

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/2/2017	512	Vacant Unit	Performed PFR inspection	SP
11/2/2017	512	Vacant Unit	Measured for countertop replacement	SF
11/3/2017	512	Vacant Unit	Removed cover plates, heating covers, shelving, shelf brackets, mirrors, and mirror brackets	SP
11/6/2017	512	Vacant Unit	Prepped for new countertop laminate, removed counters from cabinets, scraped off laminate, ordered replacement laminate	SF
11/7/2017	512	Vacant Unit	Removed countertops and sinks, finished scraping laminate off, sanded one counter	SF
11/8/2017	512	Vacant Unit	Removed bathroom tile and cove base	PS
11/8/2017	512	Vacant Unit	Removed light covers, changed light bulbs, blew out heaters, light switches, and outlet boxes, removed toilet	SP
11/8/2017	512	Vacant Unit	Sanded, removed backsplash, installed oak counter edging	SF
11/9/2017	512	Vacant Unit	Cleaned window frames, wiped down light globes	PS
11/9/2017	512	Vacant Unit	Met with vendor to measure for flooring, finished removing tile in bathroom, began removing tile in dining room	SP
11/9/2017	512	Vacant Unit	Sanded and glued laminate to one counter	SF
11/13/2017	512	Vacant Unit	Helped install countertop laminate	SP
11/13/2017	512	Vacant Unit	Prepped, glued, and attached laminate to counter tops, routed edges, set in place	SF
11/14/2017	512	Vacant Unit	Finished installing kitchen cabinets, cut and glued laminate for edges, sanded oak, filed laminate edges, installed kitchen sink, removed bathroom sink and counter for new laminate, scraped vinyl from floors, hauled trash to dumpster	SF
11/14/2017	512	Vacant Unit	Removed vinyl tiles	PS
11/15/2017	512	Vacant Unit	Scraped laminate, sanded, glued and installed new laminate for bathroom, routed edges, cleaned up, installed bathroom counter top and sink, scraped vinyl from dining room and kitchen floors	SF
11/15/2017	512	Vacant Unit	Removed vinyl tiles	SP
11/15/2017	512	Vacant Unit	Removed vinyl tiles	PS
11/16/2017	512	Vacant Unit	Finished scraping vinyl from concrete floor, cut and installed tile backsplash, cleaned up	SF
11/16/2017	512	Vacant Unit	Lined out work for Preston	SP
11/16/2017	512	Vacant Unit	Removed caulking from windows	SP
11/20/2017	512	Vacant Unit	Removed heater, checked out what needs done in unit	SF
11/20/2017	512	Vacant Unit	Scraped windows, emptied trash bins	PS
11/20/2017	512	Vacant Unit	Swept floors, removed kitchen trim and toe kick, rebuilt kitchen faucet, replaced light switch next to sink, cut vinyl away from carpet	SP
11/21/2017	512	Vacant Unit	Scraped windows	PS
11/27/2017	512	Vacant Unit	Spackled holes, prepped for paint, replaced thermostats, ran cover plates through dishwasher	SP

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11/28/2017	512	Vacant Unit	Unloaded and reloaded items into dishwasher	SP
11/29/2017	512	Vacant Unit	Sanded oak counter edges, swept unit	SP
11/30/2017	512	Vacant Unit	Scraped paint from windows	PS
11/30/2017	512	Vacant Unit	Vacuumed along walls, disposed of toe kick, cut caulking around windows and recaulked, drained and flushed water heater	SP
11/1/2017	2620C	Vacant Unit	Removed doors and jambs on master bedroom and bathroom for replacement, repaired and caulked around laundry bifold doors, caulked around windows and trim in bedroom, spackled holes, cleaned up around doors	KM
11/2/2017	2620C	Vacant Unit	Sanded and filled holes in master bedroom ceiling, repaired bifold door, removed all doors and brackets, cleaned up	KM
11/3/2017	2620C	Vacant Unit	Began painting exterior of unit	KM
11/3/2017	2620C	Vacant Unit	Walked through with Lyman	SP
11/6/2017	2620C	Vacant Unit	Painted around windows, scraped sheet rock seam to be filled	KM
11/7/2017	2620C	Vacant Unit	Painted	KM
11/8/2017	2620C	Vacant Unit	Sanded and mudded seam on ceiling, painted doors, cut in paint	KM
11/9/2017	2620C	Vacant Unit	Sanded mud by front door, cleaned bathroom door, painted	KM
11/14/2017	2620C	Vacant Unit	Painted doors, cut in around cabinets in kitchen, cleaned up	KM
11/15/2017	2620C	Vacant Unit	Painted and cut in kitchen and main bathroom, cleaned up, moved bifold door	KM
11/16/2017	2620C	Vacant Unit	Sanded seam on ceiling, textured walls, primed, filled holes, cut in painting, cleaned up	KM
11/17/2017	2620C	Vacant Unit	Primed spots on walls, removed cove base, swept floors, finished cutting in main bathroom	KM
11/20/2017	2620C	Vacant Unit	Completed inventoried appliances, tagged dishwasher, painted	KM
11/21/2017	2620C	Vacant Unit	Painted	KM
11/29/2017	2620C	Vacant Unit	Vacuumed carpet, painted, cut in paint	KM
11/30/2017	2620C	Vacant Unit	Cut in painting above carpet, cleaned up	KM
11/30/2017	2620C	Vacant Unit	Installed new bifold door	SF
11/13/2017	2670A	Vacant Unit	Completed move out inspection with Dale	SP
Work Orders				
11/7/2017	502	Work Order	Repaired kitchen cabinet hinge and heater in hallway	SP
11/20/2017	502	Work Order	Looked into heater issue with Felton	SP
11/20/2017	502	Work Order	Exchanged noisy heater with one from vacant unit	SF
11/1/2017	708	Work Order	Repaired downspout drain lines	SP
11/8/2017	2602	Work Order	Lubed front door lock, shut off breakers to heaters, installed hinge strap to front door	SF
11/27/2017	2605	Work Order	Performed interior APM inspection, cleaned refrigerator coils, replaced drip bowls on stove, vacuumed heaters	SF
11/28/2017	2614	Work Order	Replaced dryer vent hood, cleaned gutters, and pressure-washed back patio and back end of house	SF

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11/29/2017	2614	Work Order	Performed exterior APM inspection, caulked siding, windows, and trim, touched up paint	SF
11/30/2017	2614	Work Order	Performed interior APM inspection, repaired frontdoor lock, removed and reinstalled dryer vent ducting, replaced bedroom light switch, repaired pantry shelf, cleaned refrigerator coils, lubricated window tracks as needed	SF
11/1/2017	2616	Work Order	Removed and recaulked trim around garage door and corners of unit	SF
11/1/2017	2616	Work Order	Weedeated, dug out blackberry plants	SP
11/14/2017	2616	Work Order	Installed suction cup grab bar in shower	SF
11/14/2017	2617	Work Order	Replaced two light switches in kitchen	SF
11/3/2017	2620	Work Order	Cleaned gutters, cleaned cobwebs from front and side of building	SF
11/21/2017	2620A	Work Order	Prepped and installed dishwasher	SF
11/20/2017	2620B	Work Order	Replaced exterior light bulbs	SF
11/1/2017	2620D	Work Order	Unplugged toilet	SP
11/7/2017	2631	Work Order	Performed interior APM inspection, cleaned and lubed bathroom vent fans, removed and replaced caulking around tubs and toilets, cleaned refrigerator coils, replaced drip pans on stove, vacuumed heaters, vacuumed and lubed sliding glass door track	SF
11/2/2017	2651	Work Order	Performed interior APM inspection, lubricated fan motors in bathroom, replaced drip bowls on stove, cleaned refrigerator coils, vacuumed heaters	SF
11/9/2017	2670	Work Order	Performed exterior APM inspection, caulked around doors and windows, cleaned out dryer vents, tightened backer boards and caulked fascia joints, tightened rear handrails, cleaned gutters, cleaned cobwebs off front of building	SF
11/6/2017	2670B	Work Order	Replaced kitchen sink strainer, discovered drain was plugged, snaked the drain and vent to unplug it	SF
11/1/2017	Pole Bldg.	Work Order	Performed APM inspection	SF
11/2/2017	Pole Bldg.	Work Order	Measured fiberglass panels for replacement, inspected outside of building, began pressure washing, checked lights inside	SF
11/9/2017	Pole Bldg.	Work Order	Measured light fixtures for parts and brackets	SF
11/27/2017	Pole Bldg.	Work Order	Heater would not shut off, checked thermostat, took heater apart and cleaned, replaced thermostat and wire nuts, looked into replacing leaky garage door seals, tried to change light bulbs	SF
11/27/2017	Pole Bldg.	Work Order	Helped troubleshoot heater	SP
11/28/2017	Pole Bldg.	Work Order	Borrowed lift from Partney, installed LED bulbs and ends on four light fixtures, installed additional light fixture, looked into other issues	SF
11/28/2017	Pole Bldg.	Work Order	Moved lift from warehouse to pole building , assisted with bulb replacement	SP
Routine Activities				
11/1/2017	Office	Routine	Completed paperwork	KM

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11/1/2017	Office	Routine	Ordered supplies, completed paperwork	SF
11/1/2017	Office	Routine	Reviewed unit work, made phone calls, completed paperwork	SP
11/1/2017	Operations	Routine	Cleaned out van, hauled trash to dumpster, worked on weed eater	SF
11/1/2017	Operations	Routine	Cleaned out van, put away tools	SP
11/2/2017	Housing Area	Routine	Picked up rent payments	KM
11/2/2017	Office	Routine	Completed paperwork	KM
11/2/2017	Office	Routine	Met with Lyman about needs for pole building and vacant units	SP
11/2/2017	Office	Routine	Researched products, planned preventive maintenance for pole building and PMOSF, completed paperwork	SF
11/2/2017	Town	Routine	Picked up supplies, fueled van, had oil changed	SF
11/3/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/3/2017	Office	Routine	Completed paperwork	SF
11/3/2017	Office	Routine	Completed paperwork	KM
11/3/2017	Office	Routine	Watered plants, checked light bulbs in offices, reviewed work orders with Deb, completed paperwork	SP
11/6/2017	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
11/6/2017	Office	Routine	Checked broken globe on parking lot light, researched replacement	SP
11/6/2017	Office	Routine	Removed cobwebs on stairs and building, checked oil in backup generator, completed paperwork	KM
11/6/2017	Office	Routine	Researched products, completed paperwork	SF
11/6/2017	Operations	Routine	Pulled fuel slips from vehicles, checked fluid levels on golf cart, cleaned out back of van	KM
11/7/2017	Office	Routine	Completed paperwork	SF
11/7/2017	Office	Routine	Completed paperwork	KM
11/7/2017	Office	Routine	Hauled recycling to bins	KM
11/7/2017	Operations	Routine	Cleaned out van, put away tools	SF
11/7/2017	Operations	Routine	Repaired door handle on van	SP
11/7/2017	Town	Routine	Picked up supplies, dropped off bank deposit	KM
11/8/2017	Housing Area	Routine	Delivered notices for Resident Services, completed paperwork	SP
11/8/2017	Office	Routine	Completed paperwork	KM
11/8/2017	Office	Routine	Researched supplies, completed paperwork	SF
11/8/2017	Operations	Routine	Checked brand of all fire extinguishers for Kidde recall	SP
11/8/2017	Operations	Routine	Folded towels, unloaded and put away tools and supplies	SP
11/8/2017	Town	Routine	Picked up supplies	SF
11/9/2017	Office	Routine	Completed paperwork	KM
11/9/2017	Office	Routine	Made phone calls, completed paperwork	SF
11/9/2017	Office	Routine	Watered plants	SP
11/13/2017	Office	Routine	Ordered supplies, completed paperwork	SF
11/13/2017	Office	Routine	Reviewed flooring samples with Lyman and Anne, completed paperwork	SP
11/13/2017	Playground	Routine	Replaced toilet sensor batteries	SF

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11/13/2017	Town	Routine	Picked up flooring samples and returned others	SP
11/14/2017	Office	Routine	Completed paperwork	KM
11/14/2017	Office	Routine	Completed paperwork	SF
11/14/2017	Operations	Routine	Cleaned up, put away supplies and tools	SF
11/15/2017	Office	Routine	Completed paperwork	KM
11/15/2017	Office	Routine	Made phone calls, completed paperwork	SP
11/16/2017	Office	Routine	Completed paperwork	SF
11/16/2017	Office	Routine	Completed paperwork	KM
11/16/2017	Office	Routine	Procured forklift and air compressor for warehouse, made phone calls, completed paperwork	SP
11/16/2017	Town	Routine	Picked up supplies	SF
11/17/2017	Housing Area	Routine	Checked on lights at entrance not working	SF
11/17/2017	Office	Routine	Completed paperwork	KM
11/17/2017	Office	Routine	Researched supplies, ordered parts, completed paperwork	SF
11/17/2017	Office	Routine	Reviewed warehouse equipment needs and budgets, watered plants, completed paperwork	SP
11/17/2017	Operations	Routine	Cleaned up, put away supplies and tools	SF
11/17/2017	Operations	Routine	Made list of shelving	SP
11/17/2017	Town	Routine	Dropped off ink cartridges for recycle at Staples	KM
11/20/2017	Office	Routine	Checked backdoor porch light	SP
11/20/2017	Office	Routine	Removed cobwebs on stairs and building, checked oil in backup generator, completed paperwork	KM
11/20/2017	Office	Routine	Researched products and flooring, made phone calls, completed paperwork	SF
11/20/2017	Operations	Routine	Organized and cleaned out box van	SF
11/21/2017	Office	Routine	Made list of shelving, racking, and equipment needs with Debbie and began procurement	SP
11/21/2017	Office	Routine	Made phone calls, completed paperwork	SF
11/21/2017	Office	Routine	Took out recycling, completed paperwork	KM
11/21/2017	Operations	Routine	Cleaned out van, put away tools	KM
11/21/2017	Operations	Routine	Walked through with Debbie to determine shelving and racking needs for new building	SP
11/21/2017	Town	Routine	Picked up supplies	KM
11/21/2017	Town	Routine	Picked up supplies and parts	SF
11/27/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
11/27/2017	Office	Routine	Procured items for warehouse	SP
11/27/2017	Office	Routine	Researched lights, ordered supplies, completed paperwork	SF
11/28/2017	Office	Routine	Assisted with holiday card mailing, removed dead leaves from plants	PS
11/28/2017	Office	Routine	Replaced and adjusted shock on storm door	SP
11/28/2017	Office	Routine	Researched light fixtures, completed paperwork	SF
11/28/2017	Operations	Routine	Cleaned out van, put away tools	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
11/29/2017	Housing Area	Routine	Delivered pest notices	PS
11/29/2017	Housing Area	Routine	Trash pickup	KM
11/29/2017	Office	Routine	Completed paperwork	KM
11/29/2017	Office	Routine	Completed paperwork	SF
11/29/2017	Office	Routine	Made phone calls, reviewed warehouse and repair work with Lyman, completed paperwork	SP
11/29/2017	Office	Routine	Prepped flashlights for Mid-Winter Gathering giveaway	PS
11/30/2017	Office	Routine	Completed paperwork	SP
11/30/2017	Office	Routine	Completed paperwork	KM
11/30/2017	Office	Routine	Prepped flashlights for Mid-Winter Gathering giveaway	PS
11/30/2017	Office	Routine	Reviewed toilets, dishwashers, and carpet lists with Debbie, priced supplies, completed paperwork	SF
11/30/2017	Operations	Routine	Cleaned out van, put away tools	SF
11/30/2017	Operations	Routine	Cleaned out van, put away tools	KM
Projects Support				
11/6/2017	Housing Area	Project	Helped remove dirt around fire hydrants	PS
11/6/2017	Housing Area	Project	Marked area for retaining walls to raise level of existing fire hydrants, removed sod, prepped for walls	SP
11/7/2017	Housing Area	Project	Finished prep and began building retaining wall for fire hydrants	SP
11/7/2017	Housing Area	Project	Worked on retaining wall for fire hydrants	PS
11/19/2017	Housing Area	Project	Installed block for retaining wall at fire hydrants	SP
11/20/2017	2646	Project	Installed block for retaining wall at fire hydrants	SP
11/1/2017	Warehouse	Project	Photographed construction progress	SP
11/2/2017	Warehouse	Project	Photographed construction progress	SP
11/3/2017	2670A	Project	Pulled sensor for dryer booster fan to use in new warehouse	SF
11/3/2017	2670A	Project	Helped pull sensor for dryer booster fan to use in new warehouse	SP
11/3/2017	Warehouse	Project	Photographed construction progress	SP
11/6/2017	Warehouse	Project	Photographed construction progress	SP
11/8/2017	Warehouse	Project	Photographed construction progress	SP
11/9/2017	Warehouse	Project	Met with vendor to measure for flooring	SP
11/13/2017	Warehouse	Project	Photographed construction progress	SP
11/15/2017	Warehouse	Project	Helped unload dryer	SP
11/16/2017	Warehouse	Project	Photographed construction progress	SP
11/20/2017	Warehouse	Project	Photographed construction progress	SP
11/21/2017	Warehouse	Project	Walked through with Debbie to determine shelving and racking needs for new building	SP
11/27/2017	Warehouse	Project	Photographed construction progress	SP
11/29/2017	Warehouse	Project	Photographed construction progress	SP
11/30/2017	Warehouse	Project	Photographed construction progress	SP
Groundskeeping				
11/1/2017	Housing Area	Grounds	Trash pickup	KM

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11/2/2017	Housing Area	Grounds	Trash pickup	KM
11/3/2017	Housing Area	Grounds	Trash pickup	KM
11/6/2017	Housing Area	Grounds	Trash pickup	KM
11/7/2017	Housing Area	Grounds	Trash pickup	KM
11/8/2017	Housing Area	Grounds	Trash pickup	KM
11/9/2017	Housing Area	Grounds	Trash pickup	KM
11/13/2017	Housing Area	Grounds	Trash pickup	KM
11/14/2017	Housing Area	Grounds	Trash pickup	KM
11/15/2017	Housing Area	Grounds	Trash pickup	KM
11/16/2017	Housing Area	Grounds	Trash pickup	KM
11/17/2017	Housing Area	Grounds	Trash pickup	KM
11/20/2017	Housing Area	Grounds	Trash pickup	KM
11/21/2017	Housing Area	Grounds	Trash pickup	KM
11/30/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/1/2017	Town	Admin	Courier run	SP
11/2/2017	Town	Admin	Courier run	SP
11/3/2017	Town	Admin	Courier run	SP
11/6/2017	Town	Admin	Courier run	SP
11/7/2017	Town	Admin	Courier run	SP
11/8/2017	Town	Admin	Courier run	SP
11/9/2017	Town	Admin	Courier run	SP
11/13/2017	Town	Admin	Courier run	SP
11/16/2017	Town	Admin	Courier run	SP
11/17/2017	Town	Admin	Courier run	SP
11/20/2017	Town	Admin	Courier run	SP
11/21/2017	Town	Admin	Courier run	SP
11/27/2017	Town	Admin	Courier run	SP
11/28/2017	2614	Admin	Performed annual inspection	SF
11/28/2017	Town	Admin	Courier run	SP
11/29/2017	2628	Admin	Performed annual inspection	SF
11/29/2017	2642	Admin	Performed annual inspection	SF
11/29/2017	Town	Admin	Courier run	SP
11/30/2017	Town	Admin	Courier run	SP
Staff Time Off				
11/1/2017			Off	PS
11/1/2017			Part day PTO	SF
11/2/2017			Off	PS
11/2/2017			Part day PTO	SP
11/3/2017			Part day PTO	KM
11/6/2017			Admin leave - birthday award	SF

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11/6/2017			Part day PTO	KM
11/6/2017			Part day PTO	SP
11/9/2017			Part day PTO	KM
11/13/2017			Part day PTO	KM
11/13/2017			Part day PTO	SF
11/14/2017			Part day PTO	KM
11/14/2017			PTO	SP
11/15/2017			Part day PTO	SP
11/16/2017			Part day PTO	SF
11/17/2017			Part day PTO	KM
11/21/2017			Part day PTO	SF
11/22/2017			Admin leave/PTO - Thanksgiving holiday	SP
11/22/2017			Admin leave/PTO - Thanksgiving holiday	SF
11/22/2017			Admin leave/PTO - Thanksgiving holiday	KM
11/23/2017			Thanksgiving holiday	SP
11/23/2017			Thanksgiving holiday	SF
11/23/2017			Thanksgiving holiday	KM
11/23/2017			Thanksgiving holiday	PS
11/24/2017			Thanksgiving holiday	SP
11/24/2017			Thanksgiving holiday	SF
11/24/2017			Thanksgiving holiday	KM
11/24/2017			Thanksgiving holiday	PS
11/27/2017			PTO	KM
11/28/2017			PTO	KM