

Maintenance Coordinator

Shift Coordination Checklist & Work-Order Log

Run the shift from one sheet: confirm every coordinator duty, then log the open work orders you are still chasing.



Also available digitally
This checklist can also be completed on a **phone, tablet or PC** in flowdit. Add photos, notes and actions to each item, and generate the report automatically.
[Scan to open · flowdit.com](https://flowdit.com)

Site		Date	
Coordinator		Shift	

Shift duties	Done	N/A	Notes
Work orders created and closed			
Departments and clients informed about scheduled maintenance			
Inventory checked and replacement parts ordered			
Third-party contractors coordinated			
Jobs assigned to maintenance techs			
Routine inspections performed			
Equipment logs updated			
Compliance with quality standards checked			

Open work orders

#	Task	Owner	Due	Status
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Performance is often measured by response times, customer satisfaction, and how well the maintenance budget is managed.