

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001027

ORDERED BY <b>BROOKE</b>	PHONE
JOB LOCATION <b>1023</b>	

BILLING TO

DATE RECEIVED <b>10/23/2024</b>	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					
INSPECT WASHING MACHINE MALFUNCTIONING					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
<b>10/23/24</b>					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	<b>Need to call Appliance company</b>		
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	