Maintenance Order

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

001122

ORDERED BY	PHONE
JIA QU	
JOB LOCATION	
1902	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
1/13/2025		
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO

AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? ☐ YES ☐ NO SPECIAL INSTRUCTIONS:

WORK REQUESTED

REPLACE FILTERS HVAC

☑ WORK COMPLETED

CAUSE OF PROBLEM

LABOR

DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
1/15/25					
BY				TOTAL	

MATERIALS

Qty.	Description	Unit Cost	Amount
	replaced 1 filter		

OTHER CHARGES/COMMENTS

STATUS
- ☐ Temporarily Repaired
- ☐ Parts on Order
- ☐ Contractor Called
- ☐ Job Completed

COMPLETED BY

APPROVED BY

SUB-TOTAL THIS COLUMN	
LABOR	
TAX	
GRAND TOTAL	
AMOUNT PAID	
BALANCE	