



**MD-0022** Required Work Order Fields Prior to Assignment

To accurately track all work order data, it is required that the budget information area be completely filled out prior to the work order being assigned to a technician or work being performed.

***It is the responsibility of the person assigning a work order to a technician that the following fields are filled out:***

- Location and area/area number
- Assigned to
- Purpose
- Budget
- Project (if applicable)
- Classification
- Type
- Craft
- Maintenance Shop

***If a technician creates their own work order, their supervisor will be responsible for filling out the necessary fields on a daily basis.***