

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001104

ORDERED BY	PHONE
BOYER	
JOB LOCATION	
214	

BILLING TO

DATE RECEIVED	12/11/2024	TIME RECEIVED	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: PLEASE KNOCK ON THE DOOR	

WORK REQUESTED					
KITCHEN LIGHT NO LONGER WORKING					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/13/24					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	replaced light		
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	