Maintenance Work Order

OM-06G | Chapter 14 | Owner and Manager | Version 1.0

Record the problem, assign an authorized person, and confirm the result. Report urgent hazards at once. This form does not authorize repairs.

Write in the spaces or click a blank field to type in Word.

Work order number	Date reported	Reported by

Campground and exact location or equipment

Record the problem

What happened or needs attention? Describe what you observed.

How does it affect guests, staff, or the property?

Make the next step clear

Urgency and reason

Who was notified? When? What immediate action was taken?

What must stay out of use until an authorized person clears it?

Assign the work

Assigned person	Target date	Approved by

Required skills, training, or outside help

Only qualified and authorized people should perform the work. Use the property procedure for hazards and emergency contacts.

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Complete and check the work

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Work order number	Location or equipment

Plan and approval

What work is approved? Which procedure will be used?

Parts or supplies	Quantity	Estimated cost

Spending limit and approval contact

Work completed

Record the work done and any change from the approved plan.

Completed by	Date	Actual cost

Check the result

What was checked? Does the work meet the property standard?

Checked by and date	Status or remaining restrictions

Remaining work, responsible person, and next date

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