

**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: \_\_\_\_\_



**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:





