

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001030

ORDERED BY	PHONE
SAM PEREZ	
JOB LOCATION	
1604	

BILLING TO

DATE RECEIVED 10/18/2024	TIME RECEIVED	RECEIVED BY	
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO	
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SPECIAL INSTRUCTIONS:

WORK REQUESTED
REPLACE ONE OF THE HVAC FILTERS: THE UNIT CLOSEST TO THE [REDACTED] KITCHEN

MATERIALS			
Qty	Description	Unit Cost	Amount
	CHANGED FILTER		

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

OTHER CHARGES/COMMENTS

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/18/24					
BY				TOTAL ➡	

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	
APPROVED BY	AMOUNT PAID
	BALANCE