

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001127

ORDERED BY	PHONE
DOMENICK	
JOB LOCATION	
507	

BILLING TO

DATE RECEIVED	11/11/2024	TIME RECEIVED	RECEIVED BY
DATE SCHEDULED	01/21/2025	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 HVAC FILTERS					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
1/21/25					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	Replaced filter		
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		AMOUNT PAID	
APPROVED BY		BALANCE	