

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001048

ORDERED BY	PHONE
1906 Panoff	
JOB LOCATION	
mailbox	

BILLING TO	

DATE RECEIVED 10/16/24	TIME RECEIVED 5:23 pm	RECEIVED BY Mike
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
mail keys not working on mailbox lock. Spray lock?
<input checked="" type="checkbox"/>

MATERIALS			
QTY	Description	Unit Cost	Amount
	replaced mail box lock and left new key at desk		

<input checked="" type="checkbox"/> WORK COMPLETED
CAUSE OF PROBLEM

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/16/24					
			TOTAL		
			↔		
BY					

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 →	