

Bois Forte Maintenance Work Order

Work Order #: _____ Assigned by: _____ Technician(s) assigned to: _____

Work Order Type: Routine _____ Emergency _____ Preventive _____ Event _____ Grounds _____ Training _____ Inspection _____

Address of work request: _____ Person who requested work: _____

Phone # of requestor: _____ Email of requestor: _____

Date of request: _____ Time: _____ am/pm Date assigned: _____ Time: _____ am/pm

Work requested: _____

Work completed: _____

Reason if work not completed: Contractor needed _____ Parts needed _____ Other _____

Name of contractor set to show up: _____ Date contractor due in: _____ Date parts due in: _____

Materials & Parts used:

Quantity Unit price Cost

Material Cost \$ _____

Total Labor and or Contractor Cost \$ _____

Grand Total Cost \$ _____

Charge to: _____

Date completed: _____ Time started: _____ am/pm Time completed: _____ am/pm Hours: _____

Maintenance Technician signature: _____ Signature work completed: _____ Requestor / Super.