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 AU k Order	JTHORITY		
Work Order #:	A OI uc.			
Date: Time:		Assigned	То:	
Resident:		Developn	nent #:	
Address:		Resident!	Phone #:	
Generated By: [] Resident []	Housing Aut	hority	Permission to [] Yes	
Work Order Type: [] Emergency [] [] P.M. []	Vacancy	[] Urger	ent	
Work Requested:				
·				
Actual Work Completed:				
Date: Time to Complete:		Mechanic:	:	
Materials Used:		Quantity	Price	Total
				
Quality Checks: Are All Smoke Detectors Operation	12	- 1 1/20		
Are All Smoke Detectors Operation Request Housekeeping Inspection?		[] Yes	[] No	
Request Extermination?		[] Yes	[] No [] No	
] No	<u> </u>		
Resident Signature:				
	····	Date:		
Inspector Signature:				
		Date:		

WORK ORDER TRACKING FORM

Days To Complete Year W/O Completed Time Date Month S d. Work Order Type 4 ш Work Requested Assigned To Housing Authority Date Assigned Date Received Number **0/M**

Work Order Codes

E= Emergency U= Urgent V= Vacancy

R= Routine P= Preventative Maintenance S= Special Project

THE HOUSING AUTHORITY OF MAINTENANCE DEPARTMENT MONTHLY ACTIVITY SUMMARY

Month					
r					
Beginning Backlog					
Beginning Backlog Incoming Work Orders	_			 	
Subtotal				 	
Completed Work Orders			·	<u> </u>	
Ending Backlog				 	
8					

		Backlog Aging		
	0-5 days	6-10 days	11-15 days	15 + days
Priority			=======================================	13 + uays
Emergency				
HQS			<u> </u>	
Vacancy Prep				
Routine				
PM				
Ending Backlog			· 	

Remarks:

Hometown Housing Authority

MONTHLY ACTIVITY SUMMARY - Emergency Work Orders (WOs) DATE:

MALLO .					
52	Rece.	ived	Completed	or Abated	Total
WO Number	Date	Time	Date	Time	Hours
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				<u> </u>	
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	\mathbf{OF}	

MAINTENANCE DEPARTMENT

INDIVIDUAL DEVELOPMENT SUMMARY

Month						
Work Orders Completed						
Development #	E	U	v	R	P	S
						
						
						- -
		- 				
					- -	
Total Authority						
E = Emergency		R :	= Routine	2		

U = Urgent

P = Preventive Maintenance

V = Vacancy

S = Special Project

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

HOUSING AUTHORITY OF ______ MAINTENANCE DEPARTMENT

VACANCY PREPARATION SUMMARY

		-		
Development #	Beginning Un Backlog Rec	its Units	Ending	Avg. # of Days in Maintenanc
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