

MAINTENANCE GUIDEBOOK I - MAINTENANCE PROGRAM

APPENDIX E

**SAMPLE WORK ORDER FORM
SAMPLE WORK ORDER TRACKING FORM
SAMPLE MONTHLY ACTIVITY SUMMARY
SAMPLE MONTHLY ACTIVITY SUMMARY - EMERGENCY WOs
SAMPLE INDIVIDUAL DEVELOPMENT SUMMARY
SAMPLE VACANCY PREPARATION SUMMARY**

HOUSING AUTHORITY
Work Order

Work Order #: _____

Date: _____

Time: _____

Assigned To: _____

Resident: _____

Development #: _____

Address: _____

Resident Phone #: _____

Generated By: Resident Housing Authority

Permission to Enter:
 Yes No

Work Order Type:

Emergency Vacancy Urgent
 P.M. Routine Special Project

Work Requested: _____

Actual Work Completed: _____

Date: _____

Time to Complete: _____

Mechanic: _____

Materials Used:

Quantity	Price	Total

Quality Checks:

Are All Smoke Detectors Operational? Yes No
Request Housekeeping Inspection? Yes No
Request Extermination? Yes No

Charge Resident? Yes No

Resident Signature: _____

Date: _____

Inspector Signature: _____

Date: _____

WORK ORDER TRACKING FORM

Housing Authority _____

Month _____

Year _____

W/O Number	Date Received	Date Assigned	Assigned To	Work Requested	Work Order Type							W/O Completed		Days To Complete		
					E	U	V	R	P	S	Date	Time				

Work Order Codes
 E= Emergency R= Routine
 U= Urgent P= Preventative Maintenance
 V= Vacancy S= Special Project

**THE HOUSING AUTHORITY OF
MAINTENANCE DEPARTMENT
MONTHLY ACTIVITY SUMMARY**

Month _____

Beginning Backlog	
Incoming Work Orders	
Subtotal	
Completed Work Orders	
Ending Backlog	

	Backlog Aging			
	0-5 days	6-10 days	11-15 days	15 + days
Priority				
Emergency				
HQS				
Vacancy Prep				
Routine				
PM				
Ending Backlog				

Remarks:

Hometown Housing Authority

MONTHLY ACTIVITY SUMMARY - Emergency Work Orders (WOs)

DATE:

WO Number	Received		Completed or Abated		Total Hours
	Date	Time	Date	Time	
Total:					

To calculate the total percent of emergency work orders completed within 24 hours, divide the number of work orders (the total of work orders listed in the "Work Order Number" column) which do not exceed 24 hours in the column for "Total Hours", by the number of emergency work orders in the first column and multiply by 100.

Time runs from moment situation is determined by HA as an emergency, not time WO's are cut.

HOUSING AUTHORITY OF _____

MAINTENANCE DEPARTMENT

INDIVIDUAL DEVELOPMENT SUMMARY

Month _____

Development #	Work Orders Completed					
	E	U	V	R	P	S
Total Authority						

E = Emergency
U = Urgent
V = Vacancy

R = Routine
P = Preventive Maintenance
S = Special Project

This form can be utilized to summarize completed work orders by code, by development.

