

WORK ORDER

W/O # _____ DATE: _____ PRIORITY # _____

Resident's Name _____ Phone # _____ Unit & Project # _____

W/O Generated by: Resident Housing Authority Inspection

Permission to enter unit: Yes No Appointment: Date: _____ Time: _____

- 1 = Emergency - Immediate; life threatening or extreme property damage
- 2 = Urgent - Same day; major inconvenience to resident, property damage
- 3 = Vacancy Prep. - Within 48 hours; prepare unit for occupancy
- 4 = Routine - Within 72 hours; resident or management request
- 5 = PM - Within 120 hours; planned and seasonal maintenance
- 6 = Special Proj. - Within 30 days; any type of deferred maintenance

Work Requested:

Actual work done or Pending work due to:

Start/Date: _____ Time: _____ Mechanic: _____ Complete/Date: _____ Time: _____ Mechanic: _____

Start/Date: _____ Time: _____ Mechanic: _____ Complete/Date: _____ Time: _____ Mechanic: _____

TOTAL HOURS: _____

MATERIALS USED	QUANTITY	PRICE	TOTAL	T.C.

Quality Checks: Smoke Detector Operational Yes No
 Request Extermination Yes No

Maintenance Signature: _____ Date: _____

revised 6/99/pep