

# Maintenance Order

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

001092

ORDERED BY	PHONE
Ying	
JOB LOCATION	
1527	

BILLING TO

DATE RECEIVED 11/14/24	TIME RECEIVED 10:38 pm	RECEIVED BY Mike
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL INSTRUCTIONS:		

WORK REQUESTED	
Replace smoke detector. New detector is unit to be installed.	

MATERIALS			
Qty.	Description	Unit Cost	Amount
	replace smoke detector		

<input type="checkbox"/> WORK COMPLETED

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
11/18/24					
BY				TOTAL ↔	

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