JLW WO NO. :	

KENANGA FACILITY & PROJECT SECTION

WORK ORDER FORM

Date: ___ / ___ / ___ Time : ____/____ am/pm Tenant Serial no : _____

Orgnst. : _____ **Location** : _____

Name : _____ **Floor :** _____

REQUEST SECTION

NO	JOB REQUIRE / DESCRIPTION	PURPOSE IN DETAIL	REQUEST JOB DATE
1			
2			
3			
4			
5			
6			
7			

Action Requested (Please tick √ in appropriate box)	COMPLAINT BY	CHECK BY JLW
Repair ☐ Contract Out ☐ Corrective Action ☐ Replace ☐ PPM ☐ Others ☐	SIGN	SIGN
Electrical ☐ Plumbing ☐ Air-Conditioning ☐ Mechanical ☐ Carpentry ☐ Others ☐		

JONES LANG WOOTTON

PARTS REQUIRED			JOB EXECUTION	
NO	PART MODEL & BRAND	QUANTITY	START	FINISH
			DATE: ____ / ____ / ____	DATE: ____ / ____ / ____
			TIME : am/pm	TIME : am/pm
			STOCK APPLIED BY	PURCHASING

VERIFICATION JOB FINISH (INTERNAL CONTROL)

COUNTERMEASURE (Job scope explanation)	TECHNICIAN	VERIFIED BY COMPLAINT
COMMENT	REVIEW / CHECK	CLOSING MANAGER