

**Coquille Indian Housing Authority  
Maintenance Report  
December 2016**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
12/5/2016	2601	Vacant Unit	Cut out five door frames, removed damaged trim, blew out heaters, outlets and switch boxes, loaded debris into van	SP
12/5/2016	2601	Vacant Unit	Pulled parts off stove, outlet, switch and heater covers, and door and base trim	KM
12/6/2016	2601	Vacant Unit	Checked on unit and items to be completed	SF
12/6/2016	2601	Vacant Unit	Removed range hood, moved appliances to garage, checked for wire crimps, scraped staples from floor	SP
12/6/2016	2601	Vacant Unit	Spackled and sanded holes, pull tape from ceiling	KM
12/7/2016	2601	Vacant Unit	Cut out damaged sheetrock in master bedroom, sanded holes, cleaned up	KM
12/7/2016	2601	Vacant Unit	Pulled staples, swept, cleaned up	SP
12/7/2016	2601	Vacant Unit	Replaced water heater, unloaded replacement doors	SF
12/8/2016	2601	Vacant Unit	Cut out damaged sheet rock in master bedroom, patched, taped, and mudded repairs, pulled trim from around doors, sanded patches	KM
12/8/2016	2601	Vacant Unit	Installed doors	SF
12/8/2016	2601	Vacant Unit	Installed five interior doors, pulled toilets, removed underlayment from both bathrooms	SP
12/9/2016	2601	Vacant Unit	Helped install front door, sanded all sheetrock patches and applied additional mud, cleaned up	KM
12/9/2016	2601	Vacant Unit	Helped install front door, installed trim, and insulated	SP
12/9/2016	2601	Vacant Unit	Removed and installed new front door	SF
12/12/2016	2601	Vacant Unit	Helped install exterior doors, installed trim	SP
12/12/2016	2601	Vacant Unit	Filled gaps around new garage side door, installed threshold, repaired siding, caulked and trimmed exterior of door	SF
12/12/2016	2601	Vacant Unit	Removed garage side door, replaced rotten header, cut siding to fit and installed new door, rekeyed and installed locks	SF
12/12/2016	2601	Vacant Unit	Sanded sheetrock, applied additional coat of mud	KM
12/13/2016	2601	Vacant Unit	Cut and installed trim, marked doors for trim	SP
12/13/2016	2601	Vacant Unit	Sanded and textured patches, cleaned up, helped install front door	KM
12/14/2016	2601	Vacant Unit	Finished installing trim, attached cabinet to wall in laundry room, started caulking trim	SP
12/14/2016	2601	Vacant Unit	Hauled away old door and trash to the dumpster, rekeyed all locks, installed new range hood, cut away drywall around interior of garage side door and installed new trim, cleaned up	SF

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12/14/2016	2601	Vacant Unit	Set and filled nails on door trim	KM
12/15/2016	2601	Vacant Unit	Filled holes and caulked door trim, pulled staples from floor, cleaned up	KM
12/15/2016	2601	Vacant Unit	Finished caulking trim, spackled holes, prepped for paint	SP
12/16/2016	2601	Vacant Unit	Primed walls	SP
12/16/2016	2601	Vacant Unit	Pulled kitchen fixtures and found burnt wires, traced wires for all fixtures, repaired wiring where needed, cleaned up, prepped for painting	SF
12/16/2016	2601	Vacant Unit	Replaced seal in kitchen window, pulled staples and nails in bathrooms	KM
12/19/2016	2601	Vacant Unit	Cleaned window sills, scraped caulking around all windows, cleaned up	KM
12/19/2016	2601	Vacant Unit	Primed and painted	SP
12/19/2016	2601	Vacant Unit	Replaced light fixtures in kitchen and utility room, crawled in attic and installed junction box for kitchen light and new wiring, patched drywall holes in panty, kitchen and bathroom, began painting and cut in	SF
12/20/2016	2601	Vacant Unit	Cut out caulking around bathroom window, cut in painting	KM
12/20/2016	2601	Vacant Unit	Painted	SP
12/21/2016	2601	Vacant Unit	Painted	SP
12/21/2016	2601	Vacant Unit	Painted doors	KM
12/21/2016	2601	Vacant Unit	Replaced glass units in four windows, replaced outlets and switches as needed, removed caulking from utility window trim, renailed, and recaulked	SF
12/22/2016	2601	Vacant Unit	Painted	KM
12/22/2016	2601	Vacant Unit	Painted doors, door frames, and trim	SP
12/22/2016	2601	Vacant Unit	Replaced glass units in living room and bedroom windows, painted doors and trim in utility room, cleaned up, hauled old glass and trash to dumpster, replaced window trim piece on utility room window	SF
12/23/2016	2601	Vacant Unit	Cut out caulking around kitchen window, painted	KM
12/27/2016	2601	Vacant Unit	Began installing underlayment	KM
12/27/2016	2601	Vacant Unit	Cut and installed underlayment	SP
12/27/2016	2601	Vacant Unit	Painted front exterior door, caulked door trim and jambs, cleaned up, removed slider on sliding glass door to clean track, found cracked frame and damage to floor	SF
12/28/2016	2601	Vacant Unit	Cut and installed underlayment	SP

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12/28/2016	2601	Vacant Unit	Installed underlayment	KM
12/28/2016	2601	Vacant Unit	Painted and caulked exterior doors, jambs, and trim	SF
12/29/2016	2601	Vacant Unit	Cleaned up, swept, organized work area, stapled and installed underlayment, pressure washed unit	SP
12/29/2016	2601	Vacant Unit	Stained and varnished cabinet edges in kitchen and bathrooms, cleaned bath fans, replaced vent fan motors, repaired kitchen cabinet under sink	SF
12/1/2016	2670A	Vacant Unit	Vacuumed, swept, wiped off counters, tested and adjusted oven, pressure washed deck, sidewalk, and driveway	SP
12/2/2016	2670A	Vacant Unit	Cleaned out garage, hauled tools to operations and trash to dumpster	SP
12/2/2016	2670A	Vacant Unit	Installed electrical box and ran wiring for booster fan	SF
<b>Work Orders</b>				
12/2/2016	502/504	Work Order	Repaired ridge cap	SP
12/22/2016	709	Work Order	Removed and replaced discharge hose on pump under unit	SF
12/22/2016	2602	Work Order	Cleaned gutters, reattached gutter on back of building	SP
12/12/2016	2611	Work Order	Replaced parts in toilet tank	SF
12/27/2016	2611	Work Order	Investigated water use issue, found leaking water heater, went to town for a replacement	SF
12/28/2016	2611	Work Order	Replaced water heater	SF
12/5/2016	2614	Work Order	Performed APM inspection, replaced vent fan motors, cleaned refrigerator coils, vacuumed heaters	SF
12/23/2016	2624	Work Order	Pressure washed deck	SP
12/6/2016	2628	Work Order	Performed APM inspection, cleaned refrigerator coils, replaced range hood filter, vacuumed heaters	SF
12/1/2016	2631	Work Order	Replaced light switch in bedroom	SF
12/5/2016	2670A	Work Order	Met with Bay Area door, removed trim from door jamb in prep for new rubber trim and seal, hauled old door and parts to dumpster	SF
12/8/2016	2670A	Work Order	Adjusted utility room door tracks	SF
12/12/2016	2670D	Work Order	Removed cabinet, plumbed and installed new dishwasher	SF
12/5/2016	Office	Work Order	Removed leaking water heater, cleaned up water, set up dehumidifier	SF
12/15/2016	Office	Work Order	Gathered supplies for water heater installation, installed and tested new water heater	SF
<b>Routine Activities</b>				
12/1/2016	2611	Routine	Pressure washed ramp to front door	SP

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12/1/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/1/2016	Office	Routine	Completed paperwork	SP
12/1/2016	Operations	Routine	Loaded and organized tools in van, hauled trash to dumpster	KM
12/1/2016	Town	Routine	Dropped off Jeep at repair shop	SP
12/1/2016	Town	Routine	Picked up Platter from Big A, picked up supplies	SF
12/2/2016	Housing Area	Routine	Dropped off lawn equipent for resident use	KM
12/2/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/2/2016	Office	Routine	Completed paperwork	SP
12/2/2016	Office	Routine	Watered plants, checked light bulbs	SP
12/2/2016	Operations	Routine	Finished putting tools in van, mounted fire extinguisher, cleaned out truck	KM
12/2/2016	Operations	Routine	Unloaded, put away, and organized tools	SP
12/5/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/5/2016	Housing Area	Routine	Unloaded trash from van	SP
12/5/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/5/2016	Office	Routine	Completed paperwork	SP
12/5/2016	Operations	Routine	Checked golf cart fluid level	KM
12/5/2016	Operations	Routine	Cleaned out van, unloaded tools and supplies	SF
12/5/2016	Town	Routine	Picked up supplies	SP
12/6/2016	2626	Routine	Advised on proposed sink replacement	SF
12/6/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
12/6/2016	Office	Routine	Completed paperwork	SP
12/6/2016	Office	Routine	Researched tankless water heaters, ordered supplies	SF
12/6/2016	Town	Routine	Picked up supplies	SP
12/7/2016	Housing Area	Routine	Delivered paperwork for office	SP
12/7/2016	Office	Routine	Hung Christmas lights	SF
12/7/2016	Office	Routine	Hung Christmas lights, made phone calls, completed paperwork	SP
12/7/2016	Office	Routine	Researched products, completed paperwork	SF
12/7/2016	Town	Routine	Picked up doors	SP
12/7/2016	Town	Routine	Picked up doors	SF
12/8/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/8/2016	Town	Routine	Assisted with dropping off and picking up Ken's van for new tires, and fueled van	SP
12/8/2016	Town	Routine	Had new tires installed on van	KM
12/9/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/9/2016	Office	Routine	Completed paperwork	SF

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12/9/2016	Office	Routine	Loaded boxes for holiday parties, completed paperwork	SP
12/9/2016	Office	Routine	Watered plants, checked light bulbs	SP
12/12/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/12/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/12/2016	Office	Routine	Checked oil in backup generator, took out recycling	KM
12/12/2016	Office	Routine	Ordered supplies	SF
12/12/2016	Office	Routine	Researched products, completed paperwork	SF
12/12/2016	Office	Routine	Review projects with Lyman, completed paperwork	SP
12/12/2016	Operations	Routine	Checked golf cart fluid level	KM
12/12/2016	Town	Routine	Picked up supplies	SP
12/12/2016	Town	Routine	Picked up supplies	SF
12/13/2016	Housing Area	Routine	Delivered paperwork for office	SP
12/13/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/13/2016	Office	Routine	Completed paperwork	SP
12/14/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/14/2016	Office	Routine	Hung calendar and moved things around	SF
12/14/2016	Office	Routine	Hung calendar, worked on plants, completed paperwork	SP
12/15/2016	801	Routine	Added and deleted gate codes	SF
12/15/2016	Office	Routine	Attended Board meeting	SF
12/15/2016	Office	Routine	Attended Board meeting, completed paperwork	SP
12/15/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/15/2016	Town	Routine	Fueled van, dropped off Platter to pick up Jeep from repair shop, picked up supplies	SF
12/15/2016	Town	Routine	Picked up supplies, picked up Jeep from repair shop	SP
12/16/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/16/2016	Office	Routine	Completed paperwork	SF
12/16/2016	Office	Routine	Watered plants, checked light bulbs	SP
12/19/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/19/2016	Office	Routine	Took out recycling	KM
12/19/2016	Operations	Routine	Checked golf cart fluid level	KM
12/20/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/21/2016	Housing Area	Routine	Replaced bulbs and adjusted fixtures at Killich sign	SF
12/21/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/21/2016	Office	Routine	Completed paperwork	SF
12/22/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/22/2016	Office	Routine	Removed tankless water heater, prepped for return to vendor	SF
12/23/2016	Office	Routine	Watered plants, checked light bulbs	SP

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12/23/2016	Operations	Routine	Helped install new part on pressure washer	KM
12/23/2016	Operations	Routine	Replaced fitting on pressure washer	SP
12/27/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/27/2016	Office	Routine	Ordered sliding glass door for 2601, completed paperwork	SP
12/27/2016	Town	Routine	Dropped off old stoves and water heater at scrap yard	SP
12/27/2016	Town	Routine	Picked up supplies	KM
12/28/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/28/2016	Office	Routine	Completed paperwork	SF
12/29/2016	Housing Area	Routine	Delivered freeze warning door hangers	KM
12/29/2016	Housing Area	Routine	Posted pest control notices	KM
12/29/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
12/29/2016	Office	Routine	Ordered dumpsters, completed paperwork	SF
12/29/2016	Operations	Routine	Cleaned out van, washed shop towels	SF
12/29/2016	Town	Routine	Fueled truck and gas cans for grounds	SP
12/29/2016	Town	Routine	Picked up appliance and materials	SF
<b>Projects Support</b>				
12/1/2016	2670	Projects	Replaced hand railing on front porch and stairs	SF
12/1/2016	2670	Projects	Helped install deck railing	SP
12/2/2016	2670	Projects	Installed handrail on stairs and deck	SF
<b>Groundskeeping</b>				
12/1/2016	Housing Area	Grounds	Trash pickup	KM
12/2/2016	Housing Area	Grounds	Trash pickup	KM
12/5/2016	Housing Area	Grounds	Trash pickup	KM
12/6/2016	Housing Area	Grounds	Trash pickup	KM
12/7/2016	Housing Area	Grounds	Trash pickup	KM
12/8/2016	Housing Area	Grounds	Trash pickup	KM
12/9/2016	Housing Area	Grounds	Trash pickup	KM
12/12/2016	Housing Area	Grounds	Trash pickup	KM
12/13/2016	Housing Area	Grounds	Trash pickup	KM
12/14/2016	Housing Area	Grounds	Trash pickup	KM
12/15/2016	Housing Area	Grounds	Trash pickup	KM
12/16/2016	Housing Area	Grounds	Trash pickup	KM
12/19/2016	Housing Area	Grounds	Trash pickup	KM
12/20/2016	Housing Area	Grounds	Trash pickup	KM
12/21/2016	Housing Area	Grounds	Trash pickup	KM
12/22/2016	Housing Area	Grounds	Trash pickup	KM
12/23/2016	Housing Area	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
12/27/2016	Housing Area	Grounds	Trash pickup	KM
12/28/2016	Housing Area	Grounds	Hauled debris from Sky Garden to burn pile	SP
12/28/2016	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
12/1/2016	520	Admin	Performed 90-day inspection	SF
12/1/2016	2628	Admin	Performed annual inspection	SF
12/1/2016	Town	Admin	Courier run	KM
12/2/2016	Town	Admin	Courier run	KM
12/5/2016	709	Admin	Performed annual inspection	SF
12/5/2016	Town	Admin	Courier run	KM
12/6/2016	Town	Admin	Courier run	KM
12/7/2016	Town	Admin	Courier run	KM
12/8/2016	Town	Admin	Courier run	KM
12/9/2016	Town	Admin	Courier run	KM
12/12/2016	Town	Admin	Courier run	KM
12/13/2016	Town	Admin	Courier run	KM
12/14/2016	Town	Admin	Courier run	KM
12/15/2016	Town	Admin	Courier run	KM
12/20/2016	518	Admin	Performed 90-day inspection	SP
12/20/2016	2617	Admin	Performed annual inspection	SP
12/20/2016	2632	Admin	Performed annual inspection	SP
12/20/2016	2664	Admin	Performed annual inspection	SP
12/20/2016	Town	Admin	Courier run	KM
12/21/2016	Town	Admin	Courier run	KM
12/28/2016	Town	Admin	Courier run	KM
12/29/2016	520	Admin	Performed move out inspection with Resident Services	SP
<b>Staff Time Off</b>				
12/1/2016			Part day PTO	SF
12/8/2016			Part day PTO	SF
12/12/2016			Part day PTO	KM
12/14/2016			Part day PTO	SF
12/15/2016			Part day PTO	SF
12/16/2016			Part day PTO	SP
12/20/2016			Part day PTO	KM
12/20/2016			PTO	SF
12/22/2016			Part day PTO	KM
12/22/2016			Part day PTO	SF

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12/23/2016			Admin leave	SF
12/23/2016			Admin leave/PTO	KM
12/23/2016			Admin leave/PTO	SP
12/26/2016			Christmas holiday	KM
12/26/2016			Christmas holiday	SF
12/26/2016			Christmas holiday	SP
12/27/2016			Part day PTO	SF
12/29/2016			Part day PTO	KM
12/29/2016			Part day PTO	SF
12/30/2016			Admin leave	SF
12/30/2016			Admin leave/PTO	KM
12/30/2016			Admin leave/PTO	SP