

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001108

ORDERED BY PANDIT	PHONE
JOB LOCATION 427	

BILLING TO

DATE RECEIVED 12/17/2024	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					
LINT TRAP IN THE WASHING MACHINE IS CAUSING SOME ISSUES AND THE CLOTHES HAVE LINT GETTING STUCK ON IT					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/17/24					
BY				TOTAL ↔	

MATERIALS			
Qty.	Description	Unit Cost	Amount
	Needs to call Appliance company		
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		AMOUNT PAID	
COMPLETED BY		BALANCE	
APPROVED BY			