

IT Maintenance Work Order Sign Off



- 1) Check in with the Bailiwick Service Desk. 2) REFER to your SOW to determine if materials were shipped.
- 3) Complete the scope of work from your Technician Field Copy Work Order.
- 4) Check out with the Bailiwick Service Desk. 5) Upload deliverables Bailiwick vendor portal and ship ATR materials within 24hrs of work completion.

Purchase Requisition #		Site #		City/ State	
Bailiwick Contact	Service Desk: 866-777-3227		Email: servicehomedepot@bailiwick.com		

Site Acceptance

The Home Depot Customer Signature _____ Date _____

Please Print the Home Depot Customer Name _____

Scope Completion verified by (Home Depot or Cisco Contact Name) _____

(IP CAMERA ONLY) Name of person (DAPM, APS, APM) validated IP Camera Shots

Technician Name #1 (printed) _____ Date _____

Technician #1 Signature and phone # _____ (_____) _____

Technician Name #2 - if approved (printed) _____ Date _____

Technician #2 Signature and phone # _____ (_____) _____

Total # of Techs: _____

Tech #1 Time IN: _____ AM/PM (circle) Tech #1 Time OUT: _____ AM/PM (circle)

Tech #2 Time IN: _____ AM/PM (circle) Tech #2 Time OUT: _____ AM/PM (circle)

Tech hours on site: _____ Out of Scope time (including site access/delays): _____ (explain below)

Total Travel Time: _____

Total Tech Hours: _____

Description of Work (be descriptive): _____

Description of Out of Scope/Delays (explain reasons for delays or out of scope work): _____

Description of **ALL** Materials Used (VP Provided **and** Bailiwick): _____

_____ ATR# given to you by Service _____

IMPORTANT: Refer to your SOW to ensure you take all unused materials back with you for return!

List network connections installed or serviced (if applicable):

Jack ID	Device Type Voice/Data	Network Switch ID	Network Switch Port#

Cable test results certified and saved? Yes _____ No _____