

[task title] WORK INSTRUCTION

Last Updated Date:

Created By:

TASK INTRODUCTION

Task Overview:

Associated SOP(s):

Safety Warnings and Hazards:

Safety Controls and Equipment Required:

Materials and Tools Required:

Amount or Quantity:

TASK DETAIL

Step Number	Step Instructions (prestart, shut down, clean up, and restart included)	Additional Information (visuals, other resources, supplemental detail)
Step 1	<i>Example: Turn Off HVAC Unit</i>	<i>Example:</i> <ul style="list-style-type: none">• <i>Locate the power source</i>• <i>Disconnect from power source or turn off power at breaker.</i>
Step 2	<i>Example: Locate air filter compartment</i>	<i>Example:</i> <ul style="list-style-type: none">• <i>Refer to the unit's manual for exact location (link)</i>• <i>[photo]</i>
Step 3		

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Step 4		
Step 5		
Step 6		
Step 7		

Add rows for additional steps, as needed.