

MAINTENEASE / FREE TEMPLATE

# Maintenance Work Order

Request • Plan • Execute • Verify • Close

|                            |                                                       |                   |                     |
|----------------------------|-------------------------------------------------------|-------------------|---------------------|
| WORK ORDER ID<br>WO- _____ | PRIORITY<br>[ ] Emergency [ ] High [ ] Medium [ ] Low | STATUS<br>_____   | REQUESTED<br>_____  |
| SITE / BUILDING<br>_____   | AREA / ROOM<br>_____                                  | ASSET ID<br>_____ | ASSET NAME<br>_____ |

## 01 Request and triage Record the original symptom before diagnosis

|                                                                                                                 |                               |                                                                  |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------------------------------------------------|
| REQUESTER<br>_____                                                                                              | DEPARTMENT / TENANT<br>_____  | CONTACT<br>_____                                                 |
| SERVICE IMPACT<br>[ ] Safety [ ] Production [ ] Occupant [ ] Compliance                                         | REQUESTED COMPLETION<br>_____ | REQUEST CHANNEL<br>[ ] Portal [ ] Phone [ ] Email [ ] Inspection |
| PROBLEM OR WORK REQUESTED<br>Describe what was observed, where, when, and the effect on operations.<br><br><br> |                               |                                                                  |

## 02 Planning and approval Define safe scope, owner, dates, parts, and permits

|                                                                                      |                                |                                            |
|--------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------|
| ASSIGNED TECHNICIAN / VENDOR<br>_____                                                | PLANNER / SUPERVISOR<br>_____  | TARGET START<br>_____                      |
| DUE DATE / SERVICE LEVEL<br>_____                                                    | ESTIMATED LABOR<br>_____ hours | ESTIMATED DOWNTIME<br>_____ hours          |
| SAFETY AND ACCESS<br>[ ] LOTO [ ] Permit [ ] PPE [ ] Barricade [ ] Escort [ ] None   |                                | REQUIRED TOOLS AND PARTS<br>_____          |
| PROCEDURE / SCOPE OF WORK<br>Reference job plan, manual, drawing, or required steps. |                                | APPROVAL<br>Approved by: _____ Date: _____ |

# Maintenance Work Order / Execution and Close-Out

## 03 Execution Capture actual time, findings, parts, and work performed

|                           |                         |                              |                          |
|---------------------------|-------------------------|------------------------------|--------------------------|
| WORK STARTED<br>_____     | WORK COMPLETED<br>_____ | RETURNED TO SERVICE<br>_____ | ACTUAL DOWNTIME<br>_____ |
| METER AT SERVICE<br>_____ | FAILURE CODE<br>_____   | CAUSE CODE<br>_____          | RESOLUTION CODE<br>_____ |

| Technician / vendor | Date | Hours | Labor cost |
|---------------------|------|-------|------------|
|                     |      |       |            |
|                     |      |       |            |
|                     |      |       |            |

| Part number | Part / material | Qty | Unit cost | Total |
|-------------|-----------------|-----|-----------|-------|
|             |                 |     |           |       |
|             |                 |     |           |       |
|             |                 |     |           |       |

## 04 Diagnosis, repair, and verification

|                                                                                    |                                                                                                                                                                              |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CAUSE / CONDITION FOUND</b><br>Record evidence, measurements, and likely cause. | <b>WORK PERFORMED</b><br>Record repair, adjustment, replacement, or inspection.                                                                                              |
| <b>TEST AND RETURN-TO-SERVICE RESULT</b><br>Acceptance criterion: _____            | <b>FOLLOW-UP WORK</b><br><input type="checkbox"/> None <input type="checkbox"/> Corrective WO <input type="checkbox"/> PM change <input type="checkbox"/> Engineering review |

## 05 Close-out Make the completed record useful to the next person

|                                                                                                                                                               |                                           |                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>FINAL STATUS</b><br><input type="checkbox"/> Completed <input type="checkbox"/> Closed <input type="checkbox"/> On hold <input type="checkbox"/> Cancelled | <b>TOTAL LABOR</b><br>_____ hours \$_____ | <b>PARTS / VENDOR</b><br>\$_____                                                                  |
| <b>COMPLETED BY</b><br>_____ Date: _____                                                                                                                      | <b>VERIFIED BY</b><br>_____ Date: _____   | <b>REQUESTER NOTIFIED</b><br><input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ |

Tip: keep the original symptom, technician finding, cause, repair, parts, labor, downtime, and verification as separate fields. That structure makes asset history searchable and future analysis reliable.