

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001114

|                   |       |
|-------------------|-------|
| ORDERED BY        | PHONE |
| CRISTIAN / Samaan |       |
| JOB LOCATION      |       |
| 1629              |       |
|                   |       |

|            |
|------------|
| BILLING TO |
|            |
|            |
|            |

|   |                |             |
|---|----------------|-------------|
| DATE RECEIVED   | TIME RECEIVED  | RECEIVED BY |
| 12/19/24  | 1:45pm         | Miles       |
| DATE SCHEDULED  | TIME SCHEDULED | ASSIGNED TO |
| AUTHORIZATION TO ENTER<br>IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL<br>INSTRUCTIONS: |                |             |

| WORK REQUESTED            |                 |           |        |
|---------------------------|-----------------|-----------|--------|
| Attach dryer vent<br>hose |                 |           |        |
| MATERIALS                 |                 |           |        |
| Qty.                      | Description     | Unit Cost | Amount |
|                           | reattached hose |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
| OTHER CHARGES/COMMENTS    |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |
|                           |                 |           |        |

|                                     |  |  |  |
|-------------------------------------|--|--|--|
| WORK COMPLETED                      |  |  |  |
| <input checked="" type="checkbox"/> |  |  |  |
| CAUSE OF PROBLEM                    |  |  |  |
|                                     |  |  |  |
|                                     |  |  |  |

| LABOR   |              |               |             |             |   |
|---|--------------|---------------|-------------|-------------|---|
| DATE  | TIME STARTED | TIME FINISHED | TOTAL HOURS | HOURLY RATE | AMOUNT  |
| 12/19/24                                      |              |               |             |             |   |
|   |              |               |             |             |   |
|   |              |               |             |             |   |
|   |              |               |             |             |   |
|   |              |               |             |             |   |
| TOTAL   |              |               |             |             |  |
| BY  |              |               |             |             |   |
| 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   |