K-12 Asset Repair Order Template

Make asset maintenance easy with this simple work order template designed for K-12 schools. Track repairs and replacements to keep your equipment and resources running smoothly.

Requester information

Teacher / Staff Name

Date:

Time:

Email

Phone Extension

Requested Completion Date:

Asset Details

Asset Name/Type

Asset ID / Serial Number

Location / Room

Warranty Coverage (If Applicable)

Service Required

Description of Issue / Repair Needed

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Repair Details

Type of Asset:

Priority Level:

Assignment Information

Asset Manager Assigned:

Technician Assigned:

Date of Assignment

Expected Completion Date:

Administrator Approval:

Work Details

Description of Work Completed:

Additional Comments or Notes:

Labor Hours Spent:

Parts/Materials Used:

Warranty Information Updated:

Total Cost of Work: