

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001034

ORDERED BY	PHONE
BROOKE	
JOB LOCATION	
1824	

BILLING TO

DATE RECEIVED	10/02/2024	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					
DISPOSAL NOT WORKING					
<input type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/2/24					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
	Disposal is fine need to call John's sink is clogged		
OTHER CHARGES/COMMENTS			
STATUS		SUB-TOTAL THIS COLUMN	
<input type="checkbox"/> Temporarily Repaired		LABOR	
<input type="checkbox"/> Parts on Order		TAX	
<input type="checkbox"/> Contractor Called		GRAND TOTAL	
<input type="checkbox"/> Job Completed			
COMPLETED BY		AMOUNT PAID	
APPROVED BY		BALANCE	