

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001131

ORDERED BY	PHONE
DOMENICK	
JOB LOCATION	
1129	

BILLING TO	

DATE RECEIVED	01/27/2025	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					
<div style="font-size: 2em; font-family: cursive;">1 MAIL KEY</div>					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
1/27/20					
BY			TOTAL 		

MATERIALS			
Qty	Description	Unit Cost	Amount
	Cut Key And Left At Front desk		
OTHER CHARGES/COMMENTS			
STATUS <input type="checkbox"/> Temporarily Repaired _____ <input type="checkbox"/> Parts on Order _____ <input type="checkbox"/> Contractor Called _____ <input type="checkbox"/> Job Completed _____		SUB-TOTAL THIS COLUMN LABOR TAX GRAND TOTAL	
COMPLETED BY			
APPROVED BY		AMOUNT PAID BALANCE	