

Work Order Record Form

The **work order record form** sample includes multiple item entries to efficiently track and manage various tasks within a single document. This structured format enhances organization by allowing detailed input for each item involved in the work order. It is an essential tool for maintaining accurate records and streamlining workflow processes.

Work Order Number:

Request Date:

Requested By:

Department:

Status:

Priority:

Item No	Description of Task/Item	Quantity	Assigned To	Start Date	End Date	Status	Remarks
1	Replace air conditioning filter	2	John Smith	2024-07-01	2024-07-01	Completed	Filters replaced successfully
2	Install new LED lights in hallway	6	Jane Doe	2024-07-02	2024-07-02	In Progress	Waiting for delivery
3	Repair leaking faucet in break room	1	Mike Lee	2024-07-01	2024-07-03	Pending	Parts ordered

Supervisor Approval:

Approval Date: