[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Work order

The job ticket for maintenance work - instruction, authorisation, and completion in one form.

Work order number	[WO-0001]
Date issued	[Date]
Issued by	[Name]
Priority	[Urgent / High / Normal]
Required by	[Date]

Work instruction

Location	[Building, floor, room]
Description of work	[Detailed instruction]
Access arrangements	[Keys, permits, escort]
Safety notes	[Isolation, PPE, permits to work]

Completion

Carried out by	[Name / contractor]
Date completed	[Date]
Time taken	[Hours]
Materials used	[List and cost]
Tested / verified	[How and by whom]

Costs

Item	Amount
Labour	[£ amount]
Materials	[£ amount]
Total	[£ amount]

Sign-off

[Company name]

Completed by	Checked by	Date