



Issue has been noted on  
weekly safety sheet

## MAINTENANCE WORK ORDER

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Machine/Department: \_\_\_\_\_

Priority 1 - Production Emergency or serious Safety concern - within 24 hours.

Priority 2 - Significant Production Issue or Safety concern - within 1 week.

Priority 3 - Less Critical Production Issue or Safety concern - within 2 weeks.

Priority 4 - PM or Improvement type repair, schedule as time permits - within 1 month.

Description of Repair Needed or Problem: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This repair is considered to be: ☐ Permanent ☐ Temporary

Repair Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

TIME	
Start	Finish

Parts or Outside Services Used		Costs	
Quantity	Part Number or Service Used	Each	Total

Final Approval By: \_\_\_\_\_ Date: \_\_\_\_\_