

## Maintenance Order

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

001144

ORDERED BY	PHONE
Cheung/Raphael	
JOB LOCATION	
304	

DATE RECEIVED 11/15	TIME RECEIVED 6:35PM	RECEIVED BY Michele
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**

MATERIALS			
Qty	Description	Unit Cost	Amount
	Disposable oil needs to call drain company sink is clogged		

<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
1/16/25					
BY					<b>TOTAL</b>

OTHER CHARGES/COMMENTS	
<b>STATUS</b>	<b>SUB-TOTAL THIS COLUMN</b>
<input type="checkbox"/> Temporarily Repaired _____ <input type="checkbox"/> Parts on Order _____ <input type="checkbox"/> Contractor Called _____ <input type="checkbox"/> Job Completed _____	<b>LABOR</b>
<b>COMPLETED BY</b>	<b>TAX</b>
	<b>GRAND TOTAL</b>
<b>APPROVED BY</b>	<b>AMOUNT PAID</b>
	<b>BALANCE</b>