

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
10/4/2016	510	Vacant Unit	Loaded up old appliances for disposal	SP
10/7/2016	510	Vacant Unit	Replaced angle stop washers, installed thermostats	SP
10/10/2016	510	Vacant Unit	Shut off power, cleaned outlets and switches, rekeyed locks, began cleaning up after carpet installation, swept, began scrubbing floors	SP
10/11/2016	510	Vacant Unit	Finished scrubbing floor, installed toilet seat and light bulbs	SP
10/13/2016	510	Vacant Unit	Caulked tub, toilet, and bathroom sink, installed light fixture in laundry closet, installed light covers, replaced fill valve in toilet, cleaned shelf brackets	SP
10/13/2016	510	Vacant Unit	Installed doors, cover plates, and shelf brackets after painting was complete	SF
10/14/2016	510	Vacant Unit	Installed smoke detectors, mopped and waxed floors, removed base trim and toe kick from cabinets, installed mirror in bathroom and earthquake strap on water heater	SP
10/14/2016	510	Vacant Unit	Pulled fan motor from bathroom vent, cleaned and lubed motor, installed new water heater	SF
10/17/2016	510	Vacant Unit	Cut and installed toe kick and trim, installed shower wand	SP
10/17/2016	510	Vacant Unit	Installed blind brackets	KM
10/17/2016	510	Vacant Unit	Removed rust and painted heater grills, troubleshot shower wand, replaced screen material on sliding glass screen door, met with contractor for tub repair	SF
10/18/2016	510	Vacant Unit	Cut and installed trim, installed paper holder and towel bar in bathroom, filled holes in tile from old door stop, removed trash from unit	SP
10/18/2016	510	Vacant Unit	Cut blinds and installed support brackets, removed tools, cleaned up	KM
10/18/2016	510	Vacant Unit	Installed bifold doors for utility room, installed new mirror in bathroom, pulled heaters out from box, cleaned fan and coils, and reinstalled	SF
10/21/2016	510	Vacant Unit	Installed blinds, rebuilt screens	KM
10/24/2016	510	Vacant Unit	Cleaned out unit, caulked trim in bathroom, touched up paint, sanded filler in tile, cut new keys	SP
10/24/2016	510	Vacant Unit	Uncrated refrigerator, reversed door swing, and installed, uncrated and installed new stove, installed new patio and kitchen blinds, took apart and repaired shower valve, installed and keyed lock on patio door, replaced carport light switch and new exterior cover plate, cleaned up, installed shower rod	SF

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10/25/2016	510	Vacant Unit	Rebuilt and installed screens, cleaned out storage shed, removed tools from unit	SF
10/25/2016	510	Vacant Unit	Tested oven, cleaned kitchen sink, swept and mopped floors, cleaned all items out of unit	SP
10/25/2016	510	Vacant Unit	Ready for occupancy	
10/3/2016	2605	Vacant Unit	Filled and sanded holes in walls, removed light switch and plug covers, finished caulking inside windows	KM
10/3/2016	2605	Vacant Unit	Removed toilet	SP
10/4/2016	2605	Vacant Unit	Cleaned mildew from behind toilet, blew out refrigerator coils, washed light covers, wiped down all switch and outlet plates	KM
10/4/2016	2605	Vacant Unit	Removed door and trim from bedroom, replaced all angle stop washers, loaded trash and hauled to dumpster	SP
10/5/2016	2605	Vacant Unit	Replaced kitchen light fixture, lubed rollers and made adjustments on sliding glass door, tightened door locks, replaced bulbs and installed light covers, helped install toilet	SF
10/5/2016	2605	Vacant Unit	Touched up paint, removed blind brackets	KM
10/5/2016	2605	Vacant Unit	Touched up paint, installed toilet, cut out caulking and recaulked toilets and tubs in both bathrooms, rekeyed and lubed locks	SP
10/6/2016	2605	Vacant Unit	Painted around windows, touched up paint, cleaned up, swept	KM
10/6/2016	2605	Vacant Unit	Touched up paint, removed deck rails to be replaced	SP
10/7/2016	2605	Vacant Unit	Installed dryer vent, unloaded splash blocks	SP
10/7/2016	2605	Vacant Unit	Removed old caulking in bathroom window and cleaned off paint, touched up paint	KM
10/7/2016	2605	Vacant Unit	Removed slider screen, replaced material, and reinstalled	SF
10/10/2016	2605	Vacant Unit	Cut blinds and pulled old brackets	KM
10/10/2016	2605	Vacant Unit	Scrubbed floors	SP
10/11/2016	2605	Vacant Unit	Cleaned, mopped, and waxed floors	SP
10/11/2016	2605	Vacant Unit	Finished repairing door, cut blinds and installed brackets	KM
10/12/2016	2605	Vacant Unit	Installed and trimmed out door, caulked and spackled	SP
10/12/2016	2605	Vacant Unit	Installed door, finished cutting blinds, cleaned up	KM
10/13/2016	2605	Vacant Unit	Painted pantry door, new doors, and trim, touched up paint	SP
10/14/2016	2605	Vacant Unit	Checked on progress of cleaning contractor	SP
10/14/2016	2605	Vacant Unit	Painted bedroom door, touched up paint	KM
10/19/2016	2605	Vacant Unit	Cut and installed deck rails, cleaned counter edges and stove, cleaned out tools, moved golf cart and mower to storage	SP
10/19/2016	2605	Vacant Unit	Installed blinds, cleaned out garage, and assisted with handrail on back deck	KM

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10/20/2016	2605	Vacant Unit	Finished touch up painting, cleaned stove, wiped down all counters, cleaned out and swept garage	KM
10/21/2016	2605	Vacant Unit	Final walk through of unit, installed screen on foundation vents and plumbing entries under home	SF
10/21/2016	2605	Vacant Unit	Installed blind slat on sliding door	KM
10/21/2016	2605	Vacant Unit	Weedeated, installed downspout and splash blocks, replaced fill valve and toilet seat in main bathroom, cleaned kitchen sink, tested stove, swept and mopped, programmed garage door remote	SP
10/25/2016	2605	Vacant Unit	Mowed lawn	SP
10/21/2016	2605	Vacant Unit	Ready for occupancy	
10/25/2016	2646D	Vacant Unit	Prepped home for paint and carpet, removed all cover plates, light fixtures, doors, door knobs, shelving, towel bars, mirrors, and brackets	SF
10/27/2016	2646D	Vacant Unit	Removed doors, began removing carpet and padding	SF
10/28/2016	2646D	Vacant Unit	Removed carpet and padding, moved furniture around, hauled carpet and padding to garage	SF
10/31/2016	2646D	Vacant Unit	Prepped for carpet and appliance movers	SF
Work Orders				
10/27/2016	510	Work Order	Looking into electrical issue, repaired leaking washing machine valves	SF
10/28/2016	510	Work Order	Installed dining room fixture	SF
10/25/2016	706	Work Order	Looked into and repaired electrical issue in kitchen	SF
10/14/2016	709	Work Order	Prepped for storm, ran extension cord from garage to pump, checked operation, left small generator in case power went out during storm	SF
10/18/2016	709	Work Order	Looked into toilet issues, picked up generator, took measurements for deck board to be replaced	SF
10/19/2016	709	Work Order	Replaced toilet in master bath, pulled sink baskets in kitchen and sealed with new putty to stop leaks, rebuilt spare toilet, replaced all tank parts, cleaned up	SF
10/20/2016	709	Work Order	Cut out old rotten deck board and replaced with pressure treated board	SF
10/5/2016	2607	Work Order	Helped resident with drain issue	SP
10/18/2016	2607	Work Order	Performed APM inspection, replaced bathroom vent motors, inspected crawl space wood to be replaced, cleaned refrigerator coils, replaced range hood filter, vacuumed heaters, tightened door hinges	SF

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10/20/2016	2607	Work Order	Built box for crawl space cover	SF
10/13/2016	2614	Work Order	Dug trench in side yard for rainwater run off	SF
10/25/2016	2616	Work Order	Performed APM inspection, vacuumed vent fans in bathroom, cleaned refrigerator coils, replaced spray diverter and lubed faucet parts in kitchen, vacuumed heaters	SF
10/25/2016	2618	Work Order	Cleaned gutters	SF
10/6/2016	2620	Work Order	Looked into fence issues, researched materials	SF
10/11/2016	2620	Work Order	Began replacing rotten fence posts and removing concrete from ground	SF
10/12/2016	2620	Work Order	Cleaned gutters	SP
10/12/2016	2620	Work Order	Cleaned gutters	SF
10/12/2016	2620	Work Order	Repaired fence, replaced posts	SF
10/3/2016	2624	Work Order	Cleaned bathroom fan, replaced window balance, replaced light bulb in bathroom, seeded yard, repaired garage door	SP
10/17/2016	2624	Work Order	Performed APM inspection, removed and replaced caulking around tubs, vacuumed bathroom vent fans, cleaned refrigerator coils, replaced range hood filter, vacuumed heaters, lubed and tightened door hinges, replaced light switch for entry light	SF
10/25/2016	2624	Work Order	Cleaned gutters	SF
10/11/2016	2626	Work Order	Performed APM inspection, removed and replaced water heater, removed shower valve, troubleshot issue with hot water, cleaned drywall above garage door, vacuumed heaters	SF
10/13/2016	2629	Work Order	Removed and replaced two toilets, hauled old ones to dumpster	SF
10/18/2016	2631	Work Order	Cleaned bathroom sink drain, replaced tub insert and stopper	SF
10/20/2016	2631	Work Order	Performed APM inspection, vacuumed and repaired bathroom vent fans, cleaned refrigerator coils, replaced range hood filter and stove drip pans, vacuumed heaters, tightened door hinges	SF
10/31/2016	2638	Work Order	Repaired garage door opener	SF
10/19/2016	2640	Work Order	Performed APM inspection, vacuumed and repaired bathroom vent fans, cleaned refrigerator coils, vacuumed heaters	SF
10/27/2016	2651	Work Order	Performed APM inspection, repaired kitchen drawer, refrigerator shelf, kitchen faucet, and sprayer, cleaned vent fans in bathroom, unplugged bathroom sink and replaced aerator, replaced range hood filter, stove drip pans, and GFCI in kitchen, vacuumed heaters, lubricated window tracks, tightened door hinges	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/7/2016	2664	Work Order	Pulled noisy fan from utility room, cleaned, vacuumed, and lubed, troubleshot blend air unit in furnace, cleaned fan, vacuumed out furnace area and grill, replaced filter but could not get trouble light to go out, shut off breaker and called for repairs	SF
10/13/2016	2664	Work Order	Met with Chambers to look into issue with furnace	SF
10/12/2016	2670	Work Order	Worked on replacing deck railing	SF
10/6/2016	2670A	Work Order	Performed APM inspection, vacuumed heaters, lubricated window tracks	SF
10/25/2016	2670C	Work Order	Repaired leaking toilet	SF
10/31/2016	2670D	Work Order	Performed APM inspection, replaced bathroom vent fans and fan motor in master bathroom, replaced range hood filter and stove drip pans, cleaned refrigerator coils, vacuumed heaters	SF
10/11/2016	Office	Work Order	Helped install telescoping monitor mounts and route cables	SP
Routine Activities				
10/3/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/3/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/3/2016	Office	Routine	Checked oil in backup generator	KM
10/3/2016	Office	Routine	Performed procurement for van storage cabinets, completed paperwork	SP
10/3/2016	Operations	Routine	Checked fluid level in golf cart	KM
10/3/2016	Town	Routine	Picked up supplies	SP
10/4/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/4/2016	Operations	Routine	Helped load and unload appliances	KM
10/4/2016	Operations	Routine	Hooked up dump trailer to truck	SP
10/4/2016	Town	Routine	Hauled old appliances to scrap yard	SP
10/5/2016	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
10/5/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/5/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/5/2016	Office	Routine	Made phone calls and completed paperwork	SP
10/5/2016	Office	Routine	Scheduled APM inspections, went through emails, checked on lumber for fourplex handrails, completed paperwork	SF
10/5/2016	Town	Routine	Picked up appliances	SF
10/6/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/6/2016	Office	Routine	Attended Board meeting	SF

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10/6/2016	Office	Routine	Attended Board meeting, ordered supplies, completed paperwork	SP
10/6/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/6/2016	Office	Routine	Made phone calls and completed paperwork	SF
10/6/2016	Operations	Routine	Unloaded plastic lumber	SP
10/6/2016	Town	Routine	Picked up plastic lumber and unloaded	SF
10/6/2016	Town	Routine	Picked up supplies	SP
10/7/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/7/2016	Office	Routine	Completed paperwork	Sf
10/7/2016	Office	Routine	Ordered supplies, completed paperwork	SP
10/7/2016	Office	Routine	Watered plants and checked light bulbs in office	SP
10/7/2016	Operations	Routine	Cleaned out van	SP
10/10/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/10/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/10/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/10/2016	Office	Routine	Checked oil in backup generator	KM
10/10/2016	Operations	Routine	Checked fluid level in golf cart	KM
10/10/2016	Town	Routine	Fueled van, picked up supplies	SP
10/11/2016	Housing Area	Routine	Lubed mailbox lock as requested by resident	SP
10/11/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/11/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/11/2016	Office	Routine	Completed paperwork	SF
10/11/2016	Operations	Routine	Cleaned out van, loaded materials	SF
10/12/2016	Housing Area	Routine	Posted weather notice door hangers	KM
10/12/2016	Housing Area	Routine	Measured ADA decks and ramps on various units for insurance	SP
10/12/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/12/2016	Office	Routine	Made phone calls and completed paperwork	SF
10/12/2016	Operations	Routine	Cleaned out box van, hauled stuff to dumpster	SF
10/12/2016	Town	Routine	Picked up supplies	SP
10/13/2016	Office	Routine	Made phone calls and completed paperwork	SF
10/13/2016	Office	Routine	Took measurements, gathered information for insurance	SP
10/13/2016	Operations	Routine	Unloaded lumber and tools from van, cleaned out van, loaded toilets and supplies	SF

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10/14/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/14/2016	Office	Routine	Completed paperwork	SF
10/14/2016	Office	Routine	Watered plants and checked light bulbs in office	SP
10/17/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/17/2016	Housing Area	Routine	Made list of residents with trailers and vehicles parked in yards and delivered notices	SP
10/17/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/17/2016	Office	Routine	Checked oil in backup generator	KM
10/17/2016	Office	Routine	Gathered info for Anne for insurance replacement costs	SP
10/17/2016	Office	Routine	Product research, priced playground fixtures for insurance, ordered supplies	SF
10/17/2016	Operations	Routine	Checked fluid level in golf cart	KM
10/17/2016	Playground	Routine	Helped measure concrete	SF
10/17/2016	Playground	Routine	Measured all concrete, bus stop shelter, and bathroom for insurance	SP
10/17/2016	Town	Routine	Picked up supplies	SP
10/18/2016	Housing Area	Routine	Loaded refrigerator and television that were dumped at Rock Garden and took to recycling	SP
10/18/2016	Housing Area	Routine	Loaded refrigerator and television that were dumped at Rock Garden and took to recycling	SF
10/18/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/18/2016	Office	Routine	Gathered info for Anne for insurance replacement costs, completed service notices for Resident Services, completed paperwork	SP
10/18/2016	Operations	Routine	Cleaned out van, unloaded lumber	SF
10/19/2016	Housing Area	Routine	Looked into mailbox lock issue, opened mailbox for resident to get mail	SP
10/19/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/19/2016	Office	Routine	Completed paperwork	SF
10/19/2016	Office	Routine	Met with Anne for insurance replacement costs, made phone calls	SP
10/19/2016	Operations	Routine	Put away supply order	SF
10/19/2016	Town	Routine	Picked up supplies	SP
10/19/2016	Town	Routine	Picked up supplies	SF

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10/20/2016	Housing Area	Routine	Changed mailbox lock not working properly	SP
10/20/2016	Housing Area	Routine	Checked on and replaced bulbs at sign on Miluk	SF
10/20/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/20/2016	Office	Routine	Gathered info for Anne for insurance replacement costs, completed paperwork	SP
10/20/2016	Office	Routine	Researched materials, made phone calls, completed paperwork	SF
10/20/2016	Town	Routine	Picked up supplies	SP
10/21/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/21/2016	Housing Area	Routine	Replaced exterior bulbs on all fourplexes	SF
10/21/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/21/2016	Office	Routine	Watered plants and checked light bulbs in office	SP
10/21/2016	Operations	Routine	Cleaned van, hauled toilet and garbage to dumpster	SF
10/21/2016	Operations	Routine	Rearranged access to flat bed golf cart	KM
10/21/2016	Town	Routine	Picked up supplies	SP
10/24/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/24/2016	Office	Routine	Made phone calls and completed paperwork	SF
10/24/2016	Office	Routine	Researched costs for insurance purposes for Anne, completed paperwork	SP
10/24/2016	Operations	Routine	Unloaded van, put away tools	SP
10/25/2016	Office	Routine	Researched materials, made phone calls, completed paperwork	SF
10/25/2016	Office	Routine	Researched materials, made phone calls, completed paperwork	SF
10/25/2016	Operations	Routine	Cleaned out van, hauled items to dumpster and recycling	SF
10/25/2016	Operations	Routine	Cleaned out van, put tools away	SP
10/25/2016	Town	Routine	Dropped off van at repair shop for maintenance	SP
10/25/2016	Town	Routine	Picked Platter up from repair shop	SF
10/26/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/26/2016	Operations	Routine	Cleaned out van, repaired hole on top of golf cart, put tools away	KM
10/27/2016	Housing Area	Routine	Hauled brush to burn pile	KM
10/27/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/27/2016	Office	Routine	Completed paperwork	SF

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10/27/2016	Playground	Routine	Met electrician to look at basketball court lights not working	SF
10/28/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
10/28/2016	Office	Routine	Completed paperwork	SF
10/28/2016	Office	Routine	Watered plants and checked light bulbs in office	KM
10/31/2016	Office	Routine	Completed paperwork	SF
Groundskeeping				
10/3/2016	Housing Area	Grounds	Trash pickup	KM
10/4/2016	Housing Area	Grounds	Swept rocks from road near entrance	KM
10/4/2016	Housing Area	Grounds	Trash pickup	KM
10/5/2016	Housing Area	Grounds	Trash pickup	KM
10/6/2016	Housing Area	Grounds	Trash pickup	KM
10/7/2016	Housing Area	Grounds	Trash pickup	KM
10/10/2016	Housing Area	Grounds	Trash pickup	KM
10/11/2016	Housing Area	Grounds	Trash pickup	KM
10/12/2016	Housing Area	Grounds	Trash pickup	KM
10/14/2016	Housing Area	Grounds	Trash pickup	KM
10/17/2016	Housing Area	Grounds	Trash pickup	KM
10/18/2016	Housing Area	Grounds	Trash pickup	KM
10/19/2016	Housing Area	Grounds	Trash pickup	KM
10/20/2016	Housing Area	Grounds	Trash pickup	KM
10/21/2016	Housing Area	Grounds	Trash pickup	KM
10/26/2016	Housing Area	Grounds	Trash pickup	KM
10/27/2016	Housing Area	Grounds	Trash pickup	KM
10/27/2016	Housing Area	Grounds	Trimmed brush in front of signs for visibility	KM
10/28/2016	Housing Area	Grounds	Trash pickup	KM
10/28/2016	Housing Area	Grounds	Trimmed brush at entrance and hauled to burn pile	KM
Admin Support				
10/3/2016	2624	Admin	Performed annual inspection	SP
10/3/2016	Town	Admin	Courier run	KM
10/4/2016	Town	Admin	Courier run	SP
10/5/2016	Town	Admin	Courier run	KM
10/6/2016	Town	Admin	Courier run	KM
10/7/2016	Town	Admin	Courier run	KM
10/10/2016	Town	Admin	Courier run	KM
10/11/2016	Town	Admin	Courier run	KM
10/12/2016	Town	Admin	Courier run	KM
10/14/2016	Town	Admin	Courier run	SP

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10/17/2016	Town	Admin	Courier run	KM
10/18/2016	2631	Admin	Performed annual inspection	SF
10/18/2016	Town	Admin	Courier run	KM
10/19/2016	Town	Admin	Courier run	KM
10/20/2016	Town	Admin	Courier run	KM
10/21/2016	Town	Admin	Courier run	KM
10/24/2016	Town	Admin	Courier run	SP
10/25/2016	2616	Admin	Performed annual inspection	SF
10/25/2016	2627	Admin	Performed annual inspection	SF
10/25/2016	2640	Admin	Performed annual inspection	SF
10/25/2016	2651	Admin	Performed annual inspection	SF
10/25/2016	2670D	Admin	Performed annual inspection	SF
10/26/2016	Town	Admin	Courier run	KM
10/27/2016	Town	Admin	Courier run	KM
10/28/2016	Town	Admin	Courier run	KM
10/31/2016	Town	Admin	Courier run	SF
Staff Time Off				
10/3/2016			PTO	SF
10/4/2016			PTO	SF
10/7/2016			Part day PTO	SP
10/11/2016			Part day PTO	KM
10/13/2016			PTO	KM
10/14/2016			Part day PTO	KM
10/24/2016			PTO	KM
10/24/2016			PTO	KM
10/26/2016			PTO	SP
10/27/2016			PTO	SP
10/28/2016			PTO	SP
10/31/2016			Part day PTO	SF
10/31/2016			PTO	SP
10/31/2016			PTO	KM