

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
07/05/16	520	Vacant Unit	Performed PFR Inspection	SP
07/05/16	520	Vacant Unit	Removed and rebuilt screens, removed blinds	KM
07/06/16	520	Vacant Unit	Installed dishwasher, removed the countertop and dishwasher to check on power	SF
07/06/16	520	Vacant Unit	Removed back door screen	KM
07/07/16	520	Vacant Unit	Crawled into attic to look into wiring for dishwasher, cut out a channel in the wall for new wiring	SF
07/07/16	520	Vacant Unit	Rebuilt backdoor screen, began pulling doors	KM
07/08/16	520	Vacant Unit	Ran wiring from under dishwasher through kitchen wall to attic and to breaker box, installed boxes and plugs, reinstalled counter top, hooked up dishwasher, installed new kitchen faucet and plumbing	SF
07/08/16	520	Vacant Unit	Repaired bi-fold door	KM
07/11/16	520	Vacant Unit	Finished wiring and installing dishwasher, put things back together, cleaned up	SF
07/11/16	520	Vacant Unit	Pulled clamps off bi-fold doors , cleaned up	KM
07/12/16	520	Vacant Unit	Began patching drywall in kitchen	SF
07/13/16	520	Vacant Unit	Cleaned out unit	PS
07/13/16	520	Vacant Unit	Pulled carpet and padding, removed light covers and trim from bathroom and bedroom doors, hauled carpet and trash to dumpster	SP
07/13/16	520	Vacant Unit	Worked on drywall repair in kitchen	SF
07/14/16	520	Vacant Unit	Removed light plate covers, vacuumed, swept, removed and replaced caulking around windows	PS
07/14/16	520	Vacant Unit	Replaced washers in angle stops, removed door jambs from bedroom and bathroom, drained and flushed water heater, cleaned out sink aerators, sanded drywall patch, applied final coat of drywall mud	SP
07/18/16	520	Vacant Unit	Sanded and textured drywall patch, textured as needed throughout unit	SP
07/18/16	520	Vacant Unit	Weed eated	PS
07/19/16	520	Vacant Unit	Helped hang bedroom and bathroom doors	SF
07/19/16	520	Vacant Unit	Sanded and mudded small hole in kitche drywall, installed doors in bedroom and bathroom, cleaned up unit	SP
07/20/16	520	Vacant Unit	Caulked as needed	PS
07/20/16	520	Vacant Unit	Installed trim	SP

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07/20/16	520	Vacant Unit	Put pins in bi-fold doors, spackled and sanded holes in wall, gathered paint and primer	KM
07/21/16	520	Vacant Unit	Caulked as needed	PS
07/21/16	520	Vacant Unit	Finished cutting and installing trim, showed Preston how to change outlet and install door trim, met with flooring contractor to measure for new carpet and vinyl	SP
07/21/16	520	Vacant Unit	Sanded patches, put new trim and toe kicks on cabinets, cleaned up, spackled more holes	KM
07/22/16	520	Vacant Unit	Painted window sills and trim, changed door lock	PS
07/22/16	520	Vacant Unit	Rekeyed locks, instructed and observed Preston rekeying locks, installed earthquake strap on water heater	SP
07/22/16	520	Vacant Unit	Removed cove base in entrance and bathrooms, cleaned and oiled bathroom fan, scraped caulking along tubs, spackled and began painting	KM
07/25/16	520	Vacant Unit	Painted window sills and bathroom	PS
07/25/16	520	Vacant Unit	Textured, primed, and painted, moved tools from unit to storage shed	SP
07/26/16	520	Vacant Unit	Installed light switch covers and bulbs, touched up paint	PS
07/26/16	520	Vacant Unit	Worked on interior painting	SP
07/26/16	520	Vacant Unit	Worked on interior painting	KM
07/26/16	520	Vacant Unit	Worked on interior painting	PS
07/27/16	520	Vacant Unit	Worked on interior painting	PS
07/27/16	520	Vacant Unit	Worked on interior painting	SP
07/27/16	520	Vacant Unit	Worked on interior painting	KM
07/28/16	520	Vacant Unit	Installed bi-fold track and smoke alarms, worked on painting	KM
07/28/16	520	Vacant Unit	Painted and cut out and repaired an old failing drywall patch	SP
07/29/16	520	Vacant Unit	Sanded and applied additional mud to drywall repair, cleaned solar tube, installed towel bar and paper holder	SP
07/14/16	Office	Vacant Unit	Researched materials, called painters for quote on exterior painting of 2601, completed paperwork	SF
07/15/16	2601	Vacant Unit	Weed eated and cleaned up around back yard	SF
07/18/16	2601	Vacant Unit	Removed carpet and padding	SF
07/19/16	2601	Vacant Unit	Removed tack strips and base trim in prep for underlayment, cleaned up	SF
07/19/16	2601	Vacant Unit	Weed eated and raked yard	PS
07/20/16	2601	Vacant Unit	Removed flooring base trim and tack strip at entry, cleaned up, prepared for underlayment	SF

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07/21/16	2601	Vacant Unit	Finished removing base trim and tack strip, cleaned up	SF
07/22/16	2601	Vacant Unit	Removed flooring in kitchen, utility, and pantry, cleaned up	SF
07/25/16	2601	Vacant Unit	Cleaned up, repaired drywall, mudded in prep for texturing	SF
07/28/16	2601	Vacant Unit	Cleaned, scraped staples, mudded in prep for texturing	SF
07/29/16	2601	Vacant Unit	Swept along base of walls	SF
07/15/16	2610	Vacant Unit	Weed eated	PS
07/05/16	2646B	Vacant Unit	Cleaned out and swept garage	SP
07/12/16	2646B	Vacant Unit	Drilled hole under home through floor to run wire up to washer outlet in prep for installing dryer booster fan	SF
07/13/16	2646B	Vacant Unit	Hooked up wire under home and in utility room, installed outlet and box for dryer booster fan	SF
07/14/16	2646B	Vacant Unit	Installed dryer booster fan under unit, ran ducting to the outside, cleaned up utility room, vacuumed	SF
07/14/16	2646B	Vacant Unit	Ready for occupancy	
<b>Work Orders</b>				
07/11/16	701	Work Order	Performed APM inspection, vacuumed heaters, replaced ground crimps in electrical switches and outlets with wire nuts	SF
07/13/16	706	Work Order	Met with resident and painters about doors	SF
07/06/16	708	Work Order	Finished caulking outside trim	KM
07/06/16	708	Work Order	Finished caulking outside trim, replaced trim around laundry room window	SP
07/07/16	708	Work Order	Pulled gable vent, found rot, covered with plywood until Felton could take a look at it	SP
07/07/16	708	Work Order	Assisted Felton with gable vent	KM
07/07/16	708	Work Order	Looked into issues with window trim and gable vent	SF
07/12/16	708	Work Order	Helped with gable vent and trim work	KM
07/12/16	708	Work Order	Helped with gable vent and trim work	PS
07/12/16	708	Work Order	Replaced gable vent, installed trim, caulked, painted trim	SP
07/22/16	708	Work Order	Looked into issue with heater and main bathroom tub drain	SP
07/13/16	2627	Work Order	Duplicated mail box keys	SF
07/13/16	2646D	Work Order	Programmed garage door remote, swept out unit, and cleaned up garage	SF
07/28/16	2648	Work Order	Installed and ran ducting from bathrooms to the outside	SF
07/12/16	2670	Work Order	Took measurements for hand rail replacement	SF
07/12/16	Office	Work Order	Researched materials for hand rail on stairs at 2670	SF
07/21/16	2670	Work Order	Put together material list for the back deck and stair rails, emailed list to vendors for price quote	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
07/25/16	2670A	Work Order	Removed rusted out faucet, cleaned up and installed new faucet and water supply	SF
<b>Routine Activities</b>				
07/05/16	Office	Routine	Completed paperwork	SP
07/05/16	Operations	Routine	Washed out, scraped deck, and greased Toro mower	SP
07/05/16	Town	Routine	Dropped off weed eater for repairs	SP
07/06/16	Cult. Garden	Routine	Removed golf cart stuck on curb	SP
07/06/16	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
07/08/16	Housing Area	Routine	Dumped brush at burn pile, pushed up brush pile with backhoe	SP
07/08/16	Town	Routine	Picked up bark mulch	SP
07/08/16	Town	Routine	Picked up supplies	SF
07/11/16	Office	Tribal	Helped gather boxes of items for Family Camp	SP
07/11/16	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
07/11/16	Housing Area	Routine	Picked up lawn equipment after resident use	KM
07/11/16	Housing Area	Routine	Ran water in vacant units	PS
07/11/16	Office	Routine	Completed paperwork	SP
07/11/16	Office	Routine	Completed paperwork	SF
07/11/16	Office	Routine	Took out recycling and checked oil in backup generator	KM
07/11/16	Office	Routine	Watered plants	SP
07/11/16	Operations	Routine	Checked fluid level in golf cart	KM
07/11/16	Operations	Routine	Cleaned out van	SP
07/11/16	Town	Routine	Filled van, picked up weed eater from repair shop	SP
07/12/16	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
07/12/16	Office	Routine	Completed paperwork	SP
07/12/16	Operations	Routine	Helped with grounds equipment maintenance	PS
07/12/16	Operations	Routine	Performed routine maintenance on grounds equipment	SP
07/13/16	Office	Routine	Hauled extra trim from recent repairs to storage, raised flag, completed paperwork	SP
07/13/16	Office	Routine	Installed new ropes and swivels on flag pole	SP
07/13/16	Operations	Routine	Cleaned out van	KM
07/13/16	Operations	Routine	Washed and folded towels, cleaned out van	SP
07/13/16	Town	Routine	Had new ropes made for flag pole	SP
07/13/16	Town	Routine	Went to town for parts, fuel, and decking materials	SF
07/14/16	Housing Area	Routine	Dropped off lawn equipment for resident use	PS
07/14/16	Housing Area	Routine	Picked up lawn equipment after resident use	PS
07/14/16	Office	Routine	Checked supplies in fuel cabinet, completed paperwork	SP

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07/14/16	Operations	Routine	Prepared mowers and weed eaters for delivery to residents	SP
07/15/16	Office	Routine	Checked light bulbs in offices and watered plants	SP
07/15/16	Operations	Routine	Cleaned out box van	SF
07/15/16	Town	Routine	Picked up supplies	SP
07/18/16	2673	Routine	Helped remove kittens	PS
07/18/16	2673	Routine	Removed kittens from under home	SF
07/18/16	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
07/18/16	Office	Routine	Made phone calls, completed paperwork	SP
07/19/16	Housing Area	Routine	Delivered notices	SP
07/19/16	Office	Routine	Made phone calls, completed paperwork	SP
07/19/16	Operations	Routine	Looked for misplaced tools	SP
07/20/16	2673	Routine	Set up cat trap in back yard and checked on it a few times during the day	SF
07/20/16	Town	Routine	Help load Chevy S-10 onto car trailer to take to repair shop	PS
07/20/16	Town	Routine	Picked up Lyman and assisted with broken down Chevy S-10	SP
07/20/16	Town	Routine	Went to town to help load Chevy S-10 onto car trailer to take to repair shop	SF
07/21/16	2673	Routine	Set up cat trap in back yard and checked on it a few times during the day	SF
07/21/16	Housing Area	Routine	Picked up lawn equipment after resident use	KM
07/21/16	Office	Routine	Attended Board meeting	PS
07/21/16	Office	Routine	Attended Board meeting	SF
07/21/16	Office	Routine	Attended Board meeting	SP
07/21/16	Town	Routine	Took a cat to the shelter	SF
07/22/16	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
07/22/16	Office	Routine	Checked light bulbs in offices and watered plants	SP
07/22/16	Office	Routine	Ordered supplies	SF
07/25/16	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
07/25/16	Housing Area	Routine	Picked up lawn equipment after resident use	KM
07/25/16	Office	Routine	Checked oil in backup generator	KM
07/25/16	Operations	Routine	Checked fluid level in golf cart	KM
07/25/16	Operations	Routine	Cleaned out van	KM
07/26/16	Housing Area	Routine	Delivered pest control notices	PS
07/26/16	Operations	Routine	Washed flat bed golf cart, cleaned batteries	KM
07/26/16	Town	Routine	Picked up supplies	SP
07/27/16	Housing Area	Routine	Delivered notices	PS
07/27/16	Housing Area	Routine	Dropped off lawn equipment for resident use	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
07/27/16	Office	Routine	Emptied dishwasher	PS
07/28/16	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
07/28/16	Operations	Routine	Cleaned out van, put away tools	SP
07/28/16	Operations	Routine	Loaded, unloaded, and cleaned out van	SF
07/28/16	Town	Routine	Picked up parts	SF
07/29/16	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
07/29/16	Office	Routine	Checked light bulbs in offices and watered plants	SP
07/29/16	Office	Routine	Completed paperwork	SF
<b>Projects Support</b>				
07/11/16	2629	Projects	Met with resident about Front Yard Makeover	SP
07/12/16	2629	Project	Measured yard for Front Yard Makeover cost	SP
07/12/16	Office	Projects	Met with Lyman and Anne about Front Yard Makeover	SP
07/20/16	2629	Projects	Met with resident and landscape designer for Front Yard Makeover	SP
07/28/16	Office	Projects	Attended bid opening	SP
<b>Tribal Support</b>				
07/29/16	Office	Tribal	Met with Lyman about KYC work schedule	SP
07/11/16	The Mill	Tribal	Attended KYC training at The Mill Casino	PS
07/18/16	The Mill	Tribal	Attended KYC training at The Mill Casino	PS
07/25/16	The Mill	Tribal	Attended KYC training at The Mill Casino	PS
07/26/16	The Mill	Tribal	Attended KYC training at The Mill Casino	PS
<b>Groundskeeping</b>				
07/05/16	Comm. Garden	Grounds	Picked up brush	SP
07/05/16	Comm. Garden	Grounds	Pulled weeds	PS
07/05/16	Housing Area	Grounds	Trash pickup	KM
07/06/16	Comm. Garden	Grounds	Pulled weeds	PS
07/06/16	Housing Area	Grounds	Trash pickup	KM
07/07/16	Comm. Garden	Grounds	Finished pulling weeds	PS
07/07/16	Housing Area	Grounds	Trash pickup	KM
07/07/16	Playground	Grounds	Removed plants from planter, hauled debris to burn pile	SP
07/08/16	Housing Area	Grounds	Trash pickup	KM
07/08/16	Playground	Grounds	Helped Platter remove plants from planters and spread bark	PS
07/08/16	Playground	Grounds	Spread bark, raked mulch, blew off sidewalks	SP
07/11/16	Housing Area	Grounds	Trash pickup	KM
07/12/16	Housing Area	Grounds	Trash pickup	KM
07/13/16	Housing Area	Grounds	Trash pickup	KM
07/20/16	Housing Area	Grounds	Trash pickup	KM

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07/21/16	Housing Area	Grounds	Trash pickup	KM
07/22/16	Housing Area	Grounds	Trash pickup	KM
07/25/16	Housing Area	Grounds	Trash pickup	KM
07/26/16	Housing Area	Grounds	Trash pickup	KM
07/27/16	Housing Area	Grounds	Trash pickup	KM
07/28/16	Housing Area	Grounds	Trash pickup	KM
07/28/16	Office	Grounds	Sprayed weed killer along asphalt in parking lot	KM
<b>Admin Support</b>				
07/05/16	Town	Admin	Courier run	KM
07/07/16	Town	Admin	Courier run	KM
07/08/16	Town	Admin	Courier run	KM
07/11/16	Town	Admin	Courier run	SP
07/12/16	Town	Admin	Courier run	KM
07/13/16	Town	Admin	Courier run	SP
07/14/16	Town	Admin	Courier run	SP
07/18/16	Town	Admin	Courier run	SP
07/19/16	Town	Admin	Courier run	SP
07/20/16	Town	Admin	Courier run	KM
07/21/16	Town	Admin	Courier run	KM
07/22/16	Town	Admin	Courier run	SP
07/25/16	Town	Admin	Courier run	SP
07/26/16	2658	Admin	Performed annual inspection	SP
07/26/16	Office	Admin	Met with Jimmy Willis for Self-Monitoring Assessment	SP
07/26/16	Town	Admin	Courier run	KM
07/27/16	Town	Admin	Courier run	KM
07/28/16	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
07/01/16			Off for the day	PS
07/01/16			PTO and admin leave	KM
07/01/16			PTO and admin leave	SF
07/01/16			PTO and admin leave	SP
07/04/16			Independence Day holiday	KM
07/04/16			Independence Day holiday	SF
07/04/16			Independence Day holiday	SP
07/04/16			Independence Day holiday	PS
07/05/16			PTO	SF
07/07/16			Part day PTO	SF

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07/08/16			Part day PTO	KM
07/11/16			Part day PTO	SF
07/13/16			Part day PTO	KM
07/14/16			PTO	KM
07/15/16			Part day PTO	SP
07/15/16			PTO	KM
07/18/16			Part day PTO	SF
07/18/16			Part day PTO	SP
07/18/16			PTO	KM
07/19/16			PTO	KM
07/26/16			PTO	SF
07/27/16			Part day PTO	SP
07/27/16			Part day PTO	KM
07/27/16			PTO	SF
07/29/16			PTO	KM