

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/10/2017	506	Vacant Unit	Removed cover plates, filled holes	KM
8/11/2017	506	Vacant Unit	Removed all cover plates in living room and bedroom, sanded drywall patches and refilled as needed	KM
8/28/2017	506	Vacant Unit	Removed blinds, sanded holes, prepped for paint in bedroom and living room	KM
8/2/2017	708	Vacant Unit	Walked through unit with Dale	SP
8/3/2017	708	Vacant Unit	Cleaned out trash, hauled to dumpster	PS
8/3/2017	708	Vacant Unit	Cleaned out trash, mowed grass, hauled trash to dumpster, opened unit for K9 training	SP
8/29/2017	708	Vacant Unit	Performed PFR Inspection	SP
8/31/2017	708	Vacant Unit	Unplugged stove to see if it would reset clock having issues	SP
8/1/2017	2620D	Vacant Unit	Helped repair sheetrock	PS
8/1/2017	2620D	Vacant Unit	Painted walls	KM
8/1/2017	2620D	Vacant Unit	Repaired sheetrock around shower and painted	SF
8/2/2017	2620D	Vacant Unit	Sanded, textured, primed, and painted drywall patches and repairs in both bathrooms, put things back together, painted	SF
8/7/2017	2620D	Vacant Unit	Helped install front door	KM
8/7/2017	2620D	Vacant Unit	Helped install front door	SP
8/7/2017	2620D	Vacant Unit	Replaced remaining thermostats, replaced outlet in bedroom, removed and replaced front door	SF
8/8/2017	2620D	Vacant Unit	Adjusted front door, trimmed out interior of door, caulked and trimmed exterior of door	SF
8/8/2017	2620D	Vacant Unit	Removed bifold door mounts, repaired or rebuilt screens	KM
8/9/2017	2620D	Vacant Unit	Finished trimming front door, painted two coats on interior and exterior of door, painted kitchen, touched up paint in hall, cleaned up, installed and painted trim on bedroom door	SF
8/10/2017	2620D	Vacant Unit	Cleaned up, returned tools to van	KM
8/10/2017	2620D	Vacant Unit	Painted exterior of front door, cleaned up, hauled trash out, replaced light bulbs, installed all light fixture globes, moved doors to dining room, swept, cleaned up	SF
8/11/2017	2620D	Vacant Unit	Installed shelving and heater covers	SF
8/14/2017	2620D	Vacant Unit	Installed door knobs and locks, repaired phone jacks, installed shower rods and closet shelves	SF
8/16/2017	2620D	Vacant Unit	Installed new bedroom door and trim, cleaned up	SF
8/16/2017	2620D	Vacant Unit	Unloaded door, helped install	SP
8/16/2017	2620D	Vacant Unit	Unloaded door, helped install	PS
8/21/2017	2620D	Vacant Unit	Finished caulking trim around master bedroom door and jamb, painted first coat, installed blinds	SF
8/22/2017	2620D	Vacant Unit	Cleaned out home, painted second coat of paint on door and trim, hauled trash to dumpster	SF

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8/22/2017	2620D	Vacant Unit	Cleaned out unit	SP
8/25/2017	2620D	Vacant Unit	Patched drywall, installed shelf brackets, coverplates, and lock	SF
8/28/2017	2620D	Vacant Unit	Touched up paint, textured and primed spots in master bedroom, cleaned bathrooms	SF
8/30/2017	2620D	Vacant Unit	Helped haul appliances upstairs	SF
8/30/2017	2620D	Vacant Unit	Moved appliances up from garage, installed range cord, assembled refrigerator, tagged appliances, vacuumed unit in prep for flooring, installed some cover plates	SP
8/31/2017	2620D	Vacant Unit	Cleaned out garage, hauled plastic lumber to another vacant unit	SF
Work Orders				
8/29/2017	510	Work Order	Performed periodic inspection, replaced sprayer head	SF
8/3/2017	709	Work Order	Painted and caulked back exterior of home	SF
8/16/2017	2606	Work Order	Met with contractor to go over needed repairs for an estimate	SP
8/18/2017	2609	Work Order	Checked mole traps	SP
8/1/2017	2628	Work Order	Spread rock and soil for erosion control	SP
8/2/2017	2628	Work Order	Hauled soil to unit for erosion control	SP
8/2/2017	2636	Work Order	Helped repair garage door	PS
8/2/2017	2636	Work Order	Repaired garage door	SF
8/15/2017	2640	Work Order	Removed and replaced exterior caulking	KM
8/16/2017	2640	Work Order	Removed and replaced exterior caulking	KM
8/17/2017	2640	Work Order	Removed and replaced exterior caulking, renailed trim, cleaned up	KM
8/23/2017	2640	Work Order	Removed caulking around garage door	KM
8/25/2017	2640	Work Order	Removed and replaced exterior caulking	KM
8/29/2017	2640	Work Order	Caulked exterior seams, trim, and around windows	KM
8/30/2017	2640	Work Order	Recaulked siding and around windows, renailed some trim, cut out old caulking from trim	KM
8/31/2017	2640	Work Order	Caulked siding and trim around door	KM
8/14/2017	2660	Work Order	Worked on drywall repairs in both bathrooms, set up dehumidifier to help with drying, replaced tub drain insert, lubed tub lever, secured water line for toilet in master bathroom	SF
8/15/2017	2660	Work Order	Installed drywall patch around toilet area in master bathroom, mudded and taped, cleaned out bathroom vent, painted bathroom, cleaned up, replaced master bedroom light fixture	SF
8/16/2017	2660	Work Order	Sanded, mudded, and painted drywall repairs and patches in master bathroom	SF
8/17/2017	2660	Work Order	Sanded, textured, and primed drywall patches, caulked around top and sides of shower, removed side of cabinet to clean and prime, painted door, installed paper roller and towel bar, removed trim from around cabinet, cleaned up	SF
8/22/2017	2660	Work Order	Removed vinyl, scraped floor, vacuumed heater duct, removed trim, began laying underlayment, cleaned up	SF

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8/23/2017	2660	Work Order	Installed underlayment in bathroom, removed toilet, cleaned floor, stapled underlayment, spread floor leveler, scraped edges, cleaned up, installed toilet, finished prepping for vinyl	SF
8/28/2017	2660	Work Order	Prepped for vinyl flooring	SF
8/29/2017	2660	Work Order	Cut vinyl and hauled to unit, prepped bathroom floor, laid and glued vinyl, pulled and reinstalled toilet	SF
8/30/2017	2660	Work Order	Trimmed out bathroom vanity, installed toe kick and cove base, removed toilet and adjusted seal, cleaned up	SF
8/31/2017	2660	Work Order	Mudded, sanded, textured, and primed hallway bathroom	SF
8/28/2017	2670C	Work Order	Repaired faucet and drip under bathroom sink	SF
8/31/2017	2670C	Work Order	Replaced fill valve and flapper in master bathroom, repaired leak under kitchen sink, replaced smoke alarm battery	SF
Routine Activities				
8/1/2017	Housing Area	Routine	Gathered fuel slips	KM
8/1/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/1/2017	Office	Routine	Ordered supplies, completed paperwork	SF
8/1/2017	Operations	Routine	Emptied trash cans	KM
8/1/2017	Operations	Routine	Set up spray tank, hauled trash to dumpster, swept out back of van, cleaned bar oil on floor from chainsaw	SP
8/1/2017	Town	Routine	Picked up supplies	SP
8/1/2017	Town	Routine	Picked up supplies	PS
8/2/2017	Office	Routine	Organized work area, recycled, completed paperwork	SF
8/2/2017	Office	Routine	Attending meeting with KYC employee	SP
8/3/2017	2646	Routine	Hauled lumber from handrail replacement to dumpster	SP
8/3/2017	Office	Routine	Completed paperwork	SF
8/3/2017	Operations	Routine	Washed van, dumped trash	PS
8/4/2017	Town	Routine	Filled grounds fuel cans, had tires rotated on GMC 2500 van	SP
8/7/2017	2661	Routine	Changed inoperable mailbox lock and duplicated keys	SF
8/7/2017	Housing Area	Routine	Mounted community garage sale sign at entrance	SF
8/7/2017	Office	Routine	Completed paperwork	SP
8/7/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/7/2017	Office	Routine	Checked oil in backup generator	KM
8/7/2017	Office	Routine	Completed paperwork	SF
8/7/2017	Operations	Routine	Cleaned out back of van, checked fluid level on golf cart	KM
8/7/2017	Operations	Routine	Cleaned out van, put tools away	SF
8/7/2017	Town	Routine	Picked up supplies	SP
8/8/2017	Housing Area	Routine	Delivered tables for community garage sale	SP
8/8/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/8/2017	Office	Routine	Helped move items	SP
8/8/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/8/2017	Operations	Routine	Made boards and stakes for community garage sale signs	SF

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8/8/2017	Operations	Routine	Repaired kitchen drawer	SP
8/8/2017	Town	Routine	Fueled van, picked up supplies	SF
8/9/2017	Office	Routine	Completed paperwork	SF
8/9/2017	Operations	Routine	Unloaded tools, supplies, and clean towels	SF
8/9/2017	Town	Routine	Picked up supplies	SP
8/10/2017	Housing Area	Routine	Delivered tables for community garage sale	SP
8/10/2017	Housing Area	Routine	Hauled brush to burn pile	SP
8/10/2017	Housing Area	Routine	Picked up, cleaned, and delivered lawn equipment for resident use	KM
8/10/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2017	Office	Routine	Completed paperwork	SF
8/10/2017	Operations	Routine	Folded towels, cut lumber for repairs to bifold door	SF
8/10/2017	Operations	Routine	Sharpened hedge trimmer	SP
8/10/2017	Operations	Routine	Sharpened hedge trimmer	PS
8/11/2017	2636	Routine	Moved couch out of house for community garage sale	SP
8/11/2017	Housing Area	Routine	Picked up, cleaned, and delivered lawn equipment for resident use	KM
8/11/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/11/2017	Office	Routine	Put up community garage sale signs, gathered tables, completed paperwork	SF
8/11/2017	Office	Routine	Watered plants, checked light bulbs	SP
8/11/2017	Playground	Routine	Removed bark from under mats and swings	SF
8/11/2017	Town	Routine	Picked up supplies	SP
8/14/2017	Housing Area	Routine	Picked up tables and donations after community garage sale	SP
8/14/2017	Housing Area	Routine	Picked up community garage sale signs from entrance	SF
8/14/2017	Housing Area	Routine	Picked up, cleaned, and delivered lawn equipment for resident use	KM
8/14/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/14/2017	Office	Routine	Completed paperwork	SF
8/14/2017	Office	Routine	Hauled office recycling to container	KM
8/14/2017	Operations	Routine	Repaired pull rope on lawn mower	SF
8/15/2017	Housing Area	Routine	Helped pick up curbside donations and haul to Goodwill	PS
8/15/2017	Housing Area	Routine	Hauled brush to burn pile	SP
8/15/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/15/2017	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
8/15/2017	Office	Routine	Reviewed summer projects with Lyman and issue with resident using Community Center dumpster	SP
8/15/2017	Town	Routine	Picked up supplies	KM
8/16/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/16/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/16/2017	Office	Routine	Completed paperwork	SF
8/16/2017	Operations	Routine	Cleaned out van, put tools away	SF
8/17/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/17/2017	Office	Routine	Completed paperwork	SF

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8/17/2017	Office	Routine	Put new insurance cards in the vehicles	KM
8/17/2017	Operations	Routine	Cleaned out van, put tools away	SF
8/18/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/18/2017	Housing Area	Routine	Picked up tables after community garage sale	SP
8/18/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/18/2017	Office	Routine	Made phone calls, researched products, completed paperwork	SP
8/18/2017	Office	Routine	Watered plants, checked light bulbs	SP
8/18/2017	Operations	Routine	Cleaned trash from van	KM
8/21/2017	Office	Routine	Completed paperwork	SF
8/22/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/22/2017	Housing Area	Routine	Ran water in vacant units	SP
8/22/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/22/2017	Office	Routine	Reviewed warehouse equipment with Debbie	SP
8/22/2017	Operations	Routine	Cleaned out van, repaired carpet cleaner, loaded up materials	SF
8/22/2017	Operations	Routine	Mixed weed killer, worked on spray pump, cleaned out van	SP
8/22/2017	Playground	Routine	Cleaned bathroom, swept down cobwebs	SP
8/23/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/23/2017	Housing Area	Routine	Posted pest control notices	KM
8/23/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/23/2017	Office	Routine	Completed paperwork	SF
8/23/2017	Office	Routine	Reviewed warehouse equipment with Debbie	SP
8/23/2017	Operations	Routine	Helped replace pump on spray tank	KM
8/23/2017	Operations	Routine	Replaced pump on spray tank	SP
8/23/2017	Operations	Routine	Worked on pump motor for spray tank, cleaned out van, hauled trash to dumpster, loaded materials for floor repairs	SF
8/23/2017	Town	Routine	Picked up supplies	SP
8/25/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2017	Office	Routine	Completed paperwork	SF
8/25/2017	Operations	Routine	Cleaned out van	SF
8/25/2017	Operations	Routine	Picked up nails in driveway	KM
8/25/2017	Playground	Routine	Adjusted toilet flush valve	SF
8/25/2017	Town	Routine	Picked up materials	SF
8/28/2017	Housing Area	Routine	Removed recyclables from community dumpsters, called for another dumpster	SF
8/28/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/28/2017	Office	Routine	Checked oil in backup generator	KM
8/28/2017	Office	Routine	Met with office staff, completed paperwork	SP
8/28/2017	Office	Routine	Met with office staff, completed paperwork	SF
8/28/2017	Operations	Routine	Unloaded supplies and tools from van	SF
8/28/2017	Town	Routine	Picked up supplies	SF
8/29/2017	Housing Area	Routine	Compacted trash in community dumpsters	SP

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8/29/2017	Housing Area	Routine	Removed recyclables from community dumpsters, called for another dumpster	SF
8/29/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/29/2017	Office	Routine	Completed paperwork	SF
8/29/2017	Office	Routine	Ordered door, procured supplies, completed repair billings for former residents	SP
8/29/2017	Operations	Routine	Looked for filter numbers on John Deere for Tribal maintenance	SP
8/29/2017	Operations	Routine	Washed out spray tank and unloaded it from golf cart	SP
8/30/2017	2631	Routine	Looked into flooring issue	SF
8/30/2017	Housing Area	Routine	Compacted trash in community dumpsters	SF
8/30/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/30/2017	Office	Routine	Completed paperwork	SF
8/30/2017	Operations	Routine	Cleaned out van, loaded tools and supplies, hauled items to dumpster	SF
8/31/2017	Housing Area	Routine	Compacted trash in community dumpsters	SP
8/31/2017	Housing Area	Routine	Picked up tables after community garage sale	SF
8/31/2017	Office	Routine	Brought mail to office, completed paperwork	KM
8/31/2017	Office	Routine	Completed paperwork	SF
8/31/2017	Office	Routine	Watered plants, completed paperwork	SP
8/31/2017	Operations	Routine	Helped move items	KM
8/31/2017	Operations	Routine	Checked on contractor, cleaned out room for contractor access	SP
8/31/2017	Operations	Routine	Unloaded van, cleaned up, started a supply list	SF
8/31/2017	Town	Routine	Picked up supplies	SP
Projects Support				
8/3/2017	2618	Project	Met with landscape designer for Front Yard Makeover	SP
8/2/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
8/3/2017	Warehouse	Project	Helped photograph construction progress	PS
8/3/2017	Warehouse	Project	Photographed construction progress	SP
8/4/2017	Warehouse	Project	Photographed construction progress	SP
8/7/2017	Warehouse	Project	Photographed construction progress	SP
8/8/2017	Warehouse	Project	Photographed construction progress	SP
8/9/2017	Warehouse	Project	Photographed construction progress	SP
8/10/2017	Warehouse	Project	Photographed construction progress	SP
8/11/2017	Warehouse	Project	Photographed construction progress	SP
8/14/2017	Warehouse	Project	Photographed construction progress	SP
8/15/2017	Warehouse	Project	Photographed construction progress	SP
8/16/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
8/17/2017	Warehouse	Project	Photographed construction progress	SP
8/18/2017	Warehouse	Project	Photographed construction progress	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/22/2017	Warehouse	Project	Photographed construction progress	SP
8/28/2017	Warehouse	Project	Checked on dryer ducting and use of dryer booster fan	SF
8/28/2017	Warehouse	Project	Looked into gate and dryer ducting issues, photographed construction progress	SP
8/29/2017	Warehouse	Project	Helped plumber jumpstart truck, photographed construction progress	SP
8/30/2017	Warehouse	Project	Photographed construction progress	SP
8/31/2017	Warehouse	Project	Photographed construction progress	SP
Groundskeeping				
8/1/2017	Housing Area	Grounds	Helped spray yellow jackets near duplexes	SF
8/1/2017	Housing Area	Grounds	Applied broadleaf spray along Mexeye Loop, in common areas, near entry, and around duplexes	SF
8/1/2017	Housing Area	Grounds	Sprayed yellow jacket nests near duplexes	SP
8/1/2017	Housing Area	Grounds	Trash pickup	KM
8/2/2017	2620	Grounds	Leveled ground behind fence	SP
8/2/2017	Housing Area	Grounds	Weedeated common areas	PS
8/4/2017	Housing Area	Grounds	Mowed common areas	SP
8/7/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/7/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/7/2017	Housing Area	Grounds	Trash pickup	KM
8/8/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/8/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/8/2017	Housing Area	Grounds	Trash pickup	KM
8/9/2017	Housing Area	Grounds	Cut brush in common areas	PS
8/9/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/10/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/10/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/10/2017	Housing Area	Grounds	Trash pickup	KM
8/11/2017	Housing Area	Grounds	Mowed common areas	SP
8/11/2017	Housing Area	Grounds	Trash pickup	KM
8/14/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/14/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/14/2017	Housing Area	Grounds	Trash pickup	KM
8/15/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/15/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/15/2017	Housing Area	Grounds	Trash pickup	KM
8/16/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	SP
8/16/2017	Housing Area	Grounds	Pruned and trimmed landscaping at duplexes	PS
8/16/2017	Housing Area	Grounds	Trash pickup	KM
8/17/2017	Housing Area	Grounds	Pruned, trimmed, and pulled weeds in landscaping at duplexes	SP
8/17/2017	Housing Area	Grounds	Trash pickup	KM

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8/18/2017	Housing Area	Grounds	Hauled brush to burn pile, compacted pile with backhoe	SP
8/18/2017	Housing Area	Grounds	Trash pickup	KM
8/22/2017	Housing Area	Grounds	Trash pickup	KM
8/23/2017	Housing Area	Grounds	Sprayed weeds in cracks in sidewalks and along the road	SP
8/23/2017	Housing Area	Grounds	Trash pickup	KM
8/25/2017	Housing Area	Grounds	Trash pickup	KM
8/28/2017	Housing Area	Grounds	Sprayed weed control, compacted trash in community dumpsters	SP
8/28/2017	Housing Area	Grounds	Trash pickup	KM
8/29/2017	Housing Area	Grounds	Trash pickup	KM
8/30/2017	Housing Area	Grounds	Trash pickup	KM
8/31/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
8/1/2017	Town	Admin	Courier run	KM
8/3/2017	Town	Admin	Courier run	SP
8/7/2017	Office	Admin	Helped reconcile Family Camp cash and tickets	SP
8/7/2017	Town	Admin	Courier run	KM
8/11/2017	Town	Admin	Courier run	KM
8/14/2017	Town	Admin	Courier run	KM
8/15/2017	Town	Admin	Courier run	KM
8/16/2017	Town	Admin	Courier run	KM
8/18/2017	Town	Admin	Courier run	SP
8/22/2017	Town	Admin	Courier run	KM
8/23/2017	Town	Admin	Courier run	KM
8/25/2017	Town	Admin	Courier run	KM
8/28/2017	Town	Admin	Courier run	KM
8/29/2017	2629	Admin	Performed annual inspection	SF
8/29/2017	Town	Admin	Courier run	KM
8/30/2017	2648	Admin	Performed annual inspection	SF
8/30/2017	Town	Admin	Courier run	SP
8/31/2017	Town	Admin	Courier run	KM
Staff Time Off				
8/2/2017			PTO	KM
8/3/2017			Part day PTO	SF
8/3/2017			PTO	KM
8/4/2017			PTO	SF
8/4/2017			PTO	KM
8/9/2017			PTO	KM
8/10/2017			Part day PTO	SF
8/14/2017			Part day PTO	SF
8/17/2017			Part day PTO	SF
8/18/2017			PTO	SF

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8/21/2017			Admin/PTO	SF
8/21/2017			Admin/PTO	SP
8/21/2017			Admin/PTO	KM
8/21/2017			Part day PTO	SP
8/22/2017			Part day PTO	SF
8/24/2017			Annual Board and Staff training	SF
8/24/2017			Annual Board and Staff training	SP
8/24/2017			Annual Board and Staff training	KM
8/25/2017			PTO	SP
8/31/2017			Part day PTO	SF