

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/1/2017	512	Vacant Unit	Removed old flooring, repaired drywall, removed cove base	SP
12/5/2017	512	Vacant Unit	Painted in unit	SP
12/6/2017	512	Vacant Unit	Painted in unit	PS
12/6/2017	512	Vacant Unit	Painted in unit	SP
12/7/2017	512	Vacant Unit	Painted in unit	SP
12/8/2017	512	Vacant Unit	Painted in unit	SP
12/10/2017	512	Vacant Unit	Painted in unit	SP
12/11/2017	512	Vacant Unit	Cleaned out unit for flooring installation	SP
12/12/2017	512	Vacant Unit	Installed cover plates, light covers, mirrors, and shelf brackets	SP
12/13/2017	512	Vacant Unit	Installed blinds and support brackets, cleaned up	KM
12/14/2017	512	Vacant Unit	Repaired and built screens, renailed trim around windows	KM
12/15/2017	512	Vacant Unit	Installed window screens, prepped trim for caulking	KM
12/18/2017	512	Vacant Unit	Installed water heater, toilet, and new heater in living room, adjusted sliding glass door and screen, varnished and sanded counter edges, lined up jobs for Preston	SP
12/18/2017	512	Vacant Unit	Removed trim from kitchen and bathroom windows, cleaned up	KM
12/18/2017	512	Vacant Unit	Swept, vacuumed, installed and cleaned shelves, cleaned slider tracks	PS
12/19/2017	512	Vacant Unit	Installed felt paper around windows	KM
12/19/2017	512	Vacant Unit	Installed slider blinds, cut and installed toe kick, cleaned and repaired bathroom vent fan, installed bi-fold doors	SF
12/20/2017	512	Vacant Unit	Installed trim, changed smoke detector batteries, installed and tested appliances, lined out work for Preston	SP
12/20/2017	512	Vacant Unit	Repaired bi-fold door, touched up paint, checked on window issue	SF
12/21/2017	512	Vacant Unit	Cleaned up	PS
12/21/2017	512	Vacant Unit	Met flooring company to repair bubble in vinyl, installed cove base in bathroom, caulked tub, toilet, sliding door, and front door, cleaned out unit, cleaned counters and kitchen sink, vacuumed, installed tub stopper	SP
12/26/2017	512	Vacant Unit	Cut and primed trim for exterior windows	KM
12/26/2017	512	Vacant Unit	Final walk through; ready for occupancy	SF
12/26/2017	512	Vacant Unit	Installed sink stoppers and shower head, cleaned out and swept shed, did a final walk through	SP
12/1/2017	2620C	Vacant Unit	Installed doors, cleaned up, hauled off tools	SF
12/1/2017	2620C	Vacant Unit	Took old doors down to van, painted and cut in around carpet	KM
12/4/2017	2620C	Vacant Unit	Removed and replaced vent fan in bathroom	SF
12/5/2017	2620C	Vacant Unit	Painted	KM
12/12/2017	2620C	Vacant Unit	Cleaned bathroom light, oiled fan, installed new smoke alarms and blind brackets, removed screens for repair, cleaned up	KM

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12/13/2017	2620C	Vacant Unit	Met flooring company to take measurements	SP
12/14/2017	2620C	Vacant Unit	Installed tub spout	SF
12/19/2017	2620C	Vacant Unit	Cut and removed VCT	KM
12/19/2017	2620C	Vacant Unit	Removed tile	PS
12/20/2017	2620C	Vacant Unit	Cleaned stove and refrigerator, put trash in dumpster, wiped down bathroom, helped scrape tile	PS
12/20/2017	2620C	Vacant Unit	Removed VCT and trim around water heater, cleaned up	KM
12/21/2017	2620C	Vacant Unit	Scrubbed tile	PS
12/26/2017	2620C	Vacant Unit	Looked at flooring with Lyman	SP
12/27/2017	2620C	Vacant Unit	Cut and pulled up underlayment	KM
12/27/2017	2620C	Vacant Unit	Instructed Preston on work to be done	SP
12/27/2017	2620C	Vacant Unit	Removed laminate from kitchen floor, pulled staples	PS
12/28/2017	2620C	Vacant Unit	Looked into floor rot issue with Lyman, hauled trash and flooring debris to dumpster	SP
12/28/2017	2620C	Vacant Unit	Looked into rot issue behind stove and cabinets, removed cabinet, cut out underlayment, discovered a hole in gutter causing issue, covered hole with flashing, checked attic for damage	SF
12/28/2017	2620C	Vacant Unit	Removed staples from floor and center island, hauled debris to dumpster	PS
12/28/2017	2620C	Vacant Unit	Removed staples from floor, swept, cleaned up	KM
12/26/2017	2640	Vacant Unit	Removed ceiling fan, hauled to dumpster	SF
12/5/2017	2646D	Vacant Unit	Walked through to see what was left by previous tenant	SP
12/12/2017	2646D	Vacant Unit	Replaced living room glass unit	SF
12/13/2017	2646D	Vacant Unit	Walked through with Dale, packed up items left by resident and moved it all to the garage, inventoried kitchen supplies belonging to CIHA, spoke with former resident about items in garage	SF
12/18/2017	2646D	Vacant Unit	Opened unit for cleaning contractor	SP
12/20/2017	2646D	Vacant Unit	Pulled living room heater apart and lubed fan, checked all heaters, set up dehumidifier, repaired bathroom faucet, cleaned bathroom vents, put clean sheets and bedspreads on beds, hauled trash to dumpster and recycling to bins, checked dryer vent fan	SF
12/13/2017	2670A	Vacant Unit	Moved underlayment into garage	SP
Work Orders				
12/1/2017	Pole Building	Work Order	Worked on routing new wiring for heater	SF
12/6/2017	709	Work Order	Repaired garage door sensors	SF
12/14/2017	709	Work Order	Replaced air vent that was causing issue with kitchen sink, replaced bulb in garage, took apart and cleaned dryer booster fan	SF
12/19/2017	709	Work Order	Set up generator for pump under house during power outage, removed when power came back on	SF
12/4/2017	2614	Work Order	Caulked and touched up paint on exterior of home	SF

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12/18/2017	2627	Work Order	Removed cabinet, plumbed, and installed new dishwasher	SF
12/5/2017	2628	Work Order	Performed APM inspection, installed new toilets, removed and replaced caulking around sink, tub, and toilets, cleaned refrigerator coils, replaced drip bowls and range hood filter, vacuumed heaters, replaced and rekeyed front door locks, repaired shelf in closet	SF
12/28/2017	2628	Work Order	Replaced both tub drain inserts and light fixture in garage	SF
12/12/2017	2629	Work Order	Replaced kitchen and master bedroom glass units	SF
12/11/2017	2631	Work Order	Performed exterior APM inspection, caulked, cleaned gutters, removed blackberry vines along back end of house	SF
12/19/2017	2660	Work Order	Removed and repaired bedroom heater	SF
12/21/2017	2664	Work Order	Checked low water pressure, tested with a pressure gauge, checked kitchen faucet for blockage, replaced kitchen faucet, repaired slider lock, installed screws in door to garage	SF
12/26/2017	2664	Work Order	Called water board to shut off water to replace ball valve, dug out around water meter and line, moved meter back a couple of inches	SF
12/28/2017	2664	Work Order	Installed sliding glass door blinds	SF
12/6/2017	2670B	Work Order	Performed APM inspection, installed new toilet and wax seal, replaced broken light switch in bathroom, replaced water supply line, vacuumed heaters, replaced drip pans on stove, repaired living room screen, replaced and rekeyed new lock for garage door	SF
Routine Activities				
12/1/2017	Housing Area	Routine	Picked up rug cleaner after resident use	KM
12/1/2017	Office	Routine	Completed paperwork	SF
12/1/2017	Office	Routine	Completed paperwork	KM
12/1/2017	Office	Routine	Watered plants, completed paperwork	SP
12/1/2017	Operations	Routine	Cleaned out van, put away supply order	SF
12/4/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/4/2017	Housing Area	Routine	Picked up rent from elder	KM
12/4/2017	Office	Routine	Checked oil in backup generator, gathered fuel slips	KM
12/4/2017	Office	Routine	Completed paperwork	KM
12/4/2017	Office	Routine	Made phone calls, got decorations down, set up Christmas tree, made keys for warehouse power meter boxes, de-iced stairs, completed paperwork	SP
12/4/2017	Office	Routine	Researched flooring, ordered supplies, completed paperwork	SF
12/4/2017	Operations	Routine	Checked fluid level on golf cart, cleaned trash from back of van, put away tools	KM
12/4/2017	Town	Routine	Picked up supplies and toilets	SF
12/5/2017	Office	Routine	Completed paperwork	KM
12/5/2017	Office	Routine	Researched flooring, ordered supplies, completed paperwork	SF
12/5/2017	Town	Routine	Fueled van	KM

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12/6/2017	Office	Routine	Ordered supplies, completed paperwork	SF
12/6/2017	Operations	Routine	Cleaned out van, hauled out trash and recycling	SF
12/6/2017	Town	Routine	Picked up appliances, fueled van	SF
12/7/2017	Office	Routine	Helped move dishwashers in and out of office	SP
12/7/2017	Office	Routine	Removed dishwasher, pulled up flooring and cabinet base trim, installed dishwasher, went to town for parts, replaced bulb for sign	SF
12/7/2017	Operations	Routine	Cleaned out van, put away tools, hauled trash to dumpster	SF
12/8/2017	Office	Routine	Ordered supplies, completed paperwork	SF
12/8/2017	Office	Routine	Watered plants, checked light bulbs in offices	SP
12/8/2017	Operations	Routine	Cleaned out van	SF
12/11/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/11/2017	Housing Area	Routine	Picked up rug cleaner after resident use	KM
12/11/2017	Office	Routine	Checked oil in backup generator	KM
12/11/2017	Office	Routine	Completed paperwork	KM
12/11/2017	Office	Routine	Completed paperwork	SP
12/11/2017	Office	Routine	Hung Christmas lights	SP
12/11/2017	Office	Routine	Researched parts for vent fans, ordered supplies, completed paperwork	SF
12/11/2017	Operations	Routine	Checked fluid level on golf cart, cleaned trash from back of van, put away tools	KM
12/12/2017	Office	Routine	Completed paperwork	KM
12/12/2017	Office	Routine	Loaded supplies, made phone calls, completed paperwork	SF
12/12/2017	Operations	Routine	Cleaned out van, loaded tools	SP
12/12/2017	Operations	Routine	Put away supply order, cut screens for foundation vents, cleaned out van, took garbage to dumpster	SF
12/13/2017	Office	Routine	Completed paperwork	KM
12/13/2017	Office	Routine	Made phone calls, completed paperwork	SP
12/13/2017	Office	Routine	Replaced cracked lens on parking lot, cleaned cobwebs from the fixture, received underlayment delivery, reviewed new recycling guidelines with Anne, completed paperwork	SF
12/13/2017	Operations	Routine	Put away supplies	SF
12/14/2017	Office	Routine	Completed paperwork	KM
12/14/2017	Office	Routine	Completed paperwork	SF
12/14/2017	Office	Routine	Hung Christmas lights, completed paperwork	SP
12/14/2017	Office	Routine	Researched parts for vent fans, ordered supplies, completed paperwork	SF
12/14/2017	Operations	Routine	Cleaned out van, hauled out trash and recycling	SF
12/14/2017	Operations	Routine	Loaded washing machine	SP
12/14/2017	Operations	Routine	Unhooked and cleaned up washing machine, hauled to shop	SF
12/14/2017	Town	Routine	Picked up parts	SF

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12/15/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/18/2017	Office	Routine	Checked oil in backup generator	KM
12/18/2017	Office	Routine	Completed paperwork	KM
12/18/2017	Office	Routine	Made phone calls, completed paperwork	SP
12/18/2017	Office	Routine	Made phone calls, completed paperwork	SF
12/18/2017	Operations	Routine	Checked fluid level on golf cart	KM
12/18/2017	Operations	Routine	Cleaned out Van	SF
12/19/2017	Office	Routine	Completed paperwork	KM
12/19/2017	Office	Routine	Delivered notices for Resident Services, completed paperwork	SF
12/20/2017	Office	Routine	Assembled new hand truck, made phone calls, completed paperwork	SP
12/20/2017	Office	Routine	Completed paperwork	KM
12/20/2017	Office	Routine	Ordered dumpsters, made phone calls, completed paperwork	SF
12/20/2017	Operations	Routine	Cut toe kick stock	SP
12/21/2017	Office	Routine	Completed paperwork	SF
12/21/2017	Office	Routine	Completed paperwork	KM
12/21/2017	Office	Routine	Watered plants	SP
12/21/2017	Operations	Routine	Cleaned out van, hauled trash to dumpster	KM
12/21/2017	Operations	Routine	Unloaded and put away tools from van	SP
12/21/2017	Shop	Routine	Moved items from vacant unit to warehouse	PS
12/21/2017	Town	Routine	Picked up parts and supplies	SF
12/26/2017	Office	Routine	Completed paperwork	KM
12/26/2017	Office	Routine	Ordered supplies, completed paperwork	SF
12/26/2017	Operations	Routine	Unloaded supplies from van	SP
12/26/2017	Playground	Routine	Raked bark around equipment, repaired felt under some equipment, hauled off trash and debris, blew bark off court and sidewalks	SF
12/27/2017	Comm. Garden	Routine	Hauled trash to dumpster	SF
12/27/2017	Housing Area	Routine	Posted pest control notices	KM
12/27/2017	Office	Routine	Completed paperwork	KM
12/27/2017	Office	Routine	Researched playground lighting and equipment powder coating, completed paperwork	SF
12/27/2017	Playground	Routine	Cleaned and de-webbed path lights, secured light post heads, tightened equipment, checked rust on play equipment stairs	SF
12/27/2017	Town	Routine	Picked up parts and supplies	SP
12/28/2017	Office	Routine	Completed paperwork	KM
12/28/2017	Office	Routine	Replaced generator shed door, researched products, completed paperwork	SF
12/28/2017	Operations	Routine	Cleaned out van	SP
12/28/2017	Operations	Routine	Cleaned out van, put away supply order	SF

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Projects Support				
12/11/2017	Housing Area	Project	Installed signs for Commissioner memorial trees	SP
12/12/2017	Housing Area	Project	Helped dig out around fire hydrants	SF
12/1/2017	Shop	Project	Walked through with janitor to explain needs for bid	SP
12/4/2017	Shop	Project	Installed fire extinguishers, reviewed tool and equipment placement with Lyman, looked at ideas for railing and gate for upstairs area	SP
12/5/2017	Shop	Project	Looked at water tanks to determine how to move into place	SP
12/6/2017	Shop	Project	Helped put gate back up	PS
12/6/2017	Shop	Project	Took delivery of forklift, set rain water recovery tanks in place, put gate back on track, inventoried and tagged forklift	SP
12/7/2017	Shop	Project	Installed signs on doors for deliveries, unloaded sink for CELS and moved to unit, met with CAT rep to go over new forklift operation	SP
12/8/2017	Shop	Project	Met with Reese Electric to go over lighting, sprinkler, and electrical system operation	SF
12/8/2017	Shop	Project	Met with Reese Electric to go over lighting, sprinkler, and electrical system operation, measured thermostats in rental spaces for covers, dropped off new equipment	SP
12/11/2017	Shop	Project	Installed thermostat covers	SP
12/11/2017	Shop	Project	Put up sign posts, tested lights	PS
12/12/2017	Shop	Project	Walked through with Lyman, opened rental space for CELS, trained on door locks	SP
12/12/2017	Shop	Project	Walked through with Lyman, went over systems, trained on door locks	SF
12/13/2017	Shop	Project	Gathered parts to hook up dryer, replaced dryer cords, hooked exhaust to booster fan	SF
12/13/2017	Shop	Project	Met flooring company to measure for cove base in rental spaces, stocked and set up restrooms, took measurements for rental space thermostat covers, walked through with Lyman	SP
12/13/2017	Shop	Project	Swept	PS
12/13/2017	Shop	Project	Unloaded truck with forklift	KM
12/14/2017	Shop	Project	Helped install washing machine	SP
12/14/2017	Shop	Project	Installed washing machine, tested dryer and booster fan, plugged booster fan in	SF
12/18/2017	Shop	Project	Added and deleted codes for shop gate and storage lot	SF
12/20/2017	Shop	Project	Photographed construction progress	SP
12/21/2017	Shop	Project	Helped unload items	KM
12/21/2017	Shop	Project	Unloaded and unpacked new air compressor	SP
12/26/2017	Shop	Project	Helped move air compressor	KM
12/26/2017	Shop	Project	Helped unload air compressor and move under stairs	SF

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12/26/2017	Shop	Project	Moved air compressor, hauled crate to dumpster	SP
12/27/2017	Shop	Project	Helped install gate	KM
12/27/2017	Shop	Project	Unloaded freight from trucks, removed temporary railing to install gate, reviewed security camera operation with Reese Electric	SP
12/28/2017	Shop	Project	Helped with safety gate	KM
12/28/2017	Shop	Project	Installed post and safety gate	SP
Groundskeeping				
12/1/2017	Housing Area	Grounds	Trash pickup	KM
12/4/2017	Housing Area	Grounds	Trash pickup	KM
12/5/2017	Housing Area	Grounds	Trash pickup	KM
12/11/2017	Housing Area	Grounds	Trash pickup	KM
12/12/2017	Housing Area	Grounds	Trash pickup	KM
12/13/2017	Housing Area	Grounds	Trash pickup	KM
12/14/2017	Housing Area	Grounds	Trash pickup	KM
12/15/2017	Housing Area	Grounds	Trash pickup	KM
12/18/2017	Housing Area	Grounds	Trash pickup	KM
12/19/2017	Housing Area	Grounds	Trash pickup	KM
12/20/2017	Housing Area	Grounds	Trash pickup	KM
12/21/2017	Housing Area	Grounds	Trash pickup	KM
12/26/2017	Housing Area	Grounds	Trash pickup	KM
12/27/2017	Housing Area	Grounds	Trash pickup	KM
12/28/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/1/2017	Town	Admin	Courier run	SP
12/4/2017	2670B	Admin	Performed annual inspection	SF
12/4/2017	Town	Admin	Courier run	SP
12/5/2017	Town	Admin	Courier run	SP
12/6/2017	Town	Admin	Courier run	SP
12/7/2017	Town	Admin	Courier run	SP
12/8/2017	Town	Admin	Courier run	SP
12/11/2017	Town	Admin	Courier run	SP
12/12/2017	Town	Admin	Courier run	SP
12/13/2017	Town	Admin	Courier run	SP
12/14/2017	709	Admin	Performed annual inspection	SF
12/14/2017	Office	Admin	Attended Board meeting	KM
12/14/2017	Office	Admin	Attended Board meeting	SP
12/14/2017	Office	Admin	Attended Board meeting	SF
12/14/2017	Town	Admin	Courier run	SP
12/15/2017	Town	Admin	Courier run	KM
12/18/2017	Town	Admin	Courier run	SP

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12/20/2017	Town	Admin	Courier run	SP
12/21/2017	2664	Admin	Performed annual inspection	SF
12/21/2017	Town	Admin	Courier run	SP
12/26/2017	Town	Admin	Courier run	SP
12/27/2017	Town	Admin	Courier run	SP
12/28/2017	Town	Admin	Courier run	SP
Staff Time Off				
12/1/2017			Part day PTO	SP
12/6/2017			Part day PTO	SF
12/6/2017			PTO	KM
12/7/2017			PTO	KM
12/8/2017			PTO	KM
12/19/2017			Admin leave due to weather conditions	SF
12/19/2017			Admin leave due to weather conditions	SP
12/19/2017			Admin leave due to weather conditions	KM
12/19/2017			Admin leave due to weather conditions	PS
12/19/2017			Part day PTO	SP
12/21/2017			Part day PTO	KM
12/22/2017			Admin leave	SF
12/22/2017			Admin leave/PTO	SP
12/22/2017			Admin leave/PTO	KM
12/25/2017			Christmas holiday	SP
12/25/2017			Christmas holiday	SF
12/25/2017			Christmas holiday	KM
12/28/2017			Part day PTO	SF
12/29/2017			Admin leave	SF
12/29/2017			Admin leave/PTO	KM
12/29/2017			Admin leave/PTO	SP