

## Maintenance Order

# **REGATTA RIVERVIEW CONDOMINIUM**

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

001054

ORDERED BY	PHONE
YANG	
JOB LOCATION	
1921	

DATE RECEIVED 10/29/2024	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**

<input checked="" type="checkbox"/> WORK COMPLETED				
CAUSE OF PROBLEM _____				
LABOR				
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE
15/2/24				
BY				TOTAL ↔

	<b>RECEIVED BY</b>
D	<b>ASSIGNED TO</b>

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