

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001108

ORDERED BY	PHONE	BILLING TO
PANDIT		
JOB LOCATION		
427		

DATE RECEIVED <i>12/17/2024</i>	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

CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/17/24					
BY					TOTAL ➡

MATERIALS			
Qty.	Description	Unit Cost	Amount
	Needs to call Appliance Company		
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	