURS

07 Completion and sign-off

What was found

What was done

Cause, if known

Follow-up work order number

Back in service (date and time)

Completed by (name, signature, date)

Reviewed by (name, signature, date)