

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: