

# MAINTENANCE WORK ORDER

LOCATION: \_\_\_\_\_

MEMBER: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

WORK REQUESTED BY: \_\_\_\_\_

DATE ASSIGNED: \_\_\_\_\_ TO BE COMPLETED BY: \_\_\_\_\_

DATE: _____
PERMISSION TO ENTER
YES <input type="checkbox"/> NO <input type="checkbox"/>
CALL FIRST <input type="checkbox"/>
EMERGENCY <input type="checkbox"/>

**WORK TO BE DONE**


<b>WORK CONTRACTED OUT</b>		<b>WORK ASSIGNED TO CO-OP STAFF OR VOLUNTEER</b>	
WORK CONTRACTED TO: _____		WORK ASSIGNED TO: _____	
PURCHASE ORDER NO.: _____		REMARKS: _____	
AUTHORIZING SIGNATURE: _____		TIME TAKEN: _____	
QUOTED PRICE: _____		MATERIALS USED	
TERMS _____		PRICE	
CONTRACTOR'S SIGNATURE: _____			
PAYMENT APPROVED: _____			

CHARGE TO:		CHARGE TO MEMBER	<input type="checkbox"/>	DATE:	_____
ACCOUNT:		PAID BY MEMBER	<input type="checkbox"/>	DATE:	_____
#	_____	MATERIAL COSTS:	\$ _____		
#	_____	LABOUR COSTS:	\$ _____		
#	_____	TOTAL:	\$ _____		
		TOTAL:	\$ _____		