

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

**12 Museum Way
Cambridge, Massachusetts 02141
617-722-4004**

001119

ORDERED BY	PHONE
OWNER	
JOB LOCATION	
2225	

DATE RECEIVED 01/06/2025	TIME RECEIVED	RECEIVED BY
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIAL INSTRUCTIONS:		

WORK REQUESTED

OTHER CHARGES/COMMENTS	
STATUS	SUB-TOTAL THIS COLUMN
<input type="checkbox"/> Temporarily Repaired _____	LABOR
<input type="checkbox"/> Parts on Order _____	TAX
<input type="checkbox"/> Contractor Called _____	GRAND TOTAL
<input type="checkbox"/> Job Completed	
COMPLETED BY	
APPROVED BY	AMOUNT PAID
	BALANCE