



Maintenance Work Order

Job record and completion sign-off

Job details

Work order no. WO-0000	Date raised -- / -- / ----
Raised by	Priority Low / Med / High / Urgent
Site / building	Location
Asset ID	Asset name
Work type Corrective / PM / Inspection	Assigned to
Reported fault	Target completion -- / -- / ----

Downtime

Asset out of service -- / -- / ---- : --	Back in service -- / -- / ---- : --	Total downtime (hrs)
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Work performed

#	Work performed	Done	Hrs	Notes
1	Attend site and confirm the reported fault			
2	Isolate the asset and apply lockout/tagout			
3	Record asset condition and meter reading			
4	Carry out the repair or scheduled task			
5	Replace consumables and log parts used			
6	Function-test and confirm the fault cleared			
7	Remove isolation and return to service			
8	Clear the work area and remove waste			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
Total hours on tasks				

[illegible]

Name	Trade / role	Hours	Rate	Cost
A. Technician	HVAC	2.5	45.00	112.50
Labour subtotal				

Parts subtotal	
Labour subtotal	
Total job cost	

Root cause found	Fault cleared Yes / No
Follow-up work needed Yes / No New work order no. _____	Parts to reorder

The technician's signature says the work is done. The acceptor's says someone else agrees. Only the second one closes the job.

Name	Signature	Date
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Name	Signature	Date
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Name	Date
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