

# Maintenance Work Order

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WORK ORDER #

DATE

FACILITY / SITE

ASSET & MAINTENANCE DETAILS

ASSET ID / NAME

ASSET LOCATION

ASSET CATEGORY

CRAFT / SKILL REQUIRED

MAINTENANCE TYPE

☐ Corrective

☐ Preventive

☐ Emergency

☐ Inspection-Triggered

TASK DESCRIPTION

LINKED PM CHECKLIST REFERENCE (IF ANY)

PRIORITY

☐ High

☐ Medium

☐ Low

DOWNTIME IMPACT

ASSIGNED TECHNICIAN

LABOR HOURS LOGGED

SAFETY / LOTO REQUIRED (Y/N)

PARTS / MATERIALS NEEDED

| PART # | DESCRIPTION | QTY |
|--------|-------------|-----|
|        |             |     |
|        |             |     |

|  |  |  |
|--|--|--|
|  |  |  |
|  |  |  |

COMPLETION

DATE / TIME COMPLETED

FOLLOW-UP NEEDED (Y/N)

ROOT CAUSE (IF CORRECTIVE)

TECHNICIAN SIGNATURE / DATE

SUPERVISOR SIGNATURE / DATE