

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001092

ORDERED BY <i>Ying</i>	PHONE
JOB LOCATION 1527	

BILLING TO

DATE RECEIVED <i>11/16/24</i>	TIME RECEIVED <i>10:38pm</i>	RECEIVED BY <i>Mike</i>
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					
<i>Replace smoke detector. New detector in unit to be installed.</i>					
<input type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
<i>11/18/24</i>					
BY <i>✓</i>				TOTAL ↔	

MATERIALS			
Qty.	Description	Unit Cost	Amount
	<i>1 - replace smoke detector</i>		
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	