

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/8/2016	518	Vacant Unit	Caulked windows and doors	KM
8/10/2016	518	Vacant Unit	Performed PFR inspection	SP
8/10/2016	518	Vacant Unit	Removed backsplash, loosened and removed counter and cabinet for dishwasher install, crawled in attic to run power for dishwasher outlet, hooked up new breaker in box, cut wall for wiring, installed new boxes and outlets	SF
8/11/2016	518	Vacant Unit	Finished electrical work for dishwasher, installed drywall patch and insulation foam, taped and spackled patch, installed trim and toe kick around cabinet, cleaned up	SF
8/12/2016	518	Vacant Unit	Sanded drywall repairs, applied second coat of mud, cleaned up	SF
8/15/2016	518	Vacant Unit	Worked on drywall repairs, began dishwasher installation	SF
8/16/2016	518	Vacant Unit	Cleaned out planters by sidewalks	PS
8/16/2016	518	Vacant Unit	Finished installing dishwasher, replaced drain insert in tub, replaced kitchen faucet, cleaned up	SF
8/16/2016	518	Vacant Unit	Pulled carpet and pad, removed worn out tack strips, removed blinds	SP
8/17/2016	518	Vacant Unit	Finished pulling bad section of tack strip, vacuumed along tack strip edge, swept, cut out, prepped, and patched damaged drywall	SP
8/17/2016	518	Vacant Unit	Pulled window trim, prepped and installed new trim, pulled blind brackets, spackled holes	KM
8/18/2016	518	Vacant Unit	Blew out heaters, painted and caulked trim around dining room window, touched up paint	KM
8/18/2016	518	Vacant Unit	Sprayed and scrubbed mildew from walls, sanded drywall patches, applied second coat of mud, prepped bathroom for paint, installed new glass unit	SP
8/19/2016	518	Vacant Unit	Cut oak trim for cabinets, primed patch in kitchen, touched up paint	KM
8/19/2016	518	Vacant Unit	Met with flooring vendor for carpet measurements, cut caulking out around windows, sanded and textured drywall patches, touched up paint	SP
8/19/2016	518	Vacant Unit	Replaced smoke alarm batteries, caulked windows	PS
8/22/2016	518	Vacant Unit	Touched up paint	KM
8/23/2016	518	Vacant Unit	Cleaned light fixtures, light covers, cover plates, and spots on walls, primed bedroom wall patch	KM

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8/23/2016	518	Vacant Unit	Painted bathroom, cut in and touched up painting	SP
8/23/2016	518	Vacant Unit	Pulled staples from floor	PS
8/24/2016	518	Vacant Unit	Installed shower rod, mirror, light covers, solar tube trim, and outlet covers in bathroom, painted bathroom door, changed thermostat in bedroom and insert in bathroom sink, touched up paint, installed light covers on dining room light, changed angle stop washers	SP
8/24/2016	518	Vacant Unit	Washed heater covers, cleaned spots on walls, doors, and around windows, drained water heater, took out trash, installed oak trim on bathroom cabinet, cleaned out tools	KM
8/29/2016	518	Vacant Unit	Cleaned ceilings in dining room, living room, and kitchen	SP
8/29/2016	518	Vacant Unit	Cleaned doors and walls, touched up paint, installed heater and light covers, cleaned out tools	KM
8/30/2016	518	Vacant Unit	Cut blinds and cleaned up work area, cleaned spots on walls and windows in prep for paint	KM
8/30/2016	518	Vacant Unit	Painted doors and around windows, cleaned ceiling	SP
8/31/2016	518	Vacant Unit	Cut blinds and cleaned up work area, cleaned off counters for cleaning contractor	KM
8/31/2016	518	Vacant Unit	Touched up paint, painted bifold doors, removed tools for cleaning contractor	SP
8/1/2016	520	Vacant Unit	Picked up and cut tile for the counter backsplash	SF
8/1/2016	520	Vacant Unit	Sanded and textured drywall patch, installed mirror, cleaned tools out of unit	SP
8/2/2016	520	Vacant Unit	Cleaned and installed shelving, primed and painted drywall patch	SP
8/2/2016	520	Vacant Unit	Installed brackets for blinds, gathered blinds for installation, cleaned up, installed cable cover plate	KM
8/2/2016	520	Vacant Unit	Installed tile backsplash on kitchen counters	SF
8/3/2016	520	Vacant Unit	Finished installing blinds, cleaned up, removed trash	KM
8/3/2016	520	Vacant Unit	Painted shed door casing, scrubbed entry and bathroom floors, removed tools from unit for flooring installation	SP
8/3/2016	520	Vacant Unit	Renailed trim around kitchen window to complete exterior annual preventive maintenance of unit	SP
8/4/2016	520	Vacant Unit	Caulked outside of unit, cut out old caulking	KM
8/4/2016	520	Vacant Unit	Caulked siding, vacuumed carpet, installed bifold bedroom and bathroom doors, moved refrigerator outside, showed Preston how to blow out coils	SP

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8/4/2016	520	Vacant Unit	Swept, installed doors	PS
8/5/2016	520	Vacant Unit	Cut out old caulking around windows and doors and recaulked	KM
8/5/2016	520	Vacant Unit	Scrubbed floors, pulled weeds	PS
8/5/2016	520	Vacant Unit	Scrubbed floors in kitchen and dining room, instructed Preston on floor scrubbing and safety, set and caulked toilet, caulked bath tub	SP
8/8/2016	520	Vacant Unit	Waxed floors, replaced outlet in kitchen, installed brackets for laundry bifold doors, reinstalled stove and refrigerator	SP
8/9/2016	520	Vacant Unit	Caulked tile joints for backsplash, completed final walkthrough	SF
8/9/2016	520	Vacant Unit	Removed old and installed new caulking around sliding glass door and front door, tested stove and oven, touched up paint, installed sliding glass door blinds, installed laundry bifold doors, cleaned out unit and shed, changed mailbox locks, vacuumed carpet, swept and mopped vinyl	SP
8/9/2016	520	Vacant Unit	Ready for occupancy	
8/11/2016	2601	Vacant Unit	Began PFR inspection	SP
8/12/2016	2601	Vacant Unit	Completed PFR inspection	SP
8/12/2016	2601	Vacant Unit	Removed debris from planters in prep for concrete	PS
8/17/2016	2601	Vacant Unit	Helped remove debris from planters, scraped staples from bedroom floors, began sanding base of walls for texturing	SF
8/17/2016	2601	Vacant Unit	Dug out and pulled small stumps with backhoe	SP
8/18/2016	2601	Vacant Unit	Removed debris from planters in prep for concrete	PS
8/18/2016	2601	Vacant Unit	Sanded and spackled drywall patches, prepped for texturing, helped dig out planters, emptied backhoe bucket and returned it to shop	SF
8/19/2016	2601	Vacant Unit	Picked up blocks from front yard	KM
8/19/2016	2601	Vacant Unit	Worked on drywall repairs, textured bedroom walls	SF
8/22/2016	2601	Vacant Unit	Showed Preston how to pull staples from floor, checked on progress	SP
8/22/2016	2601	Vacant Unit	Pulled staples from floor	PS
8/23/2016	2601	Vacant Unit	Cleaned up, hauled trash to dumpster, sanded drywall, textured walls	SF
8/1/2016	2605	Vacant Unit	Performed PFR inspection	SP
8/4/2016	2605	Vacant Unit	Pressure washed exterior of unit	PS
8/4/2016	2605	Vacant Unit	Installed new water heater, plumbing, and valve	SF

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8/4/2016	2605	Vacant Unit	Set up pressure washer, instructed Preston on proper use and safety	SP
8/9/2016	2605	Vacant Unit	Finished piping for water heater pan, repaired dripping faucet	SF
8/15/2016	2605	Vacant Unit	Removed debris from planters in prep for concrete	SF
8/15/2016	2605	Vacant Unit	Removed debris from planters in prep for concrete	PS
8/15/2016	2605	Vacant Unit	Removed debris from planters in prep for concrete	SP
8/16/2016	2605	Vacant Unit	Removed debris from planters in prep for concrete	SP
8/17/2016	2605	Vacant Unit	Removed debris from planters in prep for concrete	PS
8/24/2016	2605	Vacant Unit	Removed kitchen and bathroom counter backsplash, scraped caulking from countertops, filled crack in counter laminate, cut and began installing tiles	SF
8/29/2016	2605	Vacant Unit	Finished installing tile backsplash in kitchen, removed master bath countertop, removed sink from counter, installed new laminate, replaced valve washers for master bath sink	SF
8/30/2016	2605	Vacant Unit	Worked on master bath countertop, trimmed laminate, sanded oak edge, installed sink and counter, repaired drain line, installed tile backsplash, hooked up plumbing	SF
8/31/2016	2605	Vacant Unit	Removed hall bathroom counter and cabinet, adjust cabinet level, cut edges off counter for tighter fit, removed and replaced smoke alarms, blew out heaters, installed tile backsplash in hall bathroom, cleaned up	SF
Work Orders				
8/22/2016	512	Work Order	Helped install sliding door blinds	KM
8/18/2016	701	Work Order	Picked up tables and took to storage	SP
8/18/2016	704	Work Order	Replaced fill valve in master bathroom toilet	SF
8/15/2016	710	Work Order	Installed ducting for bathroom fans and vented to the outside of unit	SF
8/16/2016	2607	Work Order	Vented bathroom fans to outside	SF
8/15/2016	2620	Work Order	Jump started resident's car	SP
8/31/2016	2629	Work Order	Performed APM inspection, removed and replaced caulking around tub in both bathrooms, removed and replaced caulking around hall bathroom sink, cleaned and replaced master bath fan motor, cleaned fridge coils, vacuumed heaters, lubed and adjusted latch on sliding glass door, replaced GFCI in master bathroom	SF

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8/23/2016	2636	Work Order	Repaired light fixture wiring, added a junction box in attic	SF
8/18/2016	2646B	Work Order	Looked into washing machine valves that were not hooked up right	SF
8/9/2016	Office	Work Order	Installed convex mirror in back office	SF
Routine Activities				
8/1/2016	Entrance	Routine	Hung banner for community wide garage sale	SF
8/1/2016	Entrance	Routine	Removed and disposed of dead deer	SP
8/1/2016	706	Routine	Spoke with resident about cat issue and offered trap for resident use	SF
8/1/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
8/1/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/1/2016	Office	Routine	Checked oil in backup generator	KM
8/1/2016	Office	Routine	Ordered supplies, completed paperwork	SF
8/1/2016	Operations	Routine	Checked fluid level on golf cart	KM
8/1/2016	Town	Routine	Purchased supplies, fueled van	SP
8/2/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/2/2016	Office	Routine	Completed paperwork	SF
8/2/2016	Office	Routine	Reviewed PFR inspection with Debbie and Lyman	SP
8/3/2016	Town	Routine	Picked up supplies	SP
8/4/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/4/2016	Office	Routine	Researched hole saw bits, completed paperwork	SF
8/4/2016	Town	Routine	Went to town for water heater and supplies	SF
8/5/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/5/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/5/2016	Housing Area	Routine	Made list of addresses with yard needs for Tracey	KM
8/5/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/5/2016	Memorial Garden	Routine	Watered plants	SP
8/5/2016	Office	Routine	Checked oil in backup generator	KM
8/5/2016	Office	Routine	Watered plants and checked light bulbs in offices	SP
8/5/2016	Operations	Routine	Checked fluid level on golf cart	KM
8/5/2016	Playground	Routine	Cleaned up animal waste	KM
8/8/2016	Cultural Garden	Routine	Worked on water system issue, met with landscape contractor about pruning needs	SP
8/8/2016	Housing Area	Routine	Made loop to pick up items for donation after garage sale	SP
8/8/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP

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8/8/2016	Housing Area	Routine	Delivered flyers	PS
8/8/2016	Housing Area	Routine	Moved tools from completed unit to next unit to be prepped	KM
8/8/2016	Office	Routine	Discussed landscaping RFQ with Debbie, completed paperwork	SP
8/8/2016	Operations	Routine	Washed van	KM
8/9/2016	Town	Routine	Dropped off items for shredding at Star of Hope	SP
8/9/2016	Office	Routine	Completed paperwork	SP
8/9/2016	Office	Routine	Ordered supplies, completed paperwork	SF
8/9/2016	Operations	Routine	Washed box van	PS
8/9/2016	Town	Routine	Picked up product samples for handrail replacement at fourplexes	SF
8/10/2016	Entrance	Routine	Removed community garage sale sign	SP
8/10/2016	Entrance	Routine	Removed garage sale sign	SF
8/10/2016	Housing Area	Routine	Pulled weeds in common areas	PS
8/10/2016	Office	Routine	Prepared scope of work for landscape maintenance RFQ and reviewed with Debbie	SP
8/10/2016	Operations	Routine	Changed oil and cleaned motors in all lawn mowers	KM
8/10/2016	Operations	Routine	Rebuilt screens	PS
8/10/2016	Operations	Routine	Showed Preston how to rebuild screens	SP
8/10/2016	Pole Building	Routine	Jump started Tribal forklift for Ken to use	SP
8/10/2016	Town	Routine	Picked up supplies	SF
8/11/2016	Housing Area	Routine	Assigned work for Preston	SP
8/11/2016	Housing Area	Routine	Hauled trash to dumpster	SP
8/11/2016	Office	Routine	Made phone calls, ordered supplies, completed paperwork	SF
8/11/2016	Office	Routine	Reviewed landscaping RFQ with Debbie	SP
8/11/2016	Operations	Routine	Cleaned out van, put away tools, hauled trash to dumpster	SP
8/11/2016	Operations	Routine	Performed periodic maintenance on grounds equipment, replaced repaired tire on golf cart	KM
8/11/2016	Town	Routine	Picked up supplies	SP
8/12/2016	520	Routine	Walked through unit with new resident	SP
8/12/2016	Housing Area	Routine	Delivered notices for Resident Services and completed related paperwork	SP
8/12/2016	Housing Area	Routine	Helped measure handrail at fourplex	SP
8/12/2016	Office	Routine	Ordered supplies, completed paperwork	SF
8/12/2016	Office	Routine	Watered plants and checked light bulbs in offices	SP
8/12/2016	Operations	Routine	Cleaned out van, put away tools, hauled trash to dumpster	SF

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8/12/2016	Operations	Routine	Cleaned up after equipment maintenance	KM
8/12/2016	Operations	Routine	Removed and replaced grease fitting on John Deere tractor	KM
8/12/2016	Playground	Routine	Cleaned up animal waste	KM
8/15/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
8/15/2016	Office	Routine	Completed paperwork	SF
8/15/2016	Office	Routine	Took out office recycling, checked oil in backup generator	KM
8/15/2016	Operations	Routine	Checked fluid level on golf cart	KM
8/15/2016	Operations	Routine	Cleaned out van and unloaded ladders and tools	SF
8/15/2016	Operations	Routine	Gathered tools, cleaned out van, put tools away	SP
8/15/2016	Operations	Routine	Washed van, emptied trash	KM
8/15/2016	Town	Routine	Fueled van , picked up supplies	SF
8/16/2016	Housing Area	Routine	Dumped debris from backhoe after planter cleanouts	SP
8/16/2016	Office	Routine	Made phone calls, completed paperwork	SF
8/16/2016	Operations	Routine	Unloaded tables for storage	SP
8/16/2016	Town	Routine	Picked up supplies	SF
8/17/2016	2607	Routine	Performed annual inspection	SF
8/17/2016	Housing Area	Routine	Dumped debris from backhoe after planter cleanouts	SP
8/17/2016	Office	Routine	Made phone calls, completed paperwork	SF
8/17/2016	Office	Routine	Replaced insurance cards in vehicles	KM
8/18/2016	Housing Area	Routine	Dumped debris from backhoe after planter cleanouts	SP
8/18/2016	Office	Routine	Researched plumbing supplies , completed paperwork	SF
8/19/2016	2666	Routine	Dropped off hose, looked at issue with window	SP
8/19/2016	2646D	Routine	Walked through emergency housing unit and locked up	SP
8/19/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/19/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/19/2016	Office	Routine	Completed paperwork	KM
8/19/2016	Office	Routine	Made phone calls, completed paperwork	SP
8/19/2016	Office	Routine	Watered plants and checked light bulbs in offices	SP
8/19/2016	Operations	Routine	Washed Ford F250 truck	PS
8/19/2016	Town	Routine	Picked up supplies	SP
8/22/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
8/22/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/22/2016	Housing Area	Routine	Made list of addresses with yard needs for Tracey	KM
8/22/2016	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
8/22/2016	Office	Routine	Sent emails and completed paperwork	SP

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8/22/2016	Office	Routine	Took out office recycling, checked oil in backup generator	KM
8/22/2016	Operations	Routine	Checked fluid level on golf cart	KM
8/22/2016	Town	Routine	Picked up Chevy S-10 from repair shop	SP
8/23/2016	Office	Routine	Added code for storage lot, completed paperwork	SF
8/23/2016	Office	Routine	Met with Lyman and Debbie about landscape maintenance RFQ and FYM , made phone calls, completed paperwork	SP
8/23/2016	Town	Routine	Dropped off Chevy S-10 at repair shop	KM
8/23/2016	Town	Routine	Dropped off Chevy S-10 at repair shop, picked up supplies	SP
8/24/2016	Housing Area	Routine	Picked up rug cleaner after resident use	KM
8/24/2016	Housing Area	Routine	Posted pest control notices	KM
8/24/2016	Office	Routine	Completed paperwork	SP
8/24/2016	Office	Routine	Completed paperwork	KM
8/24/2016	Office	Routine	Ordered supplies, completed paperwork	SF
8/24/2016	Town	Routine	Picked up supplies	SF
8/29/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
8/29/2016	Housing Area	Routine	Crushed trash in dumpsters	SP
8/29/2016	Housing Area	Routine	Met with Tribal Police about damage to mailbox structure	SP
8/29/2016	Office	Routine	Checked oil in backup generator	KM
8/29/2016	Office	Routine	Completed paperwork	SF
8/29/2016	Office	Routine	Made phone calls, met with landscape contractor, completed paperwork	SP
8/29/2016	Office	Routine	Watered plants	SP
8/29/2016	Operations	Routine	Checked fluid level on golf cart	KM
8/29/2016	Operations	Routine	Cleaned out van and organized tools	SF
8/29/2016	Operations	Routine	Helped unload dishwasher, cleaned out van	SP
8/29/2016	Town	Routine	Picked up dishwasher and supplies	SF
8/30/2016	Office	Routine	Ordered supplies, completed paperwork	SF
8/30/2016	Office	Routine	Researched products, completed paperwork	SP
8/30/2016	Town	Routine	Hauled demo debris and trash to recycling center	SP
8/30/2016	Town	Routine	Picked up supplies	SF
8/31/2016	Housing Area	Routine	Crushed trash in dumpsters	SP
8/31/2016	Office	Routine	Completed paperwork	SF
8/31/2016	Office	Routine	Lowered flag	SP
8/31/2016	Operations	Routine	Cleaned out trash in back of van	KM
Projects Support				
8/4/2016	Office	Projects	Met with Lyman about 2016 FYM design	SP

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8/22/2016	Office	Projects	Reviewed FYM landscaping bid and plans with Debbie	SP
8/30/2016	2629	Projects	Met with resident about scheduling FYM work	SP
Tribal Support				
8/5/2016	Tribal Lands	Tribal	Attended KYC cultural activity	PS
8/11/2016	Office	Tribal	Reviewed KYC work with Lyman	SP
8/11/2016	TMCH	Tribal	Attended KYC training	PS
8/24/2016	Tribal Lands	Tribal	Attended KYC training	PS
8/31/2016	Office	Tribal	Filled out KYC supervisor evaluation with Lyman	SP
Groundskeeping				
8/1/2016	Housing Area	Grounds	Trash pickup	KM
8/2/2016	Housing Area	Grounds	Mowed vacant units and common areas	SP
8/2/2016	Housing Area	Grounds	Mowed, weed eaten, and blew rock off road along Miluk	SF
8/2/2016	Housing Area	Grounds	Trash pickup	KM
8/3/2016	Housing Area	Grounds	Trash pickup	KM
8/4/2016	Housing Area	Grounds	Trash pickup	KM
8/5/2016	Housing Area	Grounds	Mowed common areas	SP
8/5/2016	Housing Area	Grounds	Trash pickup	KM
8/5/2016	Housing Area	Grounds	Trash pickup	KM
8/8/2016	Housing Area	Grounds	Pulled weeds in common areas	PS
8/8/2016	Housing Area	Grounds	Trash pickup	KM
8/9/2016	Housing Area	Grounds	Pulled weeds in common areas	PS
8/10/2016	Housing Area	Grounds	Trash pickup	KM
8/11/2016	Housing Area	Grounds	Pulled weeds in common areas	PS
8/11/2016	Housing Area	Grounds	Pulled weeds, weed eaten, and blew off sidewalks in common areas	SP
8/11/2016	Housing Area	Grounds	Trash pickup	KM
8/12/2016	Housing Area	Grounds	Trash pickup	KM
8/15/2016	Housing Area	Grounds	Trash pickup	KM
8/16/2016	Housing Area	Grounds	Trash pickup	KM
8/17/2016	Housing Area	Grounds	Trash pickup	KM
8/19/2016	Housing Area	Grounds	Trash pickup	KM
8/22/2016	Housing Area	Grounds	Trash pickup	KM
8/23/2016	Housing Area	Grounds	Trash pickup	KM
8/24/2016	Housing Area	Grounds	Trash pickup	KM
8/29/2016	Housing Area	Grounds	Trash pickup	KM
8/30/2016	Housing Area	Grounds	Trash pickup	KM
8/31/2016	Housing Area	Grounds	Trash pickup	KM

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Admin Support				
8/2/2016	Town	Admin	Courier run	KM
8/3/2016	Office	Admin	Met with Anne, Debbie, and Marcy about time tracking for units	SP
8/4/2016	Town	Admin	Courier run	KM
8/8/2016	Town	Admin	Courier run	SP
8/8/2016	Town	Admin	Courier run	KM
8/10/2016	Town	Admin	Courier run	KM
8/12/2016	Town	Admin	Courier run	KM
8/15/2016	Town	Admin	Courier run	SP
8/17/2016	Town	Admin	Courier run	SP
8/18/2016	Town	Admin	Courier run	KM
8/19/2016	Town	Admin	Courier run	KM
8/22/2016	Town	Admin	Courier run	KM
8/23/2016	708	Admin	Performed 90-day inspection	SF
8/23/2016	2636	Admin	Performed 90-day inspection	SF
8/23/2016	Town	Admin	Courier run	KM
8/29/2016	Town	Admin	Courier run	SP
8/30/2016	2629	Admin	Performed annual inspection	SF
8/30/2016	2648	Admin	Performed annual inspection	SF
8/30/2016	Town	Admin	Courier run	KM
8/31/2016	Town	Admin	Courier run	KM
Staff Time Off				
8/3/2016			Part day PTO	KM
8/4/2016			PTO	SF
8/5/2016			Part day PTO	KM
8/5/2016			PTO	SF
8/8/2016			PTO	SF
8/12/2016			Part day PTO	KM
8/15/2016			Part day PTO	SF
8/16/2016			Part day PTO	KM
8/17/2016			Part day PTO	SF
8/17/2016			Part day PTO	KM
8/18/2016			Part day PTO	KM
8/18/2016			Part day PTO	SP
8/22/2016			Part day PTO	SP
8/22/2016			PTO	SF

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8/25/2016			Board/Council/Staff training	PS
8/25/2016			Board/Council/Staff training	SP
8/25/2016			Board/Council/Staff training	SF
8/25/2016			Board/Council/Staff training	KM
8/26/2016			PTO	KM
8/26/2016			PTO	SP
8/26/2016			PTO	SF
8/29/2016			Part day PTO	KM