

# Daily Work Order Log Form Sample in Excel

The **daily work order log form sample** in Excel is designed to efficiently track and manage daily tasks and job progress. This template helps streamline workflow by recording essential details such as job description, date, assigned personnel, and status. Utilizing the log form enhances organization and ensures timely completion of work orders.

## Daily Work Order Log Form (Sample Structure)

Date	Job/Task Description	Assigned To	Priority	Status	Comments/Notes
2024-06-18	Repair Air Conditioning Unit	John Doe	High	In Progress	Waiting for parts
2024-06-18	Clean Office Windows	Jane Smith	Medium	Completed	Completed at 3PM
2024-06-18	Check Fire Extinguishers	Mike Lee	Low	Pending	Scheduled for tomorrow

### Instructions:

1. Enter the date for each work order.
2. Describe each job or task clearly.
3. Assign the task to staff or team members.
4. Select the priority level (High, Medium, Low).
5. Update the job status (Pending, In Progress, Completed).
6. Add any relevant comments or notes.

**Tip:** You can use this form as a printable sheet or save it as an Excel template (.xlsx) to allow for automated updates and tracking.