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MAINTENANCE WORK ORDER

LOCATION: _____

MEMBER: _____ TEL. NO.: _____

WORK REQUESTED BY: _____

DATE ASSIGNED: _____ TO BE COMPLETED BY: _____

DATE: _____

PERMISSION TO ENTER

YES ☐ NO ☐

CALL FIRST ☐

EMERGENCY ☐

WORK TO BE DONE

WORK CONTRACTED OUT

WORK CONTRACTED TO: _____

PURCHASE ORDER NO.: _____

AUTHORIZING SIGNATURE: _____

QUOTED PRICE: _____

TERMS _____

CONTRACTOR'S SIGNATURE: _____

PAYMENT APPROVED: _____

WORK ASSIGNED TO CO-OP STAFF OR VOLUNTEER

WORK ASSIGNED TO: _____

REMARKS: _____

TIME TAKEN: _____

MATERIALS USED	PRICE

CHARGE TO:

ACCOUNT: AMOUNT:

_____ $ _____

_____ $ _____

_____ $ _____

TOTAL: $ _____

CHARGE TO MEMBER ☐ DATE: _____

PAID BY MEMBER ☐ DATE: _____

MATERIAL COSTS: $ _____

LABOUR COSTS: $ _____

TOTAL: $ _____

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