

Maintenance Order

REGATTA RIVIEW CONDOMINIUM

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

001141

ORDERED BY	PHONE
Domenick	
JOB LOCATION	
604	

DATE RECEIVED 11/9/2015	TIME RECEIVED 1:00PM	RECEIVED BY Mike
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

yellowish / cloudy
hot water
- please check

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 _____	LABOR
COMPLETED BY	TAX
	GRAND TOTAL
APPROVED BY	AMOUNT PAID
	BALANCE