Maintenance work order

Your company name

WORK ORDER NO.

DATE OPENED

PRIORITY

☐ Emergency ☐ High ☐ Normal ☐ Low

TYPE

☐ Corrective ☐ Preventive ☐ Inspection ☐ Safety

MACHINE

MACHINE NAME AND TAG

LOCATION OR LINE

MACHINE STATUS

☐ Running ☐ Restricted ☐ Down

REQUEST

REQUESTED BY

PROBLEM

WORK DONE

ASSIGNED TO

CAUSE FOUND

WHAT WAS DONE

PART USED	PART NO.	QTY	BIN

START

FINISH

HOURS

DOWNTIME

CLOSE OUT

FOLLOW UP NEEDED

BACK IN SERVICE

☐ Yes ☐ No

COMPLETED BY, SIGNATURE

REVIEWED BY, DATE

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