

Maintenance Order

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

001087

ORDERED BY <i>Unit mgr</i>	PHONE
JOB LOCATION <i>2305</i>	

BILLING TO

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

WORK REQUESTED					
<i>Replace shower head (materials in unit)</i> <i>disposal not working</i> <i>leak from disposal</i> <i>check dishwasher for leak</i>					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
<i>11/1/24</i>					
BY <i>/</i>				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	<i>reset and unjammed disposal need plumber to replace pin piece wrong shower head</i>		
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		LABOR	
COMPLETED BY		TAX	
		GRAND TOTAL	
APPROVED BY		AMOUNT PAID	
		BALANCE	