

Maintenance work order template

Name or unique ID of work order	
Asset name or code	
Date created	
Created by	
Assigned to	
Completed by	

Priority level	
Maintenance type	
Expected completion date	
Completion date	
Expected time to completion	
Total time to completion (in hours or days)	

Brief description of work required and safety guidelines	
Tasklist	
Supporting documents (manuals, photos, etc.)	
Suggested parts and supplies required	
Parts and supplies used (with serial number and location)	
Completion notes (failure codes, root cause, solution, etc.)	