

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001030

ORDERED BY **SAM PEREZ** PHONE

JOB LOCATION

1604

BILLING TO

DATE RECEIVED 10/18/2024	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					
<p>REPLACE ONE OF THE HVAC FILTER;</p> <p>THE UNIT ROSEST TO THE THE KITCHEN</p>					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/18/24					
BY			TOTAL		

MATERIALS			
Qty	Description	Unit Cost	Amount
	changed filter		
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 _____		SUB-TOTAL THIS COLUMN	
COMPLETED BY		LABOR	
		TAX	
		GRAND TOTAL	
APPROVED BY		AMOUNT PAID	
		BALANCE	