

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/1/2017	502	Vacant Unit	Cleaned floors, wiped down counters, cleaned outside of refrigerator, brought stove in and wiped down, returned tools to Operations, cleaned out unit	KM
3/1/2017	502	Vacant Unit	Painted front door and door frame, got refrigerator from 2608 and changed door swing, rekeyed storage shed, cleaned out home, dug out water meter box, had water shut off temporarily to replace shut off valve, hauled old water heater to dumpster	SF
3/1/2017	502	Vacant Unit	Removed tools, painted around front door, emptied shed, cleaned out unit	KM
3/2/2017	502	Vacant Unit	Repaired back porch light, cleaned interior of refrigerator, pressure washed front and back sidewalks and carport, final wipe down, removed all tools	SF
3/2/2017	502	Vacant Unit	Ready for occupancy	
3/29/2017	510	Vacant Unit	Pulled nails and screws from walls and filled holes, touched up painting, cleaned kitchen, wiped oven and refrigerator, rekeyed locks, wiped down window sills	SF
3/29/2017	510	Vacant Unit	Vacuumed floors, cleaned cabinets	SP
3/30/2017	510	Vacant Unit	Began cleaning out unit	SP
3/30/2017	510	Vacant Unit	Cleaned unit, cleaned sliding glass door tracks and adjusted door, rekeyed locks, replaced GFCI in bathroom, swept, vacuumed	SF
3/6/2017	704	Vacant Unit	Hauled doors from 2620D to store in garage, dropped off paint, began PFR inspection	SF
3/6/2017	704	Vacant Unit	Removed outlet and switch plates, heater and light covers, and blinds, pulled nails out of walls, cleaned up	KM
3/7/2017	704	Vacant Unit	Painted walls, base trim, and window sills in living room	SF
3/7/2017	704	Vacant Unit	Performed PFR inspection	SP
3/7/2017	704	Vacant Unit	Spackled holes and sanded, caulked windows, around door trim, and sliding glass door, removed blind brackets and filled holes	KM
3/8/2017	704	Vacant Unit	Painted ceiling in living room, dining room, and kitchen, finished painting walls in living room and dining room, painted front door and hallway doors, painted the hallway walls	SF
3/8/2017	704	Vacant Unit	Painted walls, cleaned up, moved stove to garage	KM
3/9/2017	704	Vacant Unit	Cleaned around windows, recaulked, painted walls, cleaned up	KM
3/10/2017	704	Vacant Unit	Vacuumed floors, painted, and caulked last of windows	KM
3/13/2017	704	Vacant Unit	Painted master bedroom, master bathroom, closet, and doors, touched up paint in hall bathroom, worked on wiring switches for bathroom fan and lights, replaced heating thermostats, repaired and replaced corner bead in hall bathroom, coated with drywall mud	SF
3/13/2017	704	Vacant Unit	Painted walls	KM

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3/14/2017	704	Vacant Unit	Finished wiring bathroom vent fans, removed old exhaust system wiring from attic, cleaned vent fans, blew out heaters, replaced 20 amp breaker for laundry room, repaired sliding glass door, shut off water and replaced all valve washers, removed old kitchen faucet and installed new one, worked on drywall repair in hall bathroom	SF
3/14/2017	704	Vacant Unit	Painted doors and bedroom, removed shelving, cleaned up	KM
3/15/2017	704	Vacant Unit	Painted and cut in paint around carpet	KM
3/15/2017	704	Vacant Unit	Sanded, textured, and primed drywall patch in bathroom, cleaned up, cleaned light and installed glass fixtures, replaced GFCI in kitchen, blew out smoke alarms and replaced batteries, cleaned cover plates and heater grills and reinstalled, removed and cleaned solar tube lense, removed dishwasher, rerouted water line, and reinstalled	SF
3/16/2017	704	Vacant Unit	Cleaned p-traps in bathrooms, cleaned coils on refrigerator, removed tarps after painting	KM
3/16/2017	704	Vacant Unit	Replaced wiring in breaker box that had been spliced improperly, worked on dishwasher installation, cleaned up kitchen area, glued cove base in bathroom	SF
3/17/2017	704	Vacant Unit	Demolished and hauled off shed	SP
3/17/2017	704	Vacant Unit	Rekeyed all locks, lubricated and adjusted strike plates, cleaned up tools, prepared list of supplies for exterior work	SF
3/17/2017	704	Vacant Unit	Scraped and recaulked tub, shower, toilets, and sink in bathroom, cleaned paint from floors	KM
3/20/2017	704	Vacant Unit	Cut and installed blinds, cleaned out tools and supplies, repaired kitchen drawers, installed piping for water heater pan, removed toilet seats, lubricated garage door	SF
3/21/2017	704	Vacant Unit	Cleaned up garage, hauled trash to dumpster, drained water heater, replaced valve and supply connectors, moved appliances into unit, leveled stove, installed toilet seats, pruned bushes by front window	SF
3/21/2017	704	Vacant Unit	Rebuilt window and back door screens, cut caulking around exterior trim to be replaced	KM
3/22/2017	704	Vacant Unit	Finished putting things back together, tested stove, painted gable end of unit, touched up paint throughout, installed bi-fold doors	SF
3/22/2017	704	Vacant Unit	Installed screens, adjusted sliding glass door screen and bi-fold doors, cleaned shelving, painted exterior window trim, installed shower rod, installed trim next to dishwasher	KM
3/23/2017	704	Vacant Unit	Hauled materials from garage to Operations, cleaned up garage	SF
3/23/2017	704	Vacant Unit	Scraped paint from floors, picked up trash in yard, touched up paint, swept garage walls, reinstalled window trim in garage after painting, cleaned out unit, returned tools and drop cloths to Operations	KM
3/24/2017	704	Vacant Unit	Helped with window trim, removed old caulking, recaulked	KM

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3/24/2017	704	Vacant Unit	Removed and replaced dryer vent hood, raked insulation in attic to redistribute evenly, removed and replaced rotten window trim	SF
3/27/2017	704	Vacant Unit	Helped hang plastic	SP
3/27/2017	704	Vacant Unit	Pulled window trim off and caulked windows	KM
3/27/2017	704	Vacant Unit	Removed and replaced rotten window trim	SF
3/28/2017	704	Vacant Unit	Caulked windows, painted trim	KM
3/28/2017	704	Vacant Unit	Removed, replaced, caulked, and painted siding on south garage wall, power meter box repair, and gable vent due to rot	SF
3/28/2017	704	Vacant Unit	Weed eaten, mowed, and filled holes in yard	SP
3/29/2017	704	Vacant Unit	Helped clean out unit, mopped floors	SP
3/29/2017	704	Vacant Unit	Cleaned out and swept garage, hauled materials and trash, cleaned up inside, vacuumed bedrooms, swept floors	SF
3/30/2017	704	Vacant Unit	Pressure washed concrete	SP
3/31/2017	704	Vacant Unit	Cleaned out garage, hauled tools to Operations	SF
3/3/2017	2620D	Vacant Unit	Moved materials from garage	SF
Work Orders				
3/7/2017	502	Work Order	Installed shower rod	SF
3/2/2017	514	Work Order	Rebuilt kitchen sink faucet due to drip	SF
3/7/2017	518	Work Order	Looked into electrical issue, reset main breaker, helped resident install dryer cord	SF
3/14/2017	2620A	Work Order	Replaced three exterior bulbs, cleaned the light globes	SF
3/30/2017	2624	Work Order	Replaced washers on shut off valve, installed repair kit for leaking bathroom faucet	SF
3/6/2017	2631	Work Order	Looked into water not being hot enough, tested elements on thermostat, turned up water heater, picked up rug cleaner	SF
3/20/2017	2631	Work Order	Checked issue with flooring under carpet, checked for toilet leaks	SF
3/21/2017	2631	Work Order	Removed and replaced toilet in master bathroom	SF
3/15/2017	2638	Work Order	Performed APM inspection, sprayed and vacuumed bathroom vent fans, cleaned refrigerator coils, vacuumed heaters, lubricated window tracks where needed, sprayed all locks on doors, sanded and textured drywall patch in hallway	SF
3/31/2017	2646C	Work Order	Performed APM inspection, vacuumed vent fans in bathroom, replaced filter in range hood and burner pans on stove, vacuumed heaters, lubricated window tracks as needed	SF
3/23/2017	Housing Area	Work Order	Worked on damaged gate going up the hill, checked out motor, loaned barricades and cones to CITPD	SF
Routine Activities				
3/1/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/1/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/1/2017	Office	Routine	Put together a supply order	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/1/2017	Operations	Routine	Cleaned out van	SF
3/1/2017	Operations	Routine	Dried shop towels, washed mop heads	KM
3/2/2017	Housing Area	Routine	Worked on troubleshooting lights at Kilkich sign, replaced photo cell, did not correct problem	SF
3/2/2017	Office	Routine	Made phone calls, completed paperwork	SF
3/3/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/3/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/3/2017	Office	Routine	Completed paperwork	SF
3/3/2017	Operations	Routine	Folded shop towels	KM
3/3/2017	Town	Routine	Fueled van and picked up supplies	SF
3/6/2017	Housing Area	Routine	Replaced bulbs at welcome sign, cleaned out, tested	SF
3/6/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/6/2017	Office	Routine	Checked oil in backup generator	KM
3/6/2017	Office	Routine	Researched mailbox locks and replacement bulb for outside office, completed paperwork	SF
3/6/2017	Operations	Routine	Unloaded dishwashers, tools, and supplies	SF
3/6/2017	Town	Routine	Picked up appliances, paint, and supplies	SF
3/7/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/7/2017	Office	Routine	Installed new light in back office, researched LED light tubes, completed paperwork, delivered notices	SF
3/7/2017	Town	Routine	Picked up grounds fuel	SP
3/8/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/8/2017	Office	Routine	Completed paperwork	Sf
3/9/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/10/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/10/2017	Office	Routine	Watered plants, checked light bulbs	SP
3/13/2017	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
3/13/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/13/2017	Office	Routine	Completed paperwork	SP
3/13/2017	Office	Routine	Researched products, completed paperwork	SF
3/13/2017	Office	Routine	Took out recycling, checked oil in backup generator	KM
3/13/2017	Town	Routine	Picked up fuel for grounds	SP
3/14/2017	Housing Area	Routine	Helped Platter remove fence panel for brush removal access	SF
3/14/2017	Housing Area	Routine	Removed fence panel for brush removal access	SP
3/14/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/14/2017	Office	Routine	Completed paperwork	SF
3/15/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/15/2017	Office	Routine	Completed paperwork	SF
3/16/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/16/2017	Housing Area	Routine	Helped Platter remove fence panel for brush removal access	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/16/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/16/2017	Operations	Routine	Cleaned undercarriage of excavator	SP
3/17/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/17/2017	Office	Routine	Completed paperwork	SF
3/17/2017	Office	Routine	Watered plants, checked light bulbs	SP
3/17/2017	Town	Routine	Hauled shed debris to waste disposal	SP
3/17/2017	Town	Routine	Picked up supplies	SF
3/20/2017	Housing Area	Routine	Picked up lawn equipment after resident use	SF
3/20/2017	Office	Routine	Completed paperwork	SP
3/20/2017	Office	Routine	Completed paperwork	SF
3/20/2017	Town	Routine	Hauled shed debris to waste disposal	SP
3/21/2017	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/21/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/21/2017	Office	Routine	Completed paperwork	SF
3/21/2017	Town	Routine	Picked up supplies	SF
3/22/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/22/2017	Office	Routine	Completed paperwork	SF
3/22/2017	Office	Routine	Made phone calls, completed paperwork	SP
3/22/2017	Operations	Routine	Repaired excavator	SP
3/23/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/23/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/24/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/24/2017	Office	Routine	Completed paperwork	SF
3/24/2017	Office	Routine	Watered plants, checked light bulbs	SP
3/24/2017	Town	Routine	Picked up fuel for grounds	SP
3/27/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
3/27/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/27/2017	Office	Routine	Installed battery in generator and tested	SP
3/27/2017	Office	Routine	Made phone calls, completed paperwork	SP
3/27/2017	Office	Routine	Met with Anne regarding new insurance, completed paperwork	SF
3/27/2017	Operations	Routine	Checked golf cart fluid levels	KM
3/27/2017	Operations	Routine	Cleaned grounds equipment	SP
3/27/2017	Town	Routine	Dropped off grounds equipment for servicing	SP
3/28/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
3/28/2017	Office	Routine	Completed paperwork	SF
3/29/2017	Office	Routine	Completed paperwork	SF
3/29/2017	Office	Routine	Made phone calls, completed paperwork	SP
3/29/2017	Operations	Routine	Cleaned out van, put tools away	SP
3/30/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
3/30/2017	Office	Routine	Attended Board meeting	SP

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3/30/2017	Office	Routine	Attended Board meeting	SF
3/30/2017	Office	Routine	Made phone calls, completed paperwork	SP
3/31/2017	2620B	Routine	Met with Tribal Police to do a welfare check	SF
3/31/2017	Operations	Routine	Recycled cardboard, cleaned out van, hauled trash to dumpster	SF
Groundskeeping				
3/1/2017	Housing Area	Grounds	Assisted with tree removal, cleaned up brush debris behind 2634 and 2636, looked at location to stack logs with Lyman	SP
3/1/2017	Housing Area	Grounds	Trash pickup	KM
3/1/2017	Housing Area	Grounds	Trash pickup	KM
3/2/2017	Housing Area	Grounds	Removed brush from behind 2612	SP
3/3/2017	Housing Area	Grounds	Removed brush from behind 2612	SP
3/3/2017	Housing Area	Grounds	Trash pickup	KM
3/6/2017	Housing Area	Grounds	Removed brush from behind 2612	SP
3/6/2017	Housing Area	Grounds	Trash pickup	KM
3/7/2017	Housing Area	Grounds	Removed brush from behind 2614	SP
3/7/2017	Housing Area	Grounds	Trash pickup	KM
3/8/2017	Housing Area	Grounds	Removed brush from behind 2614 and 2616	SP
3/8/2017	Housing Area	Grounds	Trash pickup	KM
3/9/2017	Housing Area	Grounds	Removed brush behind 2616	SP
3/9/2017	Housing Area	Grounds	Trash pickup	KM
3/10/2017	Housing Area	Grounds	Removed brush along lot lines at 2614, 2616, and 2618	SP
3/10/2017	Housing Area	Grounds	Trash pickup	KM
3/13/2017	Housing Area	Grounds	Removed brush behind 2612, 2614, and 2616	SP
3/13/2017	Housing Area	Grounds	Trash pickup	KM
3/14/2017	Housing Area	Grounds	Pulled scotch broom from vacant lots near 2610, finished brush removal from behind 2612, hauled brush to burn pile	SP
3/14/2017	Housing Area	Grounds	Trash pickup	KM
3/15/2017	Housing Area	Grounds	Removed brush near 2620	SP
3/15/2017	Housing Area	Grounds	Trash pickup	KM
3/15/2017	Housing Area	Grounds	Removed dead tree	SP
3/16/2017	Housing Area	Grounds	Removed brush around 2620 and 2646	SP
3/16/2017	Housing Area	Grounds	Trash pickup	KM
3/17/2017	Housing Area	Grounds	Trash pickup	KM
3/20/2017	Housing Area	Grounds	Removed trees and brush behind 2640	SP
3/21/2017	Housing Area	Grounds	Limbed trees near 2640, removed logs, hauled brush to burn pile	SP
3/21/2017	Housing Area	Grounds	Trash pickup	KM
3/22/2017	Housing Area	Grounds	Removed brush along cranberry bogs, removed trees by Community Garden, hauled brush to burn pile	SP
3/22/2017	Housing Area	Grounds	Trash pickup	KM
3/23/2017	Housing Area	Grounds	Cleared brush on hillside by cranberry bogs	SP

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3/23/2017	Housing Area	Grounds	Trash pickup	KM
3/24/2017	Housing Area	Grounds	Removed brush	SP
3/24/2017	Housing Area	Grounds	Trash pickup	KM
3/27/2017	Housing Area	Grounds	Trash pickup	KM
3/28/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/1/2017	2660	Admin	Performed annual inspection	SF
3/1/2017	Town	Admin	Courier run	KM
3/1/2017	Town	Admin	Courier run	KM
3/2/2017	2638	Admin	Performed annual inspection	SF
3/3/2017	2666	Admin	Performed annual inspection	SF
3/3/2017	2646C	Admin	Performed annual inspection	SF
3/3/2017	Town	Admin	Courier run	KM
3/6/2017	512	Admin	Performed annual inspection	SF
3/6/2017	Town	Admin	Courier run	KM
3/7/2017	Town	Admin	Courier run	KM
3/8/2017	Town	Admin	Courier run	KM
3/9/2017	Town	Admin	Courier run	KM
3/10/2017	Town	Admin	Courier run	KM
3/13/2017	Town	Admin	Courier run	KM
3/14/2017	Town	Admin	Courier run	KM
3/15/2017	Town	Admin	Courier run	KM
3/16/2017	Town	Admin	Courier run	KM
3/17/2017	Town	Admin	Courier run	KM
3/21/2017	2634	Admin	Performed annual inspection	SF
3/21/2017	2659	Admin	Performed annual inspection	SF
3/21/2017	2677	Admin	Performed annual inspection	SF
3/21/2017	2646B	Admin	Performed annual inspection	SF
3/21/2017	2670C	Admin	Performed annual inspection	SF
3/21/2017	Town	Admin	Courier run	KM
3/23/2017	Town	Admin	Courier run	KM
3/24/2017	Town	Admin	Courier run	KM
3/27/2017	Town	Admin	Courier run	KM
3/28/2017	Town	Admin	Courier run	KM
3/29/2017	Town	Admin	Courier run	SP
3/30/2017	Town	Admin	Courier run	SP
Staff Time Off				
3/2/2017			Part day PTO	SF
3/9/2017			PTO	SF
3/10/2017			PTO	SF

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3/13/2017			Part day PTO	KM
3/15/2017			Part day PTO	KM
3/16/2017			Part day PTO	KM
3/16/2017			Part day PTO	SF
3/20/2017			PTO	KM
3/22/2017			Part day PTO	SF
3/22/2017			Part day PTO	KM
3/23/2017			Part day PTO	SF
3/29/2017			PTO	KM
3/30/2017			Part day PTO	SF
3/30/2017			PTO	KM
3/31/2017			PTO	KM
3/31/2017			PTO	SP