

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/19/2017	502	Vacant Unit	Met pest control to spray for fleas	SP
1/24/2017	502	Vacant Unit	Performed PFR inspection	SP
1/24/2017	502	Vacant Unit	Took measurements for possible shower installation, made sure there was a place for the dishwasher	SF
1/3/2017	518	Vacant Unit	Filled and sanded holes	KM
1/5/2017	518	Vacant Unit	Touched up paint	KM
1/6/2017	518	Vacant Unit	Cleaned outlet and switch plates, replaced drip pans on stove, touched up paint	KM
1/9/2017	518	Vacant Unit	Finished caulking, cleaned up	KM
1/10/2017	518	Vacant Unit	Painted around windows, cleaned out	KM
1/10/2017	518	Vacant Unit	Ready for occupancy	SF
1/10/2017	518	Vacant Unit	Rekeyed locks, walked through to check everything	SF
1/3/2017	520	Vacant Unit	Filled and sanded holes	KM
1/4/2017	520	Vacant Unit	Touched up paint	KM
1/6/2017	520	Vacant Unit	Cleaned outlet and switch plates, replaced drip pans on stove, touched up paint	KM
1/9/2017	520	Vacant Unit	Cleaned up unit	KM
1/10/2017	520	Vacant Unit	Painted around windows, cleaned out	KM
1/10/2017	520	Vacant Unit	Rekeyed locks, walked through to check everything, repaired bifold doors in bedroom, waxed kitchen and dining room floors, adjusted sliding glass door	SF
1/3/2017	2601	Vacant Unit	Cut and installed underlayment	SP
1/3/2017	2601	Vacant Unit	Unloaded supplies, cut out deck boards, prepped for sliding glass door replacement	SF
1/4/2017	2601	Vacant Unit	Cut and installed underlayment	SP
1/4/2017	2601	Vacant Unit	Installed new outside light fixture, removed and installed two bedroom fixtures, cleaned light covers, heater covers, shelving brackets, and switch plates	SF
1/5/2017	2601	Vacant Unit	Cut and installed underlayment	SP
1/5/2017	2601	Vacant Unit	Installed deck railing	SF
1/6/2017	2601	Vacant Unit	Installed switch plates, outlet plates, and light globes, cleaned fixture bases, replaced all thermostats, installed new smoke alarms for bedrooms	SF
1/6/2017	2601	Vacant Unit	Stapled down underlayment	SP
1/9/2017	2601	Vacant Unit	Cleaned paint from window sills, caulked windows	KM

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1/9/2017	2601	Vacant Unit	Installed toilet paper holders, towel bars, and shower rods, cleaned and reinstalled bathroom light covers and cover plates, painted door blocks, checked attic and bathroom ducting, installed shelf brackets and hooks, blew out heaters, painted	SF
1/10/2017	2601	Vacant Unit	Helped pull trim from around garage door to fix rot	KM
1/10/2017	2601	Vacant Unit	Removed garage door surround and trim due to rot, cleaned up garage to make room for sliding glass door, looked into utility room window leak	SF
1/11/2017	2601	Vacant Unit	Helped with trim around garage door and caulked	KM
1/11/2017	2601	Vacant Unit	Finished removing garage door surround, installed all new 2x6, trim and caulked, removed band on south side of home and found rot and bad siding, removed trim around utility window and found more rot, removed trim around back door to install new sliding glass door, made phone calls to check on siding	SF
1/12/2017	2601	Vacant Unit	Helped gather materials and frame in floor at back door	KM
1/12/2017	2601	Vacant Unit	Removed sliding glass door, removed deck from the house, repaired exterior rot under door, removed flooring in front of the door, repaired rot, framed in, insulated, and covered	SF
1/13/2017	2601	Vacant Unit	Helped install sliding glass door	SP
1/13/2017	2601	Vacant Unit	Helped install sliding glass door, caulked door and trim	KM
1/13/2017	2601	Vacant Unit	Installed new sliding glass door, cleaned up	SF
1/17/2017	2601	Vacant Unit	Cleaned out trash and hauled to dumpster, cleaned up in unit, installed door knobs, removed handrail caps on back steps	SP
1/17/2017	2601	Vacant Unit	Cleaned up trash and hauled to dumpster, helped install siding at back door, cleaned up for underlayment	KM
1/17/2017	2601	Vacant Unit	Finished up sliding glass door installation, caulked, reattached deck to house, replaced deck board, finished siding under door, trimmed inside of sliding door and insulated the gaps, helped haul trash to dumpster	SF
1/18/2017	2601	Vacant Unit	Cut and installed underlayment, sanded and varnished counter edges, installed bathroom sink stopper	SP
1/18/2017	2601	Vacant Unit	Scraped paint and old caulking from around windows, recaulked, cleaned up	KM
1/18/2017	2601	Vacant Unit	Trimmed and caulked exterior of sliding glass door, patched drywall holes in utility room and around sliding glass door, removed materials from garage	SF
1/19/2017	2601	Vacant Unit	Cleaned and recaulked remaining windows, helped clean garage	KM
1/19/2017	2601	Vacant Unit	Cleaned out garage in prep for garage door installation	SF

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1/19/2017	2601	Vacant Unit	Installed mirrors in bathrooms and door blocks, painted trim around sliding glass door, door blocks, and around kitchen window	SP
1/20/2017	2601	Vacant Unit	Touched up paint, installed door bumpers, cleaned out tools, swept, installed cover plates, prepped for flooring installation	SP
1/23/2017	2601	Vacant Unit	Helped unload siding, opened unit for carpet installers, met with contractor for ENRM repair to siding and laundry room window	SP
1/23/2017	2601	Vacant Unit	Removed garage door panels, hauled to dumpster, unloaded siding	SF
1/24/2017	2601	Vacant Unit	Finished handrails on back deck, installed dishwasher, repaired tile backsplash, recaulked tile seams, gathered blinds to be installed	SF
1/24/2017	2601	Vacant Unit	Vacuumed and cleaned up after flooring installation	SP
1/25/2017	2601	Vacant Unit	Cleaned up garage, installed range, finished securing water heater, installed PVC pipe for water heater pan to outside, caulked vinyl at exterior doors, cut and glued laminate to counter edges, hauled trash to dumpster	SF
1/25/2017	2601	Vacant Unit	Cut blinds, installed brackets, helped move plywood and siding to access stove	KM
1/25/2017	2601	Vacant Unit	Installed toilets and supply lines, shaved down doors, installed shower heads, finished installing door knobs, removed items from counters for cleaner, installed door bumper in master bath	SP
1/26/2017	2601	Vacant Unit	Cleaned up garage, removed glass from old sliding glass door, hauled lumber, siding, and glass to garage of another vacant unit, hauled garbage to dumpster, installed sliding glass door blinds	SF
1/26/2017	2601	Vacant Unit	Finished installing blinds, helped move items from garage	KM
1/26/2017	2601	Vacant Unit	Finished trimming doors, installed and repaired shelf brackets, installed bifold door brackets and doors	SP
1/27/2017	2601	Vacant Unit	Cut toe kick, helped gather supplies from storage for contractor, looked at rot and termite damage	SP
1/27/2017	2601	Vacant Unit	Painted trim and front garage door opening, met with contractor for siding and rot issues, located materials for siding repair	SF
1/27/2017	2601	Vacant Unit	Reglued cove base near doors, cleaned up yard, back deck, and garage, removed tape from cove base	KM
1/30/2017	2601	Vacant Unit	Helped resize trim boards, built new screens	KM
1/30/2017	2601	Vacant Unit	Cleaned out garage and hauled materials to another vacant garage, hauled trash to dumpster, painted trim at sliding glass door, touched up paint on window trim around exterior of home	SF
1/30/2017	2601	Vacant Unit	Ripped down lumber for trim for siding repair	SP
1/30/2017	2601	Vacant Unit	Stained, cut, and installed kitchen trim, cleaned out garage	SP

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1/31/2017	2601	Vacant Unit	Adjusted entry closet bifold doors, cleaned shelving and reinstalled, cleaned items from garage, painted garage, and caulked both tubs and toilets	SP
1/31/2017	2601	Vacant Unit	Painted door trim and base trim in garage, caulked interior of utility room window, patched hole in window sill, pulled dryer vent and added an extension to the ducting, cleaned up garage, hauled materials and tools to operations	SF
1/31/2017	2601	Vacant Unit	Installed new downspouts, refastened others	KM
1/23/2017	2620D	Vacant Unit	Performed move-out inspection with Dale, repaired broken door jamb, rekeyed locks, secured unit	SP
1/23/2017	2620D	Vacant Unit	Walked through with Dale	SF
1/26/2017	2620D	Vacant Unit	Cleaned garbage from garage and hauled to the dumpster, looked at fence line for brush removal project	SF
1/26/2017	2620D	Vacant Unit	Cleaned garbage from garage and hauled to the dumpster, looked at fence line for brush removal project	SP
Work Orders				
1/31/2017	514	Work Order	Performed APM inspection, cleaned refrigerator coils, vacuumed heaters, disconnected living room heater blocked by shelving unit	SF
1/31/2017	2603	Work Order	Looked into issue with stove burner, replaced faulty control unit	SF
1/25/2017	2611	Work Order	Performed APM inspection, vacuumed vent fans and heaters, tightened door hinges	SF
1/26/2017	2611	Work Order	Replaced toilet seat	SF
1/18/2017	2620A	Work Order	Replaced range hood filter and bulb	SF
1/23/2017	2628	Work Order	Helped install dishwasher	SP
1/23/2017	2628	Work Order	Removed cabinet, plumbed in for new dishwasher installation	SF
1/18/2017	2629	Work Order	Cleaned mildew from crawlspace cover and ceiling in closet, raked attic insulation back into place that was pulled away from gable exposing the drywall	SF
1/18/2017	2650	Work Order	Reinstalled gutter that was hanging to the ground	SF
1/30/2017	2650	Work Order	Performed APM inspection, replaced door bell button, replaced insulation on attic cover, scrubbed mildew, raked insulation that had piled up, installed new shower rod brackets, light fixture glass, toilet seat, and toilet flapper, cleaned vent fans and lubed motors, cleaned refrigerator coils, replaced range hood vent filter, vacuumed heaters, tightened hinges where needed	SF
1/10/2017	2651	Work Order	Repaired broken water line at meter	SF
1/30/2017	2670B	Work Order	Unclogged kitchen sink drain, looked into window issue	SF
1/6/2017	2681	Work Order	Changed bulbs for resident	SP
1/3/2017	Playground	Work Order	Helped put light pole back up	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/3/2017	Playground	Work Order	Replaced light pole that had been knocked down, swapped light heads and wiring, tested lights	SF
1/4/2017	Playground	Work Order	Finished up playground light fixture repair	SF
Routine Activities				
1/3/2017	Housing Area	Routine	Picked up Christmas trees and hauled to burn pile	SP
1/3/2017	Office	Routine	Checked oil in backup generator	KM
1/3/2017	Office	Routine	Cleaned and organized things around desk	SF
1/3/2017	Operations	Routine	Checked fluid level on golf cart	KM
1/3/2017	Town	Routine	Dropped off pressure washer for service	SP
1/4/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/4/2017	Office	Routine	Shoveled snow from front steps and area in front of steps	SF
1/5/2017	Housing Area	Routine	Opened up vacant units for cleaner	SP
1/5/2017	Housing Area	Routine	Unlocked doors for residents, opened vacant units for pest control	SF
1/5/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/5/2017	Office	Routine	Took down outside Christmas lights, performed product research	SF
1/6/2017	Housing Area	Routine	Checked into issue with mailbox lights and repaired	SP
1/6/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/6/2017	Office	Routine	Completed paperwork	SF
1/6/2017	Operations	Routine	Helped cut down lumber	SP
1/6/2017	Town	Routine	Picked up tool from repair shop and supplies	SP
1/9/2017	Housing Area	Routine	Picked up Christmas trees and hauled to burn pile	KM
1/9/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/10/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/10/2017	Office	Routine	Ordered supplies, delivered notices, cut wood for shelf in water heater closet	SF
1/11/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/11/2017	Office	Routine	Ordered supplies and completed paperwork	SF
1/13/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/13/2017	Office	Routine	Made phone calls, completed paperwork, watered plants, checked light bulbs, reviewed 2601 repairs with Lyman	SP
1/17/2017	Housing Area	Routine	Checked mailbox structures, ran water in vacant units	SP
1/17/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/17/2017	Office	Routine	Organized and sorted through supply order received	SF
1/17/2017	Operations	Routine	Checked fluid level on golf cart	KM
1/17/2017	Town	Routine	Picked up supplies	SF
1/17/2017	Warehouse	Routine	Helped unload plywood at storage shed	SP
1/18/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/18/2017	Office	Routine	Took out recycling, completed paperwork	SP
1/18/2017	Office	Routine	Put away supply order, completed paperwork	SF
1/18/2017	Town	Routine	Picked up appliances	SF
1/18/2017	Town	Routine	Picked up supplies	SP
1/19/2017	Housing Area	Routine	Delivered notices for Resident Services	SP
1/19/2017	Housing Area	Routine	Moved materials to empty garages, operations, and storage shed	SF
1/19/2017	Housing Area	Routine	Moved materials to empty garages, operations, and storage shed	SP
1/19/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/19/2017	Office	Routine	Made phone calls, completed paperwork	SP
1/19/2017	Office	Routine	Ordered supplies and completed paperwork	SF
1/20/2017	Office	Routine	Hung pictures, watered plants, checked light bulbs in office	SP
1/21/2017	Housing Area	Routine	Checked on occupancy status of unit	SP
1/23/2017	Comm. Garden	Routine	Walked through with Dale	SP
1/23/2017	Office	Routine	Completed paperwork, made phone calls, replaced heater thermostat in file room	SF
1/23/2017	Town	Routine	Picked up materials	SF
1/23/2017	Town	Routine	Picked up supplies	SP
1/24/2017	Housing Area	Routine	Gave CITPD vehicle a jump	SP
1/24/2017	Office	Routine	Completed paperwork	SF
1/24/2017	Operations	Routine	Cleaned out supplies and materials from van	SF
1/24/2017	Operations	Routine	Cleaned out van	SP
1/24/2017	Town	Routine	Fueled van, picked up supplies	SP
1/25/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/25/2017	Office	Routine	Ordered supplies and completed paperwork	SF
1/26/2017	Housing Area	Routine	Looked at dead cedars that need removed with Lyman	SP
1/26/2017	Housing Area	Routine	Posted pest control notices	KM
1/26/2017	Office	Routine	Attended Board meeting	SF
1/26/2017	Office	Routine	Attended Board meeting	SP
1/26/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/27/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/27/2017	Office	Routine	Watered plants	SP
1/27/2017	Town	Routine	Picked up supplies	SP
1/30/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/30/2017	Office	Routine	Completed paperwork	SF
1/30/2017	Office	Routine	Reviewed list of units for inspection with Lyman, completed paperwork	SP
1/30/2017	Operations	Routine	Checked fluid level on golf cart	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/30/2017	Operations	Routine	Cleaned out van	SF
1/30/2017	Town	Routine	Picked up supplies	SP
1/31/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
1/31/2017	Office	Routine	Completed paperwork	SP
1/31/2017	Operations	Routine	Cleaned out and reorganized tools in van	KM
1/31/2017	Town	Routine	Fueled van	KM
Groundskeeping				
1/3/2017	Housing Area	Grounds	Trash pickup	KM
1/4/2017	Housing Area	Grounds	Trash pickup	KM
1/5/2017	Housing Area	Grounds	Trash pickup	KM
1/6/2017	Housing Area	Grounds	Trash pickup	KM
1/9/2017	Housing Area	Grounds	Trash pickup	KM
1/10/2017	Housing Area	Grounds	Trash pickup	KM
1/11/2017	Housing Area	Grounds	Trash pickup	KM
1/17/2017	Housing Area	Grounds	Trash pickup	KM
1/18/2017	Housing Area	Grounds	Trash pickup	KM
1/19/2017	Housing Area	Grounds	Trash pickup	KM
1/25/2017	Housing Area	Grounds	Trash pickup	KM
1/26/2017	Housing Area	Grounds	Trash pickup	KM
1/27/2017	Housing Area	Grounds	Trash pickup	KM
1/30/2017	Housing Area	Grounds	Trash pickup	KM
1/31/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/4/2017	Town	Admin	Courier run	KM
1/5/2017	Town	Admin	Courier run	KM
1/6/2017	Town	Admin	Courier run	KM
1/9/2017	Housing Area	Admin	Delivered notices for Resident Services	SF
1/9/2017	Town	Admin	Courier run	KM
1/10/2017	Town	Admin	Courier run	KM
1/11/2017	Town	Admin	Courier run	KM
1/13/2017	Town	Admin	Courier run	KM
1/17/2017	Town	Admin	Courier run	KM
1/19/2017	Town	Admin	Courier run	KM
1/20/2017	Town	Admin	Courier run	SP
1/24/2017	514	Admin	Performed annual inspection	SF
1/24/2017	2650	Admin	Performed annual inspection	SF
1/24/2017	Town	Admin	Courier run	SP

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1/25/2017	Town	Admin	Courier run	KM
1/26/2017	Town	Admin	Courier run	KM
1/27/2017	2605	Admin	Performed 90-day inspection	SF
1/27/2017	Town	Admin	Courier run	KM
1/30/2017	Town	Admin	Courier run	KM
1/31/2017	2603	Admin	Performed annual inspection	SF
1/31/2017	Town	Admin	Courier run	KM
Staff Time Off				
1/3/2017			Part day admin leave for weather conditions	KM
1/3/2017			Part day admin leave for weather conditions	SP
1/3/2017			Part day admin leave for weather conditions	SF
1/4/2017			Part day admin leave for weather conditions	SP
1/4/2017			Part day admin leave for weather conditions	SF
1/4/2017			Part day admin leave for weather conditions	KM
1/5/2017			Part day admin leave for weather conditions	KM
1/5/2017			Part day admin leave for weather conditions	SF
1/5/2017			Part day PTO	SF
1/6/2017			Part day PTO	KM
1/9/2017			PTO	SP
1/10/2017			Part day PTO	KM
1/10/2017			PTO	SP
1/11/2017			PTO	SP
1/12/2017			Part day PTO	KM
1/12/2017			PTO	SP
1/16/2017			Martin Luther King holiday	KM
1/16/2017			Martin Luther King holiday	SF
1/16/2017			Martin Luther King holiday	SP
1/19/2017			Part day PTO	SF
1/19/2017			Part day PTO	KM
1/20/2017			PTO	SF
1/20/2017			PTO	KM
1/23/2017			PTO	KM
1/24/2017			PTO	KM
1/25/2017			Part day PTO	SP
1/31/2017			Part day PTO	KM