

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001080

ORDERED BY	PHONE
HAMILTON	
JOB LOCATION	
1123	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
12/05/2024		
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
BALCONY DOORS ARE NOT FULLY CLOSING CAUSING DRAFTS PLEASE CHECK

MATERIALS			
Qty	Description	Unit Cost	Amount
Need to call glass company to adjust doors			

CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/5/24					
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	
LABOR	
TAX	
GRAND TOTAL	
APPROVED BY	AMOUNT PAID
BALANCE	