



To: All Crews and Technicians, Maintenance Department

MD-0002 Action Taken

Technician needs to fill out the action taken box EVERYTIME a work order has been used daily along with labor hours and materials used before marking a work order "complete." If the work order does not require materials, the technician must record in the action taken box that no materials were used.

The description in the action taken field must be detailed and clear, so that any user can understand.

Steps: Anytime a work order has been addressed:

- 1. Record clear details and information in the action taken field**
- 2. Record labor hours**
- 3. Record any materials used**