

**Engineering & Operations**

**Corrective Maintenance Work Order**

(This form is to be used to record "walk-up" maintenance performed - give the completed form to the administrative specialist for your area to be entered into TMS.)

Date Created	<input type="text"/>	<i>Work Order#</i>	<input type="text"/>
			(Available after entering in TMS)
Asset#	<input type="text"/>		
Building	<input type="text"/>		
Floor / Area	<input type="text"/>	(e.g., 1st, Basement, Outside)	
Location Details	<input type="text"/>		
Work Description	<input type="text"/>		
Requester	<input type="text"/>		
Requester's Phone	<input type="text"/>		
Skill Required	<input type="text"/>	(e.g., Electrician)	
Shop	<input type="text"/>		
Work Status	<input type="text"/>	Date Completed	<input type="text"/>
Completed By	<input type="text"/>	Total Hours	<input type="text"/>
Completion/Status Comments	<input type="text"/>		