

**Coquille Indian Housing Authority
Maintenance Report
June 2017**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
6/1/2017	2620C	Vacant Unit	Filled and sanded holes in walls	KM
6/1/2017	2620C	Vacant Unit	Took water heater upstairs, worked on electrical issue in garage	SF
6/1/2017	2620C	Vacant Unit	Replaced GFCI in garage, helped carry water heater upstairs	SP
6/5/2017	2620C	Vacant Unit	Replaced water heater, removed and replaced valve, plumbed pressure relief tubing	SF
6/5/2017	2646A	Vacant Unit	Installed dishwasher and kitchen sink, replaced sink strainers	SF
6/8/2017	2646A	Vacant Unit	Performed PFR inspection	SP
6/8/2017	2646A	Vacant Unit	Unloaded tools, cut out and replaced sheetrock, patched sheetrock, cleaned up	KM
6/8/2017	2646A	Vacant Unit	Installed bathroom sink, finished dishwasher and sink plumbing and hook up, disconnected water heater, replaced valve	SF
6/9/2017	2646A	Vacant Unit	Worked on plumbing for the water heater and kitchen sink	SF
6/12/2017	2646A	Vacant Unit	Installed new water heater, repaired electric outlets in garage, worked on installing ceramic tile backsplash in kitchen	SF
6/12/2017	2646A	Vacant Unit	Removed heater, switch, and outlet covers, filled holes in wall	KM
6/13/2017	2646A	Vacant Unit	Removed light switch covers, helped remove carpet bar, patched two sheetrock repairs	KM
6/13/2017	2646A	Vacant Unit	Hauled trash from home and garage to dumpster, finished kitchen and bathroom backsplash, removed shelving and brackets, cut and removed carpet and padding, removed carpet tack strip	SF
6/14/2017	2646A	Vacant Unit	Sanded and applied additional mud to drywall repairs, cleaned up after carpet and pad removal, replaced all light bulbs with LEDs	KM
6/14/2017	2646A	Vacant Unit	Hauled carpet, pad, and trash to dumpster, cleaned out garage, scraped staples from floor, vacuumed, swept, prepped for underlayment	SF
6/15/2017	2646A	Vacant Unit	Sanded patches in sheetrock	KM
6/15/2017	2646A	Vacant Unit	Moved appliances out of unit, pulled up underlayment at back door, pulled staples, removed door trim and bedroom door casing, removed knobs on bi-fold doors	SP
6/16/2017	2646A	Vacant Unit	Cleaned and replaced bathroom vent fan motor, screwed down floor seams to eliminate squeaking, sanded, stained, and varnished counter edges in kitchen and bathroom, cleaned up, located vinyl for living room door area	SF
6/16/2017	2646A	Vacant Unit	Prepped door for installation, began installation, cleaned up	SP
6/16/2017	2646A	Vacant Unit	Sanded and applied additional mud to drywall repairs	KM
6/19/2017	2646A	Vacant Unit	Sanded sheetrock in prep for texture	KM
6/19/2017	2646A	Vacant Unit	Installed door, cut and installed trim	SP
6/19/2017	2646A	Vacant Unit	Removed water heater, installed underlayment, vinyl, and cove base, painted behind water heater and reinstalled, removed and replaced tub drain insert, sanded and varnished counter edges, helped install bedroom door, cleaned bathroom vent fan and replaced fan motor, screwed down floor seams throughout, installed new dishwasher	SF

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6/20/2017	2646A	Vacant Unit	Textured, caulked, spackled, primed, and started painting	SP
6/20/2017	2646A	Vacant Unit	Performed exterior APM inspection, caulked and painted around front windows and garage doors	SF
6/21/2017	2646A	Vacant Unit	Scrubbed cove base, cut in paint	PS
6/21/2017	2646A	Vacant Unit	Painted	SP
6/22/2017	2646A	Vacant Unit	Painted, cut in around borders	PS
6/22/2017	2646A	Vacant Unit	Blew out heaters, lights, and outlets	KM
6/22/2017	2646A	Vacant Unit	Painted	SP
6/23/2017	2646A	Vacant Unit	Painted	SP
6/26/2017	2646A	Vacant Unit	Painted doors, installed door knobs and deadbolts, helped remove toilet	PS
6/26/2017	2646A	Vacant Unit	Cut in paint, painted doors, removed toilet	SP
6/27/2017	2646A	Vacant Unit	Swept floors, painted doors	PS
6/27/2017	2646A	Vacant Unit	Installed underlayment	SP
Work Orders				
6/20/2017	502	Work Order	Performed 90-day inspection, replaced window slide lock, installed new smoke alarm	SF
6/6/2017	508	Work Order	Performed APM inspection, vacuumed bathroom vent fans, cleaned refrigerator coils, vacuumed heaters, cleaned and lubricated windows as needed, adjusted sliding glass door, replaced seals on kitchen faucet and spray diverter, lubed bi-fold roller guides, replaced crimps for light switches	SF
6/14/2017	508	Work Order	Changed ground crimps in outlets and switches to wire nuts as needed, replaced burnt fixture in utility room, installed ducting for the bathroom vent fan	SF
6/20/2017	701	Work Order	Performed annual inspection	SF
6/26/2017	701	Work Order	Performed exterior and interior APM, caulked front and side of home, and started painting front of garage	SF
6/27/2017	701	Work Order	Worked on caulking exterior of home	SF
6/20/2017	704	Work Order	Repaired damaged fence	SF
6/6/2017	708	Work Order	Performed exterior APM inspection, caulked areas of siding and trim	SF
6/6/2017	708	Work Order	Performed APM inspection, cleaned refrigerator coils, vacuumed heaters, cleaned and lubricated windows, tracks, springs, and locks as needed	SF
6/1/2017	2608	Work Order	Worked on painting exterior, caulking gable ends, and painting gutter downspouts	SF
6/1/2017	2608	Work Order	Worked on painting exterior of unit	SP
6/2/2017	2608	Work Order	Cleaned, scrubbed, and painted garage door and trim	SF
6/2/2017	2608	Work Order	Worked on painting trim, installed exterior lights and house numbers, touch up painting	SP
6/21/2017	2614	Work Order	Replaced toilet seat	SF
6/14/2017	2616	Work Order	Installed grab bar in master bathroom	SF

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6/22/2017	2625	Work Order	Started weed eating yard	PS
6/22/2017	2625	Work Order	Started weed eating yard	SP
6/13/2017	2638	Work Order	Looked into electrical issue in garage	SF
6/20/2017	2638	Work Order	Repaired garage side door	SF
6/21/2017	2640	Work Order	Performed periodic inspection, rebuilt kitchen faucet, replaced battery in smoke alarm, replaced bulbs in fixture over sink and garage door opener	SF
6/21/2017	2646	Work Order	Performed exterior APM inspection, caulked and painted unit A front door, painted and caulked unit C garage door trim, painted unit D side garage door and trim, caulked around power boxes	SF
6/22/2017	2646	Work Order	Caulked and painted trim, doors, and windows on front side of building	SF
6/23/2017	2646	Work Order	Caulked and painted trim and doors, measured to replace handrail with plastic lumber	SF
6/20/2017	2658	Work Order	Performed annual inspection	SF
6/16/2017	2659	Work Order	Met with flooring installer to look at vinyl that needs repaired	SF
6/21/2017	2670A	Work Order	Performed periodic inspection	SF
6/7/2017	Office	Work Order	Removed metal hand rails, painted wood stair rails, touched up paint on trim, installed new handicap door signs, completed paperwork, reinstalled metal hand rails	SP
Routine Activities				
6/1/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/1/2017	Office	Routine	Completed paperwork	SF
6/1/2017	Office	Routine	Completed paperwork	SP
6/1/2017	Office	Routine	Gathered fuel slips, brought mail to office, completed daily paperwork	KM
6/1/2017	Operations	Routine	Washed, dried, and folded shop towels, cleaned up around tables	KM
6/2/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/2/2017	Office	Routine	Completed paperwork	SF
6/2/2017	Office	Routine	Watered plants, checked lights	SP
6/2/2017	Operations	Routine	Painted 2608 house numbers, folded shop towels	KM
6/2/2017	Warehouse	Routine	Worked on gate that would not close, photographed construction progress	SP
6/5/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
6/5/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	SP
6/5/2017	Office	Routine	Completed paperwork	SF
6/5/2017	Office	Routine	Made phone calls, completed paperwork	SP
6/5/2017	Operations	Routine	Greased dump trailer, checked and aired up tires, washed trailer, repaired grease fitting on trailer, checked lights, washed van	SP
6/6/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	SP
6/6/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/6/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/6/2017	Office	Routine	Completed paperwork	SF
6/6/2017	Office	Routine	Painted hand rails on entry stairs	SP

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6/6/2017	Operations	Routine	Washed out mowers and weed eater, put new checkout numbers on lawn equipment, installed down spouts, cleaned up, put away paint and tools, aired up golf cart tires	SP
6/6/2017	Operations	Routine	Cleaned out box van, prepped and gathered supplies for APM inspections and repairs	SF
6/6/2017	Operations	Routine	Cleaned out back of van	KM
6/6/2017	Town	Routine	Picked up paint	SP
6/7/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/7/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/7/2017	Office	Routine	Completed paperwork	SF
6/7/2017	Operations	Routine	Washed and scrubbed box van and roof	SF
6/7/2017	Operations	Routine	Performed monthly golf cart maintenance	KM
6/7/2017	Operations	Routine	Cleaned out paint brushes	SP
6/7/2017	Playground	Routine	Pressure washed bus stop, cleaned bathroom, removed cobwebs and wiped down path lights	SF
6/7/2017	Playground	Routine	Dropped off pressure washer	KM
6/7/2017	Town	Routine	Picked up weed eater from repair shop	SP
6/8/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/8/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/8/2017	Office	Routine	Made phone calls, completed paperwork	SP
6/8/2017	Office	Routine	Researched products, completed paperwork	SF
6/8/2017	Town	Routine	Went to Roseburg to pick up new mower deck and parts for John Deere tractor	SP
6/8/2017	Town	Routine	Picked up supplies	SF
6/8/2017	Warehouse	Routine	Met with West Coast Fencing about gate repair	SP
6/9/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/9/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/9/2017	Office	Routine	Ordered materials, downloaded warehouse progress photos	SP
6/9/2017	Office	Routine	Researched products, completed paperwork	SF
6/9/2017	Office	Routine	Watered plants, checked lights	SP
6/9/2017	Operations	Routine	Helped install mower deck	KM
6/9/2017	Operations	Routine	Inventoried parts, unloaded and began assembling new John Deere mower deck	SP
6/9/2017	Operations	Routine	Cleaned out van, helped unload mower deck	SF
6/12/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/12/2017	Housing Area	Routine	Checked mailbox structure lights, brought mail to office	SP
6/12/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/12/2017	Office	Routine	Checked oil in backup generator	KM
6/12/2017	Office	Routine	Completed paperwork	SF
6/12/2017	Operations	Routine	Checked golf cart fluid level	KM
6/12/2017	Operations	Routine	Assembled new John Deere mower deck	SP
6/13/2017	Housing Area	Routine	Delivered notices for Resident Services	SP

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6/13/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/13/2017	Office	Routine	Completed paperwork	SP
6/13/2017	Office	Routine	Completed paperwork	SF
6/13/2017	Operations	Routine	Helped install mower deck	KM
6/13/2017	Operations	Routine	Installed new skid plates on John Deere mower deck, installed deck on tractor, adjusted lift linkage	SP
6/13/2017	Playground	Routine	Checked bathroom for cleanliness	SF
6/14/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/14/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/14/2017	Town	Routine	Fueled box van, picked up underlayment and supplies	SF
6/14/2017	Warehouse	Routine	Checked gate operation	SF
6/15/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/15/2017	Office	Routine	Attended Board meeting	SP
6/15/2017	Office	Routine	Attended Board meeting	SF
6/15/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/15/2017	Office	Routine	Met with Lyman about Youth Corps summer worker, made phone calls, completed paperwork	SP
6/15/2017	Office	Routine	Ordered dumpsters for August, completed paperwork	SF
6/15/2017	Operations	Routine	Cleaned out van	SP
6/15/2017	Town	Routine	Picked up ice for board meeting and new door, fueled van	SP
6/16/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/16/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/16/2017	Office	Routine	Completed paperwork	SF
6/16/2017	Office	Routine	Made phone calls, completed paperwork	SP
6/16/2017	Office	Routine	Watered plants, checked lights	SP
6/16/2017	Operations	Routine	Cut lid for KRA ticket container	SP
6/16/2017	Town	Routine	Picked up glass unit	SP
6/19/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/19/2017	Office	Routine	Met with Debbie to go over APM scheduling, made phone calls, completed paperwork	SF
6/19/2017	Office	Routine	Took out recycling and checked oil in backup generator	KM
6/19/2017	Operations	Routine	Checked golf cart fluid level	KM
6/19/2017	Operations	Routine	Cleaned out back of van, emptied trash	KM
6/20/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/20/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/20/2017	Office	Routine	Completed paperwork	SF
6/21/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/21/2017	Housing Area	Routine	Delivered notices for Resident Services	SP
6/21/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
6/21/2017	Office	Routine	Completed paperwork	SP
6/22/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment	KM
6/22/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM

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6/22/2017	Office	Routine	Completed paperwork	SF
6/22/2017	Town	Routine	Picked up appliances	SF
6/23/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
6/23/2017	Housing Area	Routine	Picked up lawn equipment after resident use	SP
6/23/2017	Office	Routine	Helped load items for Restoration Celebration, completed paperwork	SP
6/23/2017	Office	Routine	Completed paperwork	SF
6/23/2017	Office	Routine	Watered plants, checked lights	SP
6/26/2017	Office	Routine	Completed paperwork	SF
6/26/2017	Operations	Routine	Cleaned out van, gathered supplies and tools	SF
6/26/2017	Town	Routine	Picked up new community mowers	SP
6/26/2017	Warehouse	Routine	Looked into gate issue, closed gate using hand crank, called Reese Electric to take a look at gate	SP
6/27/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
6/27/2017	Housing Area	Routine	Posted pest control notices	PS
6/27/2017	Housing Area	Routine	Dropped off rug cleaner for resident use	SP
6/27/2017	Office	Routine	Completed paperwork	SF
6/27/2017	Operations	Routine	Cleaned and put away lawn mowers	SF
6/27/2017	Warehouse	Routine	Closed gate using hand crank	SP
6/30/2017	Town	Routine	Picked up new hedge trimmer	SP
6/30/2017	Warehouse	Routine	Checked on gate to be sure it was closing	SP
Projects Support				
6/1/2017	Warehouse	Project	Photographed construction progress	SP
6/5/2017	Warehouse	Project	Photographed construction progress	SP
6/6/2017	Warehouse	Project	Photographed construction progress	SP
6/7/2017	Warehouse	Project	Photographed construction progress	SP
6/9/2017	Warehouse	Project	Photographed construction progress	SP
6/12/2017	Warehouse	Project	Photographed construction progress	SP
6/13/2017	Warehouse	Project	Photographed construction progress	SP
6/14/2017	Warehouse	Project	Photographed construction progress	SP
6/15/2017	Warehouse	Project	Photographed construction progress	SP
6/20/2017	Warehouse	Project	Photographed construction progress	SP
6/21/2017	Warehouse	Project	Photographed construction progress	SP
6/22/2017	Warehouse	Project	Photographed construction progress	SP
6/23/2017	Warehouse	Project	Photographed construction progress	SP
6/26/2017	Warehouse	Project	Photographed construction progress	SP
6/27/2017	Warehouse	Project	Photographed construction progress	SP
Tribal Support				
6/21/2017	Operations	Tribal	Cut cedar for cooking fish at Tribal Restoration Celebration	KM
Groundskeeping				
6/1/2017	Housing Area	Grounds	Trash pickup	KM
6/2/2017	Housing Area	Grounds	Trash pickup	KM
6/6/2017	Housing Area	Grounds	Trash pickup	KM

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6/7/2017	Housing Area	Grounds	Trash pickup	KM
6/8/2017	Housing Area	Grounds	Trash pickup	KM
6/9/2017	Housing Area	Grounds	Trash pickup	KM
6/12/2017	Housing Area	Grounds	Trash pickup	KM
6/13/2017	Housing Area	Grounds	Trash pickup	KM
6/13/2017	Housing Area	Grounds	Mowed common areas	SP
6/14/2017	Housing Area	Grounds	Trash pickup	KM
6/14/2017	Housing Area	Grounds	Mowed and weed eaten common areas and vacant lots	SP
6/15/2017	Housing Area	Grounds	Trash pickup	KM
6/16/2017	Housing Area	Grounds	Trash pickup	KM
6/19/2017	Housing Area	Grounds	Trash pickup	KM
6/20/2017	Housing Area	Grounds	Trash pickup	KM
6/21/2017	Housing Area	Grounds	Trash pickup	KM
6/22/2017	Housing Area	Grounds	Trash pickup	KM
6/27/2017	Housing Area	Grounds	Picked up trash, emptied, wiped down, and cleaned all trash and recycling receptacles, hauled trash to dumpster, blew rock off of road on Miluk	SF
6/27/2017	Housing Area	Grounds	Sprayed broadleaf killer along road to 2614 and at playground, returned pressure washer and hoses to Operations	SF
Admin Support				
6/2/2017	Town	Admin	Courier run	KM
6/5/2017	Town	Admin	Courier run	SP
6/6/2017	Town	Admin	Courier run	KM
6/7/2017	Town	Admin	Courier run	KM
6/9/2017	Town	Admin	Courier run	KM
6/15/2017	Town	Admin	Courier run	KM
6/16/2017	Town	Admin	Courier run	KM
6/19/2017	Town	Admin	Courier run	KM
6/20/2017	Town	Admin	Courier run	KM
6/21/2017	Town	Admin	Courier run	KM
6/22/2017	Town	Admin	Courier run	KM
6/23/2017	Town	Admin	Courier run	SP
6/27/2017	Town	Admin	Courier run	SP
Staff Time Off				
6/5/2017			PTO	KM
6/9/2017			Part day PTO	KM
6/15/2017			Part day PTO	SF
6/19/2017			Part day PTO	SP
6/21/2017			Part day PTO	SF
6/23/2017			PTO	KM
6/27/2017			Part day PTO	SF
6/28/2017			Tribal Restoration Day	KM

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6/28/2017			Tribal Restoration Day	SF
6/28/2017			Tribal Restoration Day	SP
6/29/2017			PTO	KM
6/29/2017			PTO	SF
6/29/2017			PTO	SP
6/30/2017			Admin leave for Restoration Day and part day PTO	KM
6/30/2017			Admin leave for Restoration Day and part day PTO	SF
6/30/2017			Admin leave for Restoration Day	SP