

General Work Order

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WORK ORDER #

DATE ISSUED

COMPANY / SITE NAME

SECTION A — REQUEST

REQUESTOR NAME

DEPARTMENT

CONTACT INFO (PHONE / EMAIL)

DATE OF REQUEST

LOCATION / SITE / AREA

REQUESTED COMPLETION DATE

PRIORITY

☐ High ☐ Medium ☐ Low

DESCRIPTION OF WORK

SECTION B — ASSIGNMENT & COMPLETION

ASSIGNED TECHNICIAN / TEAM

SCHEDULED DATE

STATUS

☐ Open ☐ In Progress ☐ On Hold ☐ Completed

DATE COMPLETED

LABOR HOURS

MATERIALS / PARTS USED

MATERIAL / PART	QTY	COST
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TOTAL COST (LABOR + MATERIALS)

TECHNICIAN NOTES

TECHNICIAN SIGNATURE / DATE

SUPERVISOR / REQUESTOR SIGNATURE / DATE