Work Order Request Form

Scope, location, priority, access and sign-off: what a request needs before it can go on the schedule.

ORGANISATION

DATE

Requested by

NAME

PHONE

EMAIL

COMPANY OR PROPERTY

The work

ADDRESS AND EXACT LOCATION (BUILDING, FLOOR, UNIT, ROOM)

ASSET NAME OR TAG NUMBER, IF THE WORK IS ON ONE ITEM

TYPE OF WORK

- [ ] Repair
- [ ] Installation
- [ ] Scheduled maintenance
- [ ] Inspection
- [ ] Other

IF AN INSPECTION, WHAT IS IT FOR?

- [ ] A scheduled or compliance date
- [ ] After a fault or damage
- [ ] Before purchase, hire or return
- [ ] An insurer or auditor asked for it

DESCRIBE THE WORK TO BE DONE

PRIORITY

- [ ] Emergency: a safety risk or no service
- [ ] Urgent: affecting work, within 2 business days
- [ ] Routine: next available slot

NEEDED BY (OPTIONAL)

ACCESS: HOURS, KEYS, SITE CONTACT, PARKING

Approval

APPROVED BY (NAME AND ROLE)

PO OR REFERENCE NUMBER (IF ANY)

SPENDING LIMIT WITHOUT FURTHER APPROVAL