

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001022

ORDERED BY	PHONE
BROOKE	
JOB LOCATION	
222	

DATE RECEIVED 10/03/2024	TIME RECEIVED	RECEIVED BY
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

WORK COMPLETED

CAUSE OF PROBLEM

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
BY				TOTAL	

OTHER CHARGES/COMMENTS

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STATUS	SUB-TOTAL
<input type="checkbox"/> Temporarily Repaired	

<input type="checkbox"/> Parts on Order <input type="checkbox"/> Contractor Called <input type="checkbox"/> Job Completed	THIS COLUMN LABOR
COMPLETED BY	

COMPLETED BY	TAX	
	GRAND TOTAL	

GRAND TOTAL	
APPROVED BY	AMOUNT PAID