

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001107

ORDERED BY	PHONE
TONY	
JOB LOCATION	
1521	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
12/23/2024		
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			
MASTER BATHROOM FAUCET IS LOOSE.			
MATERIALS			
Oty.	Description	Unit Cost	Amount
Needs to call plumber			

WORK REQUESTED					
MASTER BATHROOM FAUCET IS LOOSE.					
WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE STARTED	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/23/24					
BY			TOTAL ➡		

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