

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001140

ORDERED BY	PHONE
Yiyu	
JOB LOCATION	
1527	

BILLING TO

DATE RECEIVED 12/31/24	TIME RECEIVED 12:22pm	RECEIVED BY
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL INSTRUCTIONS:		

WORK REQUESTED					
Owner requesting adjustment of laundry doors so they sit flush.					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/31/24					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	door is warped can not be adjusted		
OTHER CHARGES/COMMENTS			
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			
COMPLETED BY		LABOR	
		TAX	
		GRAND TOTAL	
APPROVED BY		AMOUNT PAID	
		BALANCE	