

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/1/2016	2646D	Vacant Unit	Helped haul carpet to dumpster	KM
11/1/2016	2646D	Vacant Unit	Met with movers, hauled small items to garage, rekeyed and installed new locks, rekeyed deadbolts, removed tack strip and began scraping staples in prep for underlayment, finished removing carpet and padding from the bedrooms and hauled to dumpster, ordered laminate for countertops	SF
11/2/2016	2646D	Vacant Unit	Helped haul carpet to dumpster	KM
11/2/2016	2646D	Vacant Unit	Hauled remaining carpet and padding to dumpster, performed PFR inspection, unloaded refrigerator	SF
11/7/2016	2646D	Vacant Unit	Met with flooring contractor to measure unit	SP
11/1/2016	2670A	Vacant Unit	Rekeyed all locks	SF
11/2/2016	2670A	Vacant Unit	Removed carpet and padding, hauled underlayment from storage	KM
11/2/2016	2670A	Vacant Unit	Removed carpet and padding from living and dining rooms, unloaded dishwasher, unloaded underlayment and plastic lumber into the garage	SF
11/3/2016	2670A	Vacant Unit	Loaded and hauled carpet and pad to dumpster	KM
11/3/2016	2670A	Vacant Unit	Prepped for underlayment, scraped staples, removed tack strip, hauled carpet and padding to dumpster, removed shelving and brackets, removed cover plates	SF
11/4/2016	2670A	Vacant Unit	Pulled staples from floor, swept, removed light covers, replaced underlayment in front of back door	KM
11/7/2016	2670A	Vacant Unit	Pulled staples from floor, cleaned up, and swept	KM
11/7/2016	2670A	Vacant Unit	Met with flooring contractor to measure unit	SP
11/8/2016	2670A	Vacant Unit	Pulled staples, swept, removed cove base, filled and sanded holes	KM
11/8/2016	2670A	Vacant Unit	Repaired rot in floor, replaced outlets	SP
11/9/2016	2670A	Vacant Unit	Replaced and repaired sheetrock as needed, filled holes	KM
11/9/2016	2670A	Vacant Unit	Replaced washers in all angle stops, cleaned drains	SP
11/10/2016	2670A	Vacant Unit	Mudded sheetrock patches at back door, filled and sanded holes, removed blinds and brackets, cleaned up	KM
11/10/2016	2670A	Vacant Unit	Removed bedroom door, textured drywall, moved appliances to the garage, masked off for painting	SP
11/14/2016	2670A	Vacant Unit	Applied second coat of mud to drywall patches, cleaned window sills, primed, and painted	KM
11/14/2016	2670A	Vacant Unit	Painted walls	SP

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11/14/2016	2670A	Vacant Unit	Removed cabinet and installed dishwasher, painted bifold doors and window sills	SF
11/15/2016	2670A	Vacant Unit	Cut in paint and painted around windows	KM
11/15/2016	2670A	Vacant Unit	Painted, disassembled kitchen faucet	SF
11/15/2016	2670A	Vacant Unit	Painted walls	SP
11/16/2016	2670A	Vacant Unit	Cut in paint and painted around windows	KM
11/16/2016	2670A	Vacant Unit	Finished painting bifold and bathroom doors, removed and replaced water heater, checked dryer booster fan under unit	SF
11/16/2016	2670A	Vacant Unit	Installed underlayment	SP
11/17/2016	2670A	Vacant Unit	Cut and installed underlayment, installed bedroom door	SP
11/17/2016	2670A	Vacant Unit	Helped install underlayment, ran wiring for booster fan, helped install bedroom door	SF
11/17/2016	2670A	Vacant Unit	Painted front door, kitchen window, and hall closet	KM
11/18/2016	2670A	Vacant Unit	Cut and installed underlayment	SP
11/18/2016	2670A	Vacant Unit	Removed and replaced door trim around back door, installed new trim around bedroom door, filled nail holes, cleaned up	KM
11/22/2016	2670A	Vacant Unit	Installed door, caulked and spackled door trim, replaced thermostat, installed cover plates	SP
11/22/2016	2670A	Vacant Unit	Installed bifold doors and cover plates, cleaned out unit	SF
11/28/2016	2670A	Vacant Unit	Painted trim and doors, touched up paint, installed and caulked toilet, caulked tub, replaced fill valve and toilet seat	SP
11/28/2016	2670A	Vacant Unit	Reinstalled light covers and smoke alarms, replaced light bulbs, performed appliance inventory	KM
11/28/2016	2670A	Vacant Unit	Spackled holes in closet, installed new brackets and blinds, installed dryer booster fan, discovered water under unit, began pumping out water	SF
11/29/2016	2670A	Vacant Unit	Installed mirror and cabinet door, cleaned out tools and trash	SP
11/30/2016	2670A	Vacant Unit	Rebuilt screens	KM
11/30/2016	2670A	Vacant Unit	Touched up paint, cleaned and installed shelving, installed trim in bathroom, cleaned trash and tools out of garage	SP
11/30/2016	2670A	Vacant Unit	Cleaned up garage and moved items to other units	SF
Work Orders				
11/2/2016	510	Work Order	Unclogged toilet	SF
11/8/2016	518	Work Order	Looked into stove issue, replaced, set up, and tested new stove	SP
11/15/2016	518	Work Order	Repaired bifold door	SP
11/18/2016	704	Work Order	Installed new water heater	SP

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11/28/2016	710	Work Order	Replaced batteries in smoke alarm	SP
11/28/2016	2614	Work Order	Replaced GFCI in kitchen and battery in smoke alarm	SF
11/9/2016	2616	Work Order	Measured, cut, and replaced blinds	SP
11/2/2016	2646	Work Order	Replaced two exterior bulbs	SF
Routine Activities				
11/1/2016	Housing Area	Routine	Cleaned mailbox doors in prep for replacing missing labels	KM
11/1/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/1/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/1/2016	Operations	Routine	Reorganized items to make more room	KM
11/2/2016	Housing Area	Routine	Finished cleaning and installing new labels on mailboxes	KM
11/2/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/2/2016	Office	Routine	Completed paperwork	SF
11/2/2016	Town	Routine	Picked up appliances and supplies	SF
11/3/2016	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
11/3/2016	Office	Routine	Attended Board meeting, completed paperwork	SF
11/3/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/4/2016	Housing Area	Routine	Delivered notices for Resident Services	KM
11/4/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/7/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
11/7/2016	Housing Area	Routine	Dropped off bed for resident	SP
11/7/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/7/2016	Office	Routine	Checked oil in backup generator	KM
11/7/2016	Office	Routine	Made phone calls, completed paperwork, met with Dale regarding HomeGO improvements	SP
11/7/2016	Operations	Routine	Checked fluid level in golf cart	KM
11/7/2016	Operations	Routine	Put tools and supplies back in van after picking it up from repair shop	SP
11/7/2016	Town	Routine	Picked up van from repair shop and bed from The Mill	SP
11/8/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/8/2016	Office	Routine	Met with Dale and Anne about HomeGO improvements, completed paperwork	SP
11/9/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
11/9/2016	Housing Area	Routine	Picked up rug cleaner after resident use	SP
11/9/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/9/2016	Office	Routine	Met with Marcy about disposals, researched cost of items for HomeGO project, made phone calls, completed paperwork	SP
11/9/2016	Town	Routine	Picked up supplies	SP

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11/10/2016	Housing Area	Routine	Picked up lawn equipment after resident use	SP
11/10/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/10/2016	Office	Routine	Completed paperwork, watered plants	SP
11/10/2016	Operations	Routine	Cleaned out van and put away supplies	SP
11/10/2016	Town	Routine	Dropped off signed flooring contracts and fueled van	SP
11/14/2016	Housing Area	Routine	Delivered notices for Resident Services	SP
11/14/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/14/2016	Office	Routine	Checked oil in backup generator	KM
11/14/2016	Office	Routine	Completed paperwork, scheduled work orders	SF
11/14/2016	Operations	Routine	Checked fluid level in golf cart	KM
11/15/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/15/2016	Office	Routine	Completed paperwork	SF
11/15/2016	Town	Routine	Picked up appliances and supplies	SF
11/16/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/16/2016	Office	Routine	Completed paperwork, researched products	SF
11/17/2016	Housing Area	Routine	Picked up holiday decorations donated by resident	SP
11/17/2016	Office	Routine	Completed paperwork	SF
11/17/2016	Operations	Routine	Finalizing items for inventory	SF
11/17/2016	Town	Routine	Picked up supplies	SP
11/18/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/18/2016	Town	Routine	Picked up supplies	SP
11/21/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
11/21/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/21/2016	Office	Routine	Completed paperwork	SF
11/21/2016	Office	Routine	Made phone calls, completed paperwork	SP
11/21/2016	Office	Routine	Took out recycling	KM
11/21/2016	Office	Routine	Watered plants	SP
11/21/2016	Operations	Routine	Cleaned out van in prep for installing van boxes	KM
11/21/2016	Operations	Routine	Started up generators in warehouse shed	KM
11/22/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/22/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/22/2016	Operations	Routine	Helped install boxes in van	SP
11/22/2016	Operations	Routine	Began installing boxes in van	KM
11/28/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/28/2016	Office	Routine	Completed paperwork	SF
11/28/2016	Office	Routine	Took out recycling, checked oil in backup generator	KM
11/28/2016	Office	Routine	Watered plants	SP

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11/28/2016	Operations	Routine	Checked fluid level in golf cart	KM
11/28/2016	Playground	Routine	Met with electrician for repairs to basketball court lights	SF
11/29/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/29/2016	Operations	Routine	Helped move storage cabinet in van	SP
11/29/2016	Operations	Routine	Moved and bolted down shelving in van	KM
11/30/2016	Office	Routine	Brought mail to office, completed daily paperwork	KM
11/30/2016	Office	Routine	Completed paperwork	SF
11/30/2016	Operations	Routine	Finished installing shelving and racks in van, hauled cardboard to recycling	KM
11/30/2016	Operations	Routine	Unloaded and put away tools, hauled trash to dumpster	SP
11/30/2016	Town	Routine	Ordered doors for vacant unit	SP
Projects				
11/21/2016	2670	Projects	Replaced handrails on stairs	SF
11/21/2016	2670	Projects	Helped replace handrails on stairs	SP
11/22/2016	2670	Projects	Replaced handrails on stairs	SF
11/22/2016	2670	Projects	Helped replace handrails on stairs	SP
11/28/2016	2670	Projects	Installed new deck rails	SF
11/29/2016	2670	Projects	Helped install deck rails	SP
11/30/2016	2670	Projects	Replaced handrails on stairs	SF
11/30/2016	2670	Projects	Helped replace handrails on stairs	SP
Groundskeeping				
11/1/2016	Housing Area	Grounds	Trash pickup	KM
11/2/2016	Housing Area	Grounds	Trash pickup	KM
11/3/2016	Housing Area	Grounds	Trash pickup	KM
11/4/2016	Housing Area	Grounds	Trash pickup	KM
11/7/2016	Housing Area	Grounds	Trash pickup	KM
11/8/2016	Housing Area	Grounds	Trash pickup	KM
11/9/2016	Housing Area	Grounds	Trash pickup	KM
11/10/2016	Housing Area	Grounds	Trash pickup	KM
11/14/2016	Housing Area	Grounds	Trash pickup	KM
11/15/2016	Housing Area	Grounds	Trash pickup	KM
11/16/2016	Housing Area	Grounds	Trash pickup	KM
11/17/2016	Housing Area	Grounds	Trash pickup	KM
11/18/2016	Housing Area	Grounds	Trash pickup	KM
11/21/2016	Housing Area	Grounds	Trash pickup	KM
11/22/2016	Housing Area	Grounds	Trash pickup	KM
11/28/2016	Housing Area	Grounds	Trash pickup	KM

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11/29/2016	Housing Area	Grounds	Trash pickup	KM
11/30/2016	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/1/2016	Town	Admin	Courier run	KM
11/2/2016	Town	Admin	Courier run	KM
11/3/2016	Town	Admin	Courier run	KM
11/4/2016	Town	Admin	Courier run	KM
11/7/2016	Town	Admin	Courier run	KM
11/8/2016	Town	Admin	Courier run	KM
11/9/2016	Town	Admin	Courier run	KM
11/10/2016	Town	Admin	Courier run	KM
11/14/2016	Town	Admin	Courier run	KM
11/15/2016	Town	Admin	Courier run	KM
11/16/2016	Town	Admin	Courier run	KM
11/17/2016	Town	Admin	Courier run	SP
11/18/2016	711	Admin	Performed annual inspection	SP
11/18/2016	Town	Admin	Courier run	KM
11/21/2016	Town	Admin	Courier run	KM
11/22/2016	Town	Admin	Courier run	KM
11/28/2016	2614	Admin	Performed annual inspection	SF
11/28/2016	2642	Admin	Performed annual inspection	SF
11/28/2016	Town	Admin	Courier run	KM
11/29/2016	Town	Admin	Courier run	KM
11/30/2016	2670B	Admin	Performed annual inspection	SF
11/30/2016	Town	Admin	Courier run	KM
Staff Time Off				
11/1/2016			PTO	SP
11/2/2016			PTO	SP
11/3/2016			PTO	SP
11/4/2016			PTO	SP
11/4/2016			PTO	SF
11/7/2016			PTO	SF
11/10/2016			PTO	SF
11/11/2016			Veterans Day holiday	KM
11/11/2016			Veterans Day holiday	SF
11/11/2016			Veterans Day holiday	SP
11/15/2016			Part day PTO	SF

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11/17/2016			Part day PTO	KM
11/17/2016			Part day PTO	SF
11/18/2016			PTO	SF
11/18/2016			PTO	SF
11/23/2016			Admin leave and PTO	SF
11/23/2016			Admin leave and PTO	SP
11/23/2016			Admin leave and PTO	KM
11/24/2016			Thanksgiving holiday	SF
11/24/2016			Thanksgiving holiday	SP
11/24/2016			Thanksgiving holiday	KM
11/25/2016			Thanksgiving holiday	SF
11/25/2016			Thanksgiving holiday	SP
11/25/2016			Thanksgiving holiday	KM
11/28/2016			Part day PTO	SF