

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/13/2017	506	Vacant Unit	Rekeyed locks, cleaned up trash from carport	SF
7/13/2017	506	Vacant Unit	Walked though unit with Dale, cleaned out trash and hauled to dumpster	SP
7/25/2017	506	Vacant Unit	Performed PFR inspection	SP
7/13/2017	512	Vacant Unit	Helped clean out unit and dump trash, painted door, and helped set off bug treatments	PS
7/13/2017	512	Vacant Unit	Rekeyed locks, did a walk through of unit	SF
7/13/2017	512	Vacant Unit	Walked though unit with Dale, cleaned out trash and hauled to dumpster, set off bug treatments	SP
7/17/2017	2620D	Vacant Unit	Inspected unit to make list of supplies needed, picked up supplies and appliances in town, dropped off supplies in garage	SF
7/18/2017	2620D	Vacant Unit	Began repairing holes in walls	KM
7/18/2017	2620D	Vacant Unit	Removed heater boxes, installed seven new boxes and heaters	SF
7/19/2017	2620D	Vacant Unit	Cut plywood for sheet rock repairs, spackled holes in walls	KM
7/19/2017	2620D	Vacant Unit	Prepared for range hood installation, inspected incorrectly labeled wiring and breakers, removed cabinet to relocate wiring for rangehood, reinstalled cabinet	SF
7/19/2017	2620D	Vacant Unit	Spackled holes, emptied closet, put light covers in cabinet, moved bifold doors, assisted with water heater installation	KM
7/20/2017	2620D	Vacant Unit	Carried dishwasher upstairs from garage	SP
7/20/2017	2620D	Vacant Unit	Installed range hood, new dishwasher, and three new thermostats for heaters, drained and replaced water heater	SF
7/21/2017	2620D	Vacant Unit	Cleaned up, strapped water heater, hauled old water heater to garage, researched bathroom fans, installed dryer ducting, hauled appliance boxes to recycling and trash to dumpster	SF
7/21/2017	2620D	Vacant Unit	Sanded holes already spackled, spackled additional holes	KM
7/24/2017	2620D	Vacant Unit	Filled holes, pulled trim from around door, applied drywall mud to wall under window in livingroom	KM
7/24/2017	2620D	Vacant Unit	Set up painting for KYC employee	SP
7/24/2017	2620D	Vacant Unit	Spackled holes in master bedroom, cut out areas for drywall repairs and patched, taped, and mudded, removed trim around master bedroom door for replacement, assisted KYC employee with painting, cleaned up, hauled trash to garage	SF
7/25/2017	2620D	Vacant Unit	Sanded and coated drywall patches, cleaned up	SF
7/25/2017	2620D	Vacant Unit	Sanded spackled holes	KM
7/26/2017	2620D	Vacant Unit	Sanded holes already spackled, spackled additional holes	KM
7/26/2017	2620D	Vacant Unit	Sanded, textured, primed and painted drywall patches, cleaned up, prepped for paint	SF
7/27/2017	2620D	Vacant Unit	Sanded patches in master bathroom and closet, removed doors for painting	KM

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7/31/2017	2620D	Vacant Unit	Finished plumbing relief piping for water heater, installed new vent fan motors, painted walls and doors	SF
7/31/2017	2620D	Vacant Unit	Sanded patched holes	KM
7/3/2017	2646A	Vacant Unit	Replaced outlets and switches	KM
7/5/2017	2646A	Vacant Unit	Cut and installed underlayment	SP
7/5/2017	2646A	Vacant Unit	Cut blinds, gathered screens to be repaired	KM
7/5/2017	2646A	Vacant Unit	Installed shelf brackets	PS
7/6/2017	2646A	Vacant Unit	Helped remove unused tools and trash	PS
7/6/2017	2646A	Vacant Unit	Loaded up unused tools, hauled trash to dumpster, installed toilet	SP
7/7/2017	2646A	Vacant Unit	Vacuumed edges of carpet after flooring installation, installed light covers and face plates, replaced three thermostats, moved tools and supplies out of way for cleaner	SP
7/10/2017	2646A	Vacant Unit	Installed bifold door brackets, made a list of remaining work to do in unit	SP
7/10/2017	2646A	Vacant Unit	Installed heater covers	PS
7/11/2017	2646A	Vacant Unit	Built new screens, repaired drawers in bathroom and kitchen	KM
7/11/2017	2646A	Vacant Unit	Installed bifold doors, vacuumed, installed door knobs, painted bottom of bedroom door, installed towel bar, replace exterior cover plate and two face plates in bedroom, set up pressure washer for Preston	SP
7/11/2017	2646A	Vacant Unit	Pressure washed back deck	PS
7/12/2017	2646A	Vacant Unit	Caulked tub and toilet, scrubbed floors, power snaked the kitchen sink drain, cleaned paint splatter from bathroom floor	SP
7/12/2017	2646A	Vacant Unit	Installed blinds and smoke alarm, cleaned up, put away tools	KM
7/13/2017	2646A	Vacant Unit	Waxed floors, installed shelving, painted bifold door, cleaned out trash and tools	SP
7/14/2017	2646A	Vacant Unit	Helped clean out unit, tagged the refrigerator	KM
7/14/2017	2646A	Vacant Unit	Installed stove, refrigerator and handles, shower rod, paper holder, and laundry bifold doors, cleaned out and swept garage	SP
7/14/2017	2646A	Vacant Unit	Ready for occupancy	
Work Orders				
7/5/2017	701	Work Order	Helped paint exterior of unit	PS
7/5/2017	701	Work Order	Painted exterior of home and caulked where needed	SF
7/7/2017	701	Work Order	Painted, caulked, and removed rotten trim at garage door	SF
7/7/2017	701	Work Order	Pressure washed back end and side of home in prep for painting and caulking	SF
7/10/2017	701	Work Order	Painted and caulked exterior of unit	SF
7/25/2017	701	Work Order	Painted and caulked north end of home and gable	SF
7/31/2017	2609	Work Order	Checked mole traps	SP
7/19/2017	2616	Work Order	Pulled apart and cleaned slow kitchen sink drain, cleaned mildew from bathroom wall and window, cleaned gutters	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
7/10/2017	2646	Work Order	Worked on stair railing	SF
7/11/2017	2646	Work Order	Helped install stair railing	PS
7/11/2017	2646	Work Order	Worked on removing and replacing stair railing, helped Preston with pressure washing set up and clean up	SF
7/12/2017	2646	Work Order	Helped install stair railing	PS
7/12/2017	2646	Work Order	Worked on removing and replacing stair railing	SF
7/13/2017	2646	Work Order	Installed stair railing	SF
7/19/2017	2646	Work Order	Filed edges of plastic stair railing	SF
7/26/2017	2660	Work Order	Repaired items from APM inspection, moved light switch from hallway to bathroom, cut out drywall and mounted support in wall for grab bar, cleaned up	SF
7/27/2017	2660	Work Order	Removed toilet in master bathroom, removed vinyl, cut drywall around toilet area, installed new toilet and valve, cleaned up, patched hall bath drywall, cut out and finished wiring for switch	SF
7/28/2017	2660	Work Order	Loaded dehumidifier, checked drywall patches, gathered tools	SF
Routine Activities				
7/3/2017	Office	Routine	Completed paperwork	KM
7/5/2017	Housing Area	Routine	Gathered fuel slips	SP
7/5/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/5/2017	Office	Routine	Checked oil in backup generator	KM
7/5/2017	Office	Routine	Completed paperwork	SF
7/5/2017	Office	Routine	Tagged new hedge trimmer, met with Lyman about KYC, completed paperwork	SP
7/5/2017	Operations	Routine	Checked fluid level in golf carts	KM
7/6/2017	Housing Area	Routine	Helped clean mailboxes and mailbox structures	PS
7/6/2017	Housing Area	Routine	Cleaned mailboxes and mailbox structures	SP
7/6/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/6/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/6/2017	Office	Routine	Organized a supply order, completed paperwork	SF
7/6/2017	Operations	Routine	Performed monthly maintenance on golf cart	KM
7/6/2017	Operations	Routine	Unloaded van, put away tools	SP
7/7/2017	2646D	Routine	Put inventory tag on new refrigerator	SP
7/7/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/7/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/7/2017	Office	Routine	Completed paperwork	SF
7/7/2017	Office	Routine	Watered plants, checked light bulbs	SP
7/7/2017	Operations	Routine	Cleaned out van	SF
7/7/2017	Warehouse	Routine	Loaded all plastic lumber from storage shed, hauled to 2646D garage, unloaded	SF

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7/10/2017	711	Routine	Looked at brush issue, dropped off weed eater for resident use	SP
7/10/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	SP
7/10/2017	Housing Area	Routine	Ran water in vacant units, checked lights in mailbox structures	SP
7/10/2017	Office	Routine	Met with Anne, ordered supplies, completed paperwork	SF
7/10/2017	Office	Routine	Met with Lyman about warehouse tasks, completed paperwork, brought mail to office	SP
7/10/2017	Operations	Routine	Helped clean out van	PS
7/10/2017	Operations	Routine	Cleaned out carpet cleaner and van	SP
7/11/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/11/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/11/2017	Office	Routine	Completed paperwork	SF
7/11/2017	Office	Routine	Went over employee interview paperwork with Debbie, made phone calls, completed daily paperwork	SP
7/11/2017	Operations	Routine	Performed monthly maintenance on golf cart	KM
7/12/2017	Comm. Garden	Routine	Looked at sprinkler issue	SP
7/12/2017	Housing Area	Routine	Delivered notices for Resident Services, completed appropriate paperwork	SP
7/12/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/12/2017	Office	Routine	Completed paperwork	SF
7/12/2017	Office	Routine	Went over employee interview paperwork with Debbie, made phone calls, completed daily paperwork	SP
7/13/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/13/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/13/2017	Office	Routine	Completed paperwork	SF
7/13/2017	Operations	Routine	Cleaned out van, put away tools	SF
7/14/2017	2646A	Routine	Changed mailbox lock	SF
7/14/2017	2646D	Routine	Cleaned out garage, hauled lumber to 2620D garage, returned tools to operations	SF
7/14/2017	2646D	Routine	Moved old refrigerator out of garage	SP
7/14/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/14/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/14/2017	Office	Routine	Watered plants, checked light bulbs	SP
7/14/2017	Operations	Routine	Washed mop heads, cleaned out and washed van, put away tools	KM
7/17/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/17/2017	Office	Routine	Completed paperwork	SP
7/17/2017	Office	Routine	Completed paperwork	SF
7/17/2017	Operations	Routine	Helped clean out van	PS

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7/17/2017	Operations	Routine	Cleaned out back of van	SF
7/17/2017	Operations	Routine	Cleaned out van, put away tools	SP
7/18/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/18/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/18/2017	Office	Routine	Researched parts, completed paperwork	SF
7/18/2017	Operations	Routine	Worked on weedeater	SF
7/19/2017	2646A	Routine	Installed new timer for exterior lights	SF
7/19/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/19/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/19/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/19/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/19/2017	Office	Routine	Completed paperwork	SF
7/19/2017	Office	Routine	Took out office recycling	KM
7/19/2017	Town	Routine	Fueled van and dropped weedeater off at repair shop	KM
7/19/2017	Town	Routine	Returned saw to repair shop for additional adjustments, , picked up grounds fuel and supplies	SP
7/20/2017	2620B	Routine	Sprayed noisy bathroom fan motor	SF
7/20/2017	2646D	Routine	Checked on issue with no hot water, turned on breaker and washing machine valves, hauled a television to the garage	SF
7/20/2017	Office	Routine	Ran snake in plugged toilet, completed paperwork	SF
7/21/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/21/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/21/2017	Office	Routine	Researched parts for blower fans, put together a supply order	SF
7/21/2017	Office	Routine	Watered plants, checked light bulbs	SP
7/21/2017	Town	Routine	Picked up drain rock to place at 2628 for backyard drainage issues	PS
7/21/2017	Town	Routine	Picked up drain rock to place at 2628 for backyard drainage issues	SP
7/24/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/24/2017	Office	Routine	Checked oil in backup generator	KM
7/24/2017	Office	Routine	Completed paperwork	SF
7/24/2017	Office	Routine	Made phone calls, ordered items, completed paperwork	SP
7/24/2017	Operations	Routine	Checked fluid level in golf carts	KM
7/24/2017	Operations	Routine	Repaired Ford truck	SP
7/24/2017	Town	Routine	Picked up parts and supplies	SP
7/25/2017	2607	Routine	Checked and set mole traps	SP
7/25/2017	Housing Area	Routine	Picked up, cleaned, and dropped off lawn equipment for resident use	KM
7/25/2017	Housing Area	Routine	Delivered Pony Creek Dam Failure Warning System testing flyers	KM
7/25/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/25/2017	Office	Routine	Researched products, completed paperwork	SF

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7/25/2017	Operations	Routine	Cleaned out van, put away tools	SF
7/25/2017	Town	Routine	Picked up appliances for vacant unit, dropped off in 2620D garage	SF
7/26/2017	Housing Area	Routine	Delivered pest control notices	KM
7/26/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/26/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/26/2017	Office	Routine	Completed paperwork	SP
7/26/2017	Office	Routine	Researched products, completed paperwork	SF
7/27/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/27/2017	Office	Routine	Attended Board meeting	SP
7/27/2017	Office	Routine	Attended Board meeting	SF
7/27/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/27/2017	Office	Routine	Completed paperwork	SP
7/27/2017	Office	Routine	Completed paperwork	SF
7/27/2017	Town	Routine	Picked up toilet and supplies	SF
7/28/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/28/2017	Housing Area	Routine	Hauled brush to burn pile	SP
7/28/2017	Office	Routine	Completed paperwork	SF
7/28/2017	Operations	Routine	Helped clean tools out of truck and van	PS
7/28/2017	Operations	Routine	Cleaned tools out of truck and van	SP
7/31/2017	Housing Area	Routine	Loaded old appliances, hauled to scrap yard	SP
7/31/2017	Office	Routine	Helped with paperwork	PS
7/31/2017	Office	Routine	Brought mail to office, completed paperwork	KM
7/31/2017	Office	Routine	Checked oil in backup generator	KM
7/31/2017	Office	Routine	Dewebbed lights on stairs and exterior of office	KM
7/31/2017	Office	Routine	Made phone calls, ordered items, completed paperwork	SP
7/31/2017	Office	Routine	Organized a supply order, completed paperwork	SF
7/31/2017	Operations	Routine	Cleaned out van, hauled recycling to container	SF
7/31/2017	Operations	Routine	Washed out mowers, checked fluid level on golf carts	KM
7/31/2017	Town	Routine	Helped load truck and haul items to scrap yard	PS
7/31/2017	Town	Routine	Fueled van and truck, picked up supplies, dropped off scrap	SP
Projects Support				
7/10/2017	2618	Project	Helped measure yard for front yard makeover	PS
7/10/2017	2618	Project	Measured yard for cost of front yard makeover with resident	SP
7/6/2017	Warehouse	Project	Photographed construction progress	SP
7/7/2017	Warehouse	Project	Photographed construction progress	SP
7/7/2017	Office	Project	Went through and organized warehouse photos with Debbie	SP
7/10/2017	Warehouse	Project	Photographed construction progress	SP
7/11/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
7/12/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
7/13/2017	Warehouse	Project	Photographed construction progress	SP
7/18/2017	Warehouse	Project	Photographed construction progress	SP
7/19/2017	Warehouse	Project	Photographed construction progress	SP
7/20/2017	Warehouse	Project	Photographed construction progress	SP
7/24/2017	Warehouse	Project	Photographed construction progress	SP
7/25/2017	Warehouse	Project	Photographed construction progress	SP
7/26/2017	Warehouse	Project	Attended construction meeting with Anne	SP
7/27/2017	Warehouse	Project	Photographed construction progress	SP
7/28/2017	Warehouse	Project	Helped photograph construction progress	PS
7/28/2017	Warehouse	Project	Photographed construction progress	SP
7/31/2017	Warehouse	Project	Photographed construction progress	SP
Tribal Support				
7/28/2017	Plankhouse	Tribal	Cleaned fish with Tribal staff	KM
Groundskeeping				
7/3/2017	Housing Area	Grounds	Trash pickup	KM
7/5/2017	Housing Area	Grounds	Trash pickup	KM
7/6/2017	Housing Area	Grounds	Trash pickup	KM
7/7/2017	Housing Area	Grounds	Trash pickup	KM
7/11/2017	Housing Area	Grounds	Trash pickup	KM
7/12/2017	Housing Area	Grounds	Trash pickup	KM
7/13/2017	Housing Area	Grounds	Trash pickup	KM
7/14/2017	Housing Area	Grounds	Trash pickup	KM
7/17/2017	Housing Area	Grounds	Helped cut brush and haul to burn pile	PS
7/17/2017	Housing Area	Grounds	Cut brush and hauled to burn pile	SP
7/17/2017	Housing Area	Grounds	Mowed and weedeated entrance and Community Garden, cleaned equipment	SF
7/17/2017	Housing Area	Grounds	Trash pickup	KM
7/18/2017	Housing Area	Grounds	Helped cut brush and haul to burn pile	PS
7/18/2017	Housing Area	Grounds	Cut brush and hauled to burn pile	SP
7/18/2017	Housing Area	Grounds	Mowed Community Garden area and along Miluk Drive	SF
7/18/2017	Housing Area	Grounds	Trash pickup	KM
7/19/2017	Housing Area	Grounds	Helped cut brush and haul to burn pile	PS
7/19/2017	Housing Area	Grounds	Cut brush and hauled to burn pile	SP
7/19/2017	Housing Area	Grounds	Trash pickup	KM
7/19/2017	Housing Area	Grounds	Trash pickup	KM
7/19/2017	Miluk	Grounds	Blew debris and rock off road from entrance to duplexes	SF
7/19/2017	Playground	Grounds	Blew off basketball court, raked the rubber bark	SF
7/20/2017	Housing Area	Grounds	Helped cut brush and haul to burn pile	PS
7/20/2017	Housing Area	Grounds	Cut and hauled brush, blew debris off roadway	SP
7/21/2017	Housing Area	Grounds	Helped cut brush and haul to burn pile	PS
7/21/2017	Housing Area	Grounds	Cut brush and hauled to burn pile	SP

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7/21/2017	Housing Area	Grounds	Trash pickup	KM
7/24/2017	Housing Area	Grounds	Helped cut brush	PS
7/24/2017	Housing Area	Grounds	Trash pickup	KM
7/25/2017	Housing Area	Grounds	Helped cut brush	PS
7/25/2017	Housing Area	Grounds	Trash pickup	KM
7/25/2017	Housing Area	Grounds	Trimmed and pruned landscaping, sprayed yellow jacket nest in duplex landscaping	SP
7/26/2017	Housing Area	Grounds	Trash pickup	KM
7/27/2017	Housing Area	Grounds	Helped cut brush	PS
7/27/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
7/27/2017	Housing Area	Grounds	Trash pickup	KM
7/28/2017	Housing Area	Grounds	Helped cut brush	PS
7/28/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
7/28/2017	Housing Area	Grounds	Trash pickup	KM
7/31/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
7/5/2017	CITCC	Admin	Attended meeting with Preston	SP
7/5/2017	Town	Admin	Courier run	SP
7/5/2017	Town	Admin	Courier run	KM
7/6/2017	Office	Admin	Met with Lyman about KYC schedules and recommendations	SP
7/6/2017	Office	Admin	Met with Lyman about KYC schedules and recommendations	PS
7/6/2017	Town	Admin	Courier run	KM
7/7/2017	Town	Admin	Courier run	KM
7/12/2017	Town	Admin	Courier run	KM
7/13/2017	Town	Admin	Courier run	KM
7/14/2017	Office	Admin	Met with Tribal HR regarding KYC	SP
7/14/2017	Town	Admin	Courier run	KM
7/19/2017	Town	Admin	Courier run	KM
7/19/2017	Town	Admin	Courier run	KM
7/21/2017	Town	Admin	Courier run	KM
7/24/2017	Town	Admin	Courier run	KM
7/26/2017	Town	Admin	Courier run	KM
7/27/2017	Town	Admin	Courier run	KM
7/28/2017	Town	Admin	Courier run	KM
7/31/2017	2639	Admin	Performed annual inspection	SF
7/31/2017	Town	Admin	Courier run	KM
Staff Time Off				
7/3/2017			Admin leave for Independence Day	KM
7/3/2017			Admin leave for Independence Day and part day PTO	SF
7/3/2017			Admin leave for Independence Day and part day PTO	SP
7/4/2017			Independence Day holiday	KM

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7/4/2017			Independence Day holiday	SF
7/4/2017			Independence Day holiday	SP
7/10/2017			Part day PTO	SF
7/10/2017			PTO	KM
7/13/2017			Part day PTO	SF
7/14/2017			Part day PTO	SP
7/14/2017			Part day PTO	SF
7/17/2017			Admin leave for birthday	KM
7/26/2017			Part day PTO	SP
7/28/2017			Part day PTO	SF