

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/7/2016	510	Vacant Unit	Went through unit, helped remove a couch	SF
9/12/2016	510	Vacant Unit	Walked through to check for damage and potential charges	SP
9/13/2016	510	Vacant Unit	Walked through unit	SF
9/13/2016	510	Vacant Unit	Performed PFR Inspection, pulled up carpet, pulled shelving and brackets, cleaned out and moved refrigerator and stove to shed, pulled light covers, solar tube covers, outlet switch covers, and heater covers, hauled trash to dumpster	SP
9/14/2016	510	Vacant Unit	Lifted counter, unscrewed cabinets, moved one down and reinstalled, plumbed and installed new dishwasher	SF
9/14/2016	510	Vacant Unit	Loaded up carpet, pulled padding, removed carpet bars, swept floors, vacuumed along wall edges, assisted with toilet removal, took carpet and garbage to dumpster	SP
9/15/2016	510	Vacant Unit	Pulled blind brackets from walls, scraped caulking from around windows	KM
9/15/2016	510	Vacant Unit	Removed drywall and window, removed bottom seal and bullnose, cleaned up debris, prepped for paint, emptied shop vac, blew out heaters and all switch and outlet boxes	SP
9/16/2016	510	Vacant Unit	Removed light fixture in laundry room, cleaned walls	KM
9/19/2016	510	Vacant Unit	Washed walls	KM
9/20/2016	510	Vacant Unit	Mopped and washed walls	KM
9/21/2016	510	Vacant Unit	Cleaned and mopped walls and doors	KM
9/21/2016	510	Vacant Unit	Prepped for paint	SP
9/22/2016	510	Vacant Unit	Completed washing walls and doors	KM
9/22/2016	510	Vacant Unit	Mopped walls and ceilings	SP
9/23/2016	510	Vacant Unit	Replaced trim on bathroom and front doors, light bulbs and switches, wrapped kitchen window in MDF, began removing wire crimps	SP
9/23/2016	510	Vacant Unit	Spackled holes in walls	KM
9/26/2016	510	Vacant Unit	Prepped for paint, sanded drywall repairs and spackled holes, trimmed out kitchen window, textured and spackled nails holes in new trim around windows and doors	SP
9/27/2016	510	Vacant Unit	Cut out caulking around windows, scraped windows, painted, and cleaned with goof off	KM
9/27/2016	510	Vacant Unit	Prepped for paint, caulked door and window trim, cleaned old paint from window frames	SP
9/28/2016	510	Vacant Unit	Cleaned window frames and recaulked windows	KM

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9/28/2016	510	Vacant Unit	Prepped for paint, replaced broken light switches and outlets, vacuumed sanding dust, cleaned tools out of unit for painting contractor	SP
9/29/2016	510	Vacant Unit	Opened unit for painting contractor	KM
9/29/2016	510	Vacant Unit	Removed wire crimps, removed lights for painting, checked on painting contractors	SP
9/30/2016	510	Vacant Unit	Installed lights, inspected and met with contractor about interior painting quality	SP
9/1/2016	518	Vacant Unit	Built and repaired screens, installed blinds, cleaned out tools	KM
9/1/2016	518	Vacant Unit	Checked on cleaner and looked at drain issue	SP
9/2/2016	518	Vacant Unit	Scrubbed kitchen and entry, mopped bathroom, installed drain insert in bathroom sink	SP
9/6/2016	518	Vacant Unit	Mop, swept, and waxed flooring, built screens for bedroom, filled holes from old front door stop on floor	KM
9/7/2016	518	Vacant Unit	Cleaned up after carpet installation	KM
9/7/2016	518	Vacant Unit	Installed and painted bi-fold doors in laundry, installed stove and refrigerator, swept floors, moved items for carpet installation	SP
9/7/2016	518	Vacant Unit	Pulled oak from shower, cut and installed plastic lumber to replace, installed grab bar	SF
9/8/2016	518	Vacant Unit	Cleaned out shed and hauled trash to dumpster, returned tools to operations, glued trim to floor at front door	KM
9/8/2016	518	Vacant Unit	Removed tools from unit and shed, installed sliding glass door blind, installed bi-fold doors in bedroom and hallway, cleaned kitchen sink, hauled off trash	SP
9/8/2016	518	Vacant Unit	Cleaned tub, installed and caulked backsplash in kitchen	SF
9/9/2016	518	Vacant Unit	Vacuumed, swept, mopped, final cleanout and walk through	SP
9/9/2016	518	Vacant Unit	Washed countertops in kitchen and bathroom, cleaned out cabinet	KM
9/9/2016	518	Vacant Unit	Ready for occupancy	
9/29/2016	2601	Vacant Unit	Sprayed weeds in cracks in cement	SP
9/1/2016	2605	Vacant Unit	Cut out old caulking, recaulked exterior of all doors and windows, installed new glass in laundry window, caulked gutter corner, cleaned out gutters in front of home	SF
9/8/2016	2605	Vacant Unit	Caulked interior windows, cut out silicone in master bathtub	SF
9/9/2016	2605	Vacant Unit	Siliconed tub/shower in master bath	SF
9/12/2016	2605	Vacant Unit	Cleaned p-traps in bathroom, tightened door in kitchen	KM

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9/13/2016	2605	Vacant Unit	Worked on gate repairs	SF
9/14/2016	2605	Vacant Unit	Rebuilt gate, made adjustments, built new latch system	SF
9/15/2016	2605	Vacant Unit	Filled nail holes, rebuilt and repaired screens, touched up painting, cleaned out and repaired tub drains	SF
9/29/2016	2605	Vacant Unit	Sprayed weeds in cracks in cement	SP
9/29/2016	2605	Vacant Unit	Touched up paint, cleaned bath fans, sanded drywall repairs	KM
9/30/2016	2605	Vacant Unit	Spackled and sanded holes, caulked bottom of windows on inside, reinstalled bathroom fans	KM
9/22/2016	2646D	Vacant Unit	Walked through, ready for occupancy	SP
Work Orders				
9/8/2016	502	Work Order	Repaired broken screens, installed new screen material	SF
9/30/2016	506	Work Order	Helped install new toilet	KM
9/30/2016	506	Work Order	Replaced toilet	SP
9/13/2016	706	Work Order	Checked electrical issue, pulled outlets in living room, replaced switch in kitchen, could not find issue with outlets	SF
9/19/2016	2616	Work Order	Replaced kitchen sink sprayer	KM
9/22/2016	2627	Work Order	Changed smoke alarm batteries	SP
9/12/2016	2670	Work Order	Helped measure railing for replacement	SP
9/12/2016	2670	Work Order	Remeasured for lumber on front and back stair and deck rails	SF
9/6/2016	2620A	Work Order	Rebuilt bathroom faucet and shut off valve	KM
9/6/2016	2646C	Work Order	Repaired bathroom toilet	KM
Routine Activities				
9/1/2016	2629	Routine	Helped locate and mark sewer clean out	SP
9/1/2016	Housing Area	Routine	Hauled trash, crushed trash in dumpster	SP
9/1/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/1/2016	Office	Routine	Made phone calls, ordered supplies, completed paperwork, organized work area	SF
9/1/2016	Office	Routine	Scheduled work for FYM, made phone calls, reviewed 2601 PFR inspection with Debbie, met with Lyman about demo of old materials pad in warehouse area	SP
9/1/2016	Operations	Routine	Helped put the thumb up on the backhoe after use	SF
9/1/2016	Operations	Routine	Put bucket on John Deer, greased bucket, and washed van	SP
9/1/2016	Operations	Routine	Put thumb up on backhoe after use	SP
9/2/2016	2646D	Routine	Picked up air blower and returned to storage	KM
9/2/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM

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9/2/2016	Office	Routine	Watered plants, checked light bulbs	SP
9/2/2016	Operations	Routine	Helped grease backhoe	KM
9/2/2016	Operations	Routine	Greased backhoe	SP
9/2/2016	Playground	Routine	Cleaned up mess	KM
9/6/2016	Housing Area	Routine	Crushed trash in dumpsters, blew rock off road	SP
9/6/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/6/2016	Office	Routine	Checked oil in backup generator	KM
9/6/2016	Operations	Routine	Checked fluid level on golf cart	KM
9/7/2016	801	Routine	Inspected and performed semi-annual maintenance on storage lot gate	SF
9/7/2016	Housing Area	Routine	Crushed trash in dumpsters	SP
9/7/2016	Housing Area	Routine	Met with contractor to complete annual backflow device testing	SF
9/7/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/7/2016	Office	Routine	Completed paperwork	SF
9/7/2016	Office	Routine	Helped rearrange furniture	SP
9/7/2016	Operations	Routine	Helped remove plastic wood	SP
9/7/2016	Operations	Routine	Washed mop head, folded shop towels	KM
9/7/2016	Town	Routine	Hauled freezer to scrap yard	SP
9/7/2016	Town	Routine	Picked up stove, dishwasher, and supplies	SF
9/7/2016	Town	Routine	Took cat to shelter, brought cat back at request of office	KM
9/8/2016	801	Routine	Performed semi-annual gate maintenance, vacuumed and blew out motor area, lubed chains, tightened nuts, adjusted gate closings and chains, ground rusted areas on key pad pedestals, repaired holes, spray painted key pads	SF
9/8/2016	Housing Area	Routine	Removed old insulation, installed new around backflow devices	SF
9/8/2016	Office	Routine	Helped with recycling	SP
9/8/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/8/2016	Office	Routine	Completed paperwork	SF
9/8/2016	Operations	Routine	Unloaded tools	SP
9/8/2016	Operations	Routine	Washed shop towels	KM
9/9/2016	801	Routine	Performed semi-annual gate maintenance on upper gate, lubed and adjusted chain, ground rust from pedestals, painted, blew out motor area	SF

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9/9/2016	Office	Routine	Completed paperwork	SF
9/9/2016	Office	Routine	Watered plants, checked light bulbs	SP
9/9/2016	Operations	Routine	Cleaned out back of van	SF
9/9/2016	Operations	Routine	Performed maintenance on weed eater and pruning saw	SP
9/9/2016	Operations	Routine	Washed and folded shop towels, cleaned out van	KM
9/9/2016	Town	Routine	Picked up supplies and S-10 from repair shop	SP
9/9/2016	Town	Routine	Took Platter to town to pick up S-10 from repair shop	KM
9/12/2016	801	Routine	Finished semi-annual gate maintenance, finished painting keypad and pedestals, scraped off rust, wiped clean, cleaned dirt and bugs from bottom of pedestals	SF
9/12/2016	Housing Area	Routine	Changed mailbox locks	SP
9/12/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/12/2016	Housing Area	Routine	Delivered notices for Resident Services	SP
9/12/2016	Office	Routine	Completed paperwork	SF
9/12/2016	Office	Routine	Made phone calls and completed paperwork	SP
9/12/2016	Office	Routine	Took out recycling, checked oil in backup generator	KM
9/12/2016	Operations	Routine	Checked fluid level on golf cart	KM
9/12/2016	Operations	Routine	Cleaned out back of van	SF
9/12/2016	Operations	Routine	Cleaned van and hauled trash to dumpster	KM
9/12/2016	Operations	Routine	Put away tools	SP
9/13/2016	Housing Area	Routine	Helped unload mattresses	SP
9/13/2016	Office	Routine	Put together supply order, made phone calls, completed paperwork	SF
9/13/2016	Town	Routine	Picked up mattresses from The Mill Casino and delivered to housing residents	SF
9/14/2016	Office	Routine	Made phone calls and completed paperwork	SF
9/14/2016	Office	Routine	Made phone calls, completed paperwork, went over PFR for 510 with Deb	SP
9/15/2016	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/15/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/15/2016	Office	Routine	Completed paperwork	SP
9/15/2016	Office	Routine	Made phone calls, worked on supply order, completed paperwork	SF
9/15/2016	Operations	Routine	Put away supply order, cleaned out van, hauled trash to dumpster and cardboard to recycling	SF
9/15/2016	Town	Routine	Picked up supplies	SP

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9/16/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/16/2016	Office	Routine	Watered plants, checked light bulbs	SP
9/19/2016	Office	Routine	Checked oil in backup generator	KM
9/19/2016	Operations	Routine	Checked fluid level on golf cart	KM
9/20/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/21/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/22/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/22/2016	Office	Routine	Made phone calls and completed paperwork	SP
9/22/2016	Town	Routine	Picked up appliances and supplies, fueled van, dropped off flooring contract	SP
9/23/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/23/2016	Office	Routine	Made phone calls, completed paperwork, went over vacant schedule and prioritized with Dale	SP
9/23/2016	Office	Routine	Watered plants, checked light bulbs	SP
9/26/2016	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/27/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/27/2016	Operations	Routine	Duplicated keys for CITPD	SP
9/28/2016	Office	Routine	Took out recycling, checked email, brought mail to office, completed daily paperwork	KM
9/29/2016	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/29/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/29/2016	Operations	Routine	Cleaned out golf cart	KM
9/29/2016	Operations	Routine	Cleaned up and washed out spray tank and pump sprayer after use	SP
9/29/2016	Housing Area	Routine	Delivered pest control notices	KM
9/30/2016	Memorial	Routine	Installed name plates on wall	KM
9/30/2016	Office	Routine	Checked email, brought mail to office, completed daily paperwork	KM
9/30/2016	Office	Routine	Watered plants, checked light bulbs	SP
9/30/2016	Town	Routine	Picked up supplies	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Projects Support				
9/1/2016	2629	Projects	Located and marked out sewer clean out in front yard in prep for Front Yard Makeover	SF
9/6/2016	2629	Projects	Helped landscape contractor with FYM project	SP
9/8/2016	2629	Projects	Mowed, weed eaten, edged, blew off sidewalk, took pictures of completed Front Yard Makeover	SP
Tribal Support				
9/1/2016	Town	Tribal	Helped Tribal Maintenance pick up a truck	SP
9/12/2016	801	Tribal	Helped Tribal Maintenance extract broken key from lock	SF
Groundskeeping				
9/1/2016	Housing Area	Grounds	Trash pickup	KM
9/2/2016	Housing Area	Grounds	Trash pickup	KM
9/6/2016	Housing Area	Grounds	Trash pickup	KM
9/7/2016	Housing Area	Grounds	Trash pickup	KM
9/8/2016	Housing Area	Grounds	Trash pickup	KM
9/9/2016	Housing Area	Grounds	Trash pickup	KM
9/12/2016	708	Grounds	Picked up brush and unloaded at burn pile	SP
9/12/2016	Housing Area	Grounds	Trash pickup	KM
9/15/2016	Housing Area	Grounds	Trash pickup	KM
9/16/2016	Housing Area	Grounds	Trash pickup	KM
9/19/2016	Housing Area	Grounds	Trash pickup	KM
9/20/2016	Housing Area	Grounds	Trash pickup	KM
9/21/2016	Housing Area	Grounds	Trash pickup	KM
9/22/2016	Housing Area	Grounds	Trash pickup	KM
9/23/2016	Housing Area	Grounds	Trash pickup	KM
9/27/2016	Housing Area	Grounds	Trash pickup	KM
9/28/2016	Housing Area	Grounds	Trash pickup	KM
9/29/2016	Housing Area	Grounds	Sprayed weeds in common areas and Community Garden	SP
9/29/2016	Housing Area	Grounds	Trash pickup	KM
9/30/2016	Housing Area	Grounds	Trash pickup	KM
Admin Support				
9/1/2016	504	Admin	Performed 90-day inspection	SF
9/1/2016	Town	Admin	Courier run	KM
9/6/2016	Office	Admin	Courier run	KM
9/8/2016	Town	Admin	Courier run	KM
9/9/2016	Town	Admin	Courier run	KM
9/12/2016	Town	Admin	Courier run	KM

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9/13/2016	Town	Admin	Courier run	SP
9/14/2016	Town	Admin	Courier run	SP
9/15/2016	Town	Admin	Courier run	KM
9/16/2016	Town	Admin	Courier run	KM
9/19/2016	Town	Admin	Courier run	KM
9/20/2016	Town	Admin	Courier run	KM
9/21/2016	Town	Admin	Courier run	KM
9/22/2016	Town	Admin	Courier run	KM
9/23/2016	Town	Admin	Courier run	KM
9/26/2016	Town	Admin	Courier run	SP
9/27/2016	506	Admin	Performed 90-day inspection	SP
9/27/2016	705	Admin	Performed annual inspection	SP
9/27/2016	706	Admin	Performed annual inspection	SP
9/27/2016	Town	Admin	Courier run	SP
9/28/2016	2640	Admin	Performed annual inspection	SP
9/28/2016	2670A	Admin	Performed annual inspection	SP
9/28/2016	Town	Admin	Courier run	SP
9/29/2016	Town	Admin	Courier run	KM
9/30/2016	2626	Admin	Performed annual inspection	SP
9/30/2016	Town	Admin	Courier run	KM
Staff Time Off				
9/2/2016			Admin leave for holiday	SF
9/5/2016			Labor Day holiday	SF
9/5/2016			Labor Day holiday	SP
9/5/2016			Labor Day holiday	KM
9/6/2016			PTO	SF
9/13/2016			PTO	KM
9/14/2016			PTO	KM
9/16/2016			Part day PTO	KM
9/16/2016			PTO	SF
9/19/2016			PTO	SF
9/19/2016			PTO	SP
9/20/2016			PTO	SP
9/20/2016			PTO	SF
9/21/2016			Part day PTO	SP
9/21/2016			PTO	SF
9/21/2016			PTO	SP

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9/22/2016			PTO	SF
9/23/2016			Part day PTO	KM
9/23/2016			PTO	SF
9/26/2016			PTO	KM
9/26/2016			PTO	SF
9/27/2016			PTO	SF
9/28/2016			PTO	SF
9/29/2016			PTO	SF
9/30/2016			Part day PTO	SP
9/30/2016			PTO	SF