

Maintenance Order

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

001087

ORDERED BY	PHONE
Unit mgr	
JOB LOCATION	
2305	

BILLING TO	

DATE RECEIVED 10/31/24	TIME RECEIVED 1:22 pm	RECEIVED BY
DATE SCHEDULED 11/1/24	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SPECIAL INSTRUCTIONS: tenant in unit til 2pm 11/1	

WORK REQUESTED

Replace shower head (materials)
 in unit
 disposal not working
 leak from disposal
 check dishwasher for leak

MATERIALS

Qty.	Description	Unit Cost	Amount
	refit and unname disposal need plumber to replace flange piece new shower head.		

WORK COMPLETED

CAUSE OF PROBLEM

OTHER CHARGES/COMMENTS

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

LABOR

DATE STARTED	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
11/1/24					
BY			TOTAL ↔		