



MD-0011 **Open Extended Work Orders**

Open extended work orders are any work order that a user needs to keep open for an extended amount of time. This can be used to keep track of labor hours for a general task done daily, weekly etc.

Open Extended work orders are not to age more than 1 month. After the open extended work order has aged for a maximum of 1 month, it must be completed. If the duty of this work order is still needed after that month, a new work order shall be created.