

**Coquille Indian Housing Authority
Maintenance Report
March 2018**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/1/2018	2620C	Vacant Unit	Cut blinds, washed smoke alarm and installed batteries, began cleaning up trash	KM
3/7/2018	2620C	Vacant Unit	Cleaned up after siding repair, began cleaning light and heater covers	KM
3/9/2018	2620C	Vacant Unit	Painted and cut in master bathroom, sanded top of shower	KM
3/22/2018	2620C	Vacant Unit	Painted and primed spots in master bathroom, cleaned up	KM
3/1/2018	2640	Vacant Unit	Installed laminate on bathroom and kitchen counters, routed and sanded edges, installed kitchen counter, sink, and faucet, cleaned up	SF
3/1/2018	2640	Vacant Unit	Unloaded door	SP
3/2/2018	2640	Vacant Unit	Installed bathroom counter, scraped caulking from sink and installed, checked for leaks, sanded edges, cleaned up, picked up tools, swept floors	SF
3/5/2018	2640	Vacant Unit	Sanded drywall in bathroom, disconnected hall bath vent fan	SF
3/6/2018	2640	Vacant Unit	Installed new vent fan in hall bathroom in new location, wired fan, patched drywall in ceiling, hooked up drain lines under kitchen sink	SF
3/8/2018	2640	Vacant Unit	Cut ceramic tiles for backsplash in kitchen and bathroom, sanded and recoated drywall patch in bathroom ceiling, installed , caulked, and glued backsplash, cleaned up, began installing bedroom door	SF
3/13/2018	2640	Vacant Unit	Cleaned up, painted walls	SF
3/14/2018	2640	Vacant Unit	Painted bedrooms and living room ceilings, swept and vacuumed floors, patched holes in drywall, installed bedroom door	SF
3/15/2018	2640	Vacant Unit	Installed bedroom door, painted, and cleaned up	SF
3/20/2018	2640	Vacant Unit	Painted doors and walls, repaired drywall	SF
3/22/2018	2640	Vacant Unit	Sanded and textured drywall patches, painted ceilings and walls	SF
3/23/2018	2640	Vacant Unit	Painted dining room, kitchen, pantry, and part of utility room	SF
3/26/2018	2640	Vacant Unit	Sanded, textured, primed, and painted drywall patches on bathroom ceilings	SF
3/27/2018	2640	Vacant Unit	Secured dishwasher, plumbed drain line, replumbed hose, replaced thermostats, painted, vacuumed, cleaned up	SF
3/28/2018	2640	Vacant Unit	Repaired drywall in bathroom, finished installing thermostats, finished painting entry, closet, bi-fold doors, and bathroom doors, installed new trim for bedroom door	SF
3/29/2018	2640	Vacant Unit	Scraped caulking from tubs and toilet and recaulked, checked and replaced bad outlets, installed towel bars and mirrors, replaced tub drain inserts in both bathrooms	SF
3/30/2018	2640	Vacant Unit	Mowed grass	SP
3/30/2018	2640	Vacant Unit	Painted bedroom door trim, replaced light switches and outlets	SF

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Work Orders				
3/13/2018	514/516	Work Order	Caulked around exterior windows, siding, and trim	KM
3/14/2018	514/516	Work Order	Caulked around exterior windows, siding, and trim	KM
3/16/2018	514/516	Work Order	Caulked around exterior windows, siding, and trim	KM
3/8/2018	520	Work Order	Performed interior APM inspection, lubed and vacuumed vent fans, replaced filter in range hood and drip bowls, lubricated window tracks as needed, vacuumed heaters	SF
3/9/2018	709	Work Order	Removed dryer booster fan from garage attic, replaced motor, tested	SF
3/27/2018	709	Work Order	Repaired bathroom door to close properly, replaced toilet seat, secured transition piece between kitchen and dining room	SF
3/6/2018	2617	Work Order	Investigated mildew in top of stairwell, checked attic for issues, repositioned insulation that was pulled back, cleaned mildew, changed bulbs in light fixture	SF
3/12/2018	2617	Work Order	Performed APM inspection, repaired bi-fold door in upstairs hall, tightened door hinges as needed	SF
3/19/2018	2617	Work Order	Tried to unplug toilet, scheduled dishwasher and toilet installations	SF
3/20/2018	2617	Work Order	Installed new toilet, removed and installed new dishwasher, hauled trash to dumpster	SF
3/5/2018	2624	Work Order	Performed exterior APM Inspection	KM
3/6/2018	2624	Work Order	Finished paperwork for exterior APM inspection	KM
3/20/2018	2629	Work Order	Performed exterior APM Inspection	KM
3/16/2018	2631	Work Order	Moved trailer to temporary storage area for resident	SP
3/20/2018	2638	Work Order	Performed exterior APM Inspection	KM
3/12/2018	2646C	Work Order	Performed APM inspection, cleaned refrigerator coils, replaced range hood filter and drip bowls, vacuumed heaters, replaced three light switches, unplugged drain	SF
3/26/2018	2646D	Work Order	Duplicated mailbox keys, sprayed lock not working properly	SF
3/20/2018	2650	Work Order	Performed exterior APM Inspection	KM
3/5/2018	2660	Work Order	Cleaned inside furnace that was having issues, cleaned fan, checked wiring, replaced filter, cleaned the blend air fan, and replaced thermostat; cut and replaced bedroom blind	SF
3/7/2018	2660	Work Order	Pulled elements from furnace still having issues, checked wiring, called electrician for advice, replaced breaker	SF
3/19/2018	2660	Work Order	Painted bedroom	SF
3/22/2018	2660	Work Order	Painted second coat on walls and ceiling in garage bedroom	SF
3/28/2018	2660	Work Order	Dropped off new mattress, picked up dehumidifier, checked on paint in bedroom	SF
3/9/2018	Office	Work Order	Tried to repair front door chime	SF

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3/14/2018	Office	Work Order	Installed new door chime, investigated why it wasn't working	SF
3/13/2018	Playground	Work Order	Unplugged toilet, worked on toilet sensor	SF
3/19/2018	Playground	Work Order	Pulled toilet valve apart and took measurements	SF
3/26/2018	Playground	Work Order	Pulled toilet, replaced bolts and wax rings, replaced flush valve	SF
3/15/2018	Shop	Work Order	Cut trim for APM exterior work at duplexes	KM
Routine Activities				
3/1/2018	801	Routine	Cleaned out van	SF
3/1/2018	Office	Routine	Completed paperwork	SF
3/1/2018	Office	Routine	Completed paperwork	KM
3/1/2018	Operations	Routine	Moved items around, set up saw and table to cut blinds	KM
3/1/2018	Town	Routine	Picked up supplies	SP
3/2/2018	Office	Routine	Completed paperwork	SF
3/2/2018	Office	Routine	Completed paperwork	SP
3/2/2018	Shop	Routine	Replaced plug on cargo trailer	SP
3/5/2018	Office	Routine	Completed paperwork	SF
3/5/2018	Office	Routine	Took out recycling, completed paperwork	KM
3/5/2018	Shop	Routine	Gathered fuel slips	KM
3/5/2018	Town	Routine	Picked up pallets from The Mill	SP
3/5/2018	Town	Routine	Picked up supplies	SF
3/6/2018	Office	Routine	Completed paperwork	KM
3/6/2018	Office	Routine	Completed paperwork	SF
3/6/2018	Shop	Routine	Cleaned out van	SF
3/7/2018	Office	Routine	Completed paperwork	KM
3/7/2018	Office	Routine	Completed paperwork	SP
3/7/2018	Town	Routine	Picked up supplies	SF
3/7/2018	Town	Routine	Picked up supplies	SP
3/8/2018	Office	Routine	Completed paperwork	KM
3/8/2018	Office	Routine	Removed flags due to wind, completed paperwork	SF
3/9/2018	Housing Area	Routine	Delivered notices for Resident Services	SP
3/9/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/9/2018	Office	Routine	Completed paperwork	KM
3/9/2018	Office	Routine	Made phone calls, completed paperwork	SP
3/9/2018	Office	Routine	Watered plants, checked lights in office	SP
3/9/2018	Shop	Routine	Moved items around	KM
3/12/2018	Housing Area	Routine	Changed playground light timers, checked streetlights not working	SF
3/12/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/12/2018	Office	Routine	Completed paperwork	KM
3/12/2018	Office	Routine	Put flags back up, completed paperwork	SF
3/12/2018	Shop	Routine	Checked fluid level on golf cart, cleaned out van, put away tools	KM

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3/12/2018	Shop	Routine	Reviewed placement of items with Platter	SF
3/13/2018	2646D	Routine	Cleaned up trash from back porch, hauled to dumpster	SF
3/13/2018	Office	Routine	Attended 401(k) meeting at Health Center, completed paperwork	SP
3/13/2018	Office	Routine	Completed paperwork	KM
3/13/2018	Office	Routine	Researched parts, completed paperwork, attended 401(k) meeting	SF
3/13/2018	Town	Routine	Picked up supplies	SP
3/14/2018	Office	Routine	Completed paperwork	KM
3/14/2018	Shop	Routine	Unloaded van	KM
3/15/2018	Office	Routine	Completed paperwork	KM
3/15/2018	Office	Routine	Ordered supplies	SF
3/15/2018	Shop	Routine	Located parts and supplies	SF
3/16/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/16/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/16/2018	Office	Routine	Completed paperwork	SF
3/16/2018	Office	Routine	Watered plants, checked lights in office	SP
3/19/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/19/2018	Office	Routine	Researched toilet valve for playground, ordered supplies	SF
3/19/2018	Office	Routine	Took out recycling, completed paperwork	KM
3/19/2018	Town	Routine	Fueled van, picked up appliances and supplies	SF
3/20/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/20/2018	Office	Routine	Made phone calls, completed paperwork	SP
3/20/2018	Office	Routine	Ordered supplies, completed paperwork	SF
3/20/2018	Shop	Routine	Got ladder to do exterior APM inspections	KM
3/21/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/21/2018	Office	Routine	Completed paperwork	SF
3/21/2018	Office	Routine	Completed paperwork	SP
3/21/2018	Shop	Routine	Set up and mixed paint, painted trim	KM
3/21/2018	Town	Routine	Picked up mattresses from The Mill, picked up lumber	SF
3/22/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/22/2018	Office	Routine	Completed paperwork	SP
3/22/2018	Office	Routine	Completed paperwork	SF
3/22/2018	Shop	Routine	Painted trim, put away ozone generator	KM
3/22/2018	Town	Routine	Picked up supplies, dropped off proposal to carpet contractor	SP
3/23/2018	Housing Area	Routine	Delivered notices for Resident Services	KM
3/23/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/23/2018	Office	Routine	Completed paperwork	SF
3/23/2018	Office	Routine	Watered plants, checked lights in office	SP
3/23/2018	Operations	Routine	Sorted through remaining items, cleaned up	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/26/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/26/2018	Office	Routine	Checked oil in backup generator	KM
3/26/2018	Office	Routine	Completed paperwork	SP
3/26/2018	Office	Routine	Completed paperwork	KM
3/26/2018	Operations	Routine	Helped go through items for disposal	SF
3/26/2018	Operations	Routine	Moved old paint and trash to garage	SP
3/26/2018	Shop	Routine	Cleaned out van, removed brake light to get correct bulb number	KM
3/26/2018	Shop	Routine	Diagnosed and repaired trailer light and brake controller issues	SP
3/26/2018	Town	Routine	Picked up supplies	SP
3/27/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/27/2018	Office	Routine	Completed paperwork	SF
3/27/2018	Office	Routine	Completed paperwork	SP
3/27/2018	Office	Routine	Completed paperwork	KM
3/27/2018	Operations	Routine	Sorted through remaining items, cleaned up	SF
3/27/2018	Shop	Routine	Pulled and replaced brake light on back of van, cleaned up, put away tools, loaded other tools	KM
3/27/2018	Town	Routine	Picked up materials	SP
3/28/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/28/2018	Office	Routine	Completed paperwork	SF
3/28/2018	Office	Routine	Completed paperwork	KM
3/29/2018	Housing Area	Routine	Delivered pest control notices	KM
3/29/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/29/2018	Office	Routine	Attended Board meeting	KM
3/29/2018	Office	Routine	Attended Board meeting, completed paperwork	SF
3/29/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/29/2018	Office	Routine	Met with contractor, made phone calls, completed paperwork	SP
3/29/2018	Town	Routine	Picked up supplies	SP
3/30/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/30/2018	Office	Routine	Brought mail to office, completed paperwork	KM
3/30/2018	Office	Routine	Made phone calls, completed paperwork	SP
3/30/2018	Office	Routine	Ordered supplies, completed paperwork	SF
3/30/2018	Office	Routine	Watered plants, checked lights in office	SP
3/30/2018	Shop	Routine	Cleaned and checked oil in mowers	KM
3/30/2018	Shop	Routine	Disassembled Toro grass booster, replaced belt, reassembled booster, tested	SP
Projects Support				
3/1/2018	Shop	Project	Hauled items from 2606, organized tools, installed gate	SP
3/1/2018	Office	Project	Met with contractor for proposals to seal parking lot and floor striping at shop	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/2/2018	Shop	Project	Installed safety chain on upstairs gate, moved pallet of tools upstairs	SP
3/5/2018	Shop	Project	Hauled tools from 2606, organized, installed ladder brackets	SP
3/5/2018	Shop	Project	Installed plywood on wall, moved items, figured out how to hang ladders on new holders	SF
3/6/2018	Shop	Project	Finished installing ladder brackets, set up shelving, organized supplies	SP
3/6/2018	Shop	Project	Adjusted shelvin, hauled fuel cabinet from generator shed, checked on other items to be moved from 2606	SF
3/7/2018	Shop	Project	Loaded supplies and tools from 2606 and 2608, unloaded at shop	SP
3/7/2018	Shop	Project	Moved items from 2606 and 2608	SF
3/7/2018	Shop	Project	Unloaded van, helped Lyman plan work benches	KM
3/8/2018	Shop	Project	Helped Lyman with benches, helped Scott move and put items away	KM
3/8/2018	Shop	Project	Organized supplies	SP
3/9/2018	2606	Project	Loaded items to go to shop	SP
3/9/2018	2608	Project	Moved spare cabinets and things to garage to be moved to shop	SF
3/9/2018	Shop	Project	Helped cut plywood and Masonite for table tops, put away and organized supplies, met with Jeremy about door lock not working	SP
3/9/2018	Shop	Project	Loaded cabinet shelving and doors from 2606, unloaded at shop	SF
3/12/2018	Office	Project	Scheduled warehouse striping, completed paperwork	SP
3/12/2018	2606	Project	Loaded paint to to to shop	SP
3/12/2018	Shop	Project	Sorted and organized paint and paint supplies	SP
3/13/2018	2606	Project	Loaded items to go to shop	SP
3/13/2018	Shop	Project	Moved items around	KM
3/13/2018	Shop	Project	Organized tools and supplies	SP
3/14/2018	Shop	Project	Put away and organized supplies	SP
3/14/2018	Housing Area	Project	Met contractor for quote on striping around housing loop	SP
3/14/2018	Shop	Project	Searched for parts, helped organize paint and paint supplies	SF
3/15/2018	2606	Project	Loaded supplies to go to shop	SP
3/15/2018	Shop	Project	Met with Jeremy to look at door lock that was having issues, unloaded and organized supplies, helped Debbie program doors	SP
3/15/2018	Shop	Project	Moved items around	KM
3/16/2018	Shop	Project	Hauled parts and supplies from 2606 to shop, unloaded, took upstairs, sorted and put away plumbing and hardware parts	SF
3/16/2018	Shop	Project	Organized and put away tools	SP
3/16/2018	Shop	Project	Organized supplies	KM
3/19/2018	Shop	Project	Helped move items out of storage area for new fencing installation	KM
3/20/2018	Shop	Project	Moved items from 2606, unloaded, and organized	SP

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3/21/2018	801	Project	Hauled items from 2606, unloaded, sorted, and put away supplies	SF
3/21/2018	Shop	Project	Moved supplies and tools from 2606 to shop and organized	SP
3/22/2018	Shop	Project	Hauled cabinets to shop, organized supplies	SF
3/22/2018	Shop	Project	Installed cord ends, organized supplies	SP
3/23/2018	Shop	Project	Helped install cord reels, unloaded golf cart, cleaned up under saw	KM
3/23/2018	Shop	Project	Met contractor to move meter base from middle of yard to CITPD garage, stacked blocks on pallet, installed retractable cord reels	SP
3/27/2018	Shop	Project	Swept large area, installed cord end on table saw vacuum, unloaded materials, hauled trash to dumpster and recycling bin, organized items	SP
3/28/2018	Shop	Project	Helped put items away and build box, coiled cords to be put away	KM
3/28/2018	Shop	Project	Put away and organized supplies, weedeated around building and grounds, sprayed weeds	SP
3/29/2018	Shop	Project	Installed cord hooks, prepped Toro mower for belt replacement	SP
3/30/2018	Shop	Project	Met contractor to install conduit for gates	SP
Tribal Support				
3/14/2018	831	Tribal	Moved Tribal trailers in preparation for fencing installation	SP
3/30/2018	Shop	Tribal	Opened fitness room for vendor to install water dispenser	SP
Groundskeeping				
3/1/2018	Housing Area	Grounds	Trash pickup	KM
3/5/2018	Housing Area	Grounds	Set mole traps	SP
3/5/2018	Housing Area	Grounds	Trash pickup	KM
3/6/2018	Housing Area	Grounds	Checked and moved mole traps	SP
3/6/2018	Housing Area	Grounds	Trash pickup	KM
3/7/2018	Housing Area	Grounds	Trash pickup	KM
3/8/2018	Housing Area	Grounds	Trash pickup	KM
3/9/2018	Housing Area	Grounds	Trash pickup	KM
3/12/2018	Housing Area	Grounds	Trash pickup	KM
3/13/2018	Housing Area	Grounds	Trash pickup	KM
3/14/2018	Housing Area	Grounds	Trash pickup	KM
3/15/2018	Housing Area	Grounds	Trash pickup	KM
3/16/2018	Housing Area	Grounds	Trash pickup	KM
3/19/2018	Housing Area	Grounds	Trash pickup	KM
3/20/2018	Housing Area	Grounds	Trash pickup	KM
3/21/2018	Housing Area	Grounds	Trash pickup	KM
3/22/2018	Housing Area	Grounds	Trash pickup	KM
3/23/2018	Housing Area	Grounds	Trash pickup	KM
3/26/2018	Housing Area	Grounds	Trash pickup	KM
3/27/2018	Housing Area	Grounds	Trash pickup	KM

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3/28/2018	Housing Area	Grounds	Trash pickup	KM
3/29/2018	Housing Area	Grounds	Trash pickup	KM
3/30/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/1/2018	2613	Admin	Performed annual inspection	SF
3/1/2018	520	Admin	Performed annual inspection	SF
3/1/2018	Town	Admin	Courier run	KM
3/2/2018	2660	Admin	Performed annual inspection	SF
3/5/2018	Town	Admin	Courier run	KM
3/6/2018	2617	Admin	Performed annual inspection	SF
3/6/2018	Town	Admin	Courier run	KM
3/7/2018	Town	Admin	Courier run	KM
3/8/2018	2646C	Admin	Performed annual inspection	SF
3/8/2018	Town	Admin	Courier run	KM
3/9/2018	Town	Admin	Courier run	KM
3/12/2018	Town	Admin	Courier run	KM
3/14/2018	Town	Admin	Courier run	KM
3/15/2018	Town	Admin	Courier run	KM
3/16/2018	Town	Admin	Courier run	SP
3/19/2018	Town	Admin	Courier run	KM
3/20/2018	Town	Admin	Courier run	SP
3/21/2018	Town	Admin	Courier run	KM
3/22/2018	Town	Admin	Courier run	KM
3/23/2018	Town	Admin	Courier run	SP
3/26/2018	2639	Admin	Performed walkthrough inspection, spoke with resident	SF
3/26/2018	Town	Admin	Courier run	KM
3/27/2018	2634	Admin	Performed annual inspection	SF
3/27/2018	2639	Admin	Performed annual inspection	SF
3/27/2018	2646B	Admin	Performed annual inspection	SF
3/27/2018	2659	Admin	Performed annual inspection	SF
3/27/2018	2670C	Admin	Performed annual inspection	SF
3/27/2018	502	Admin	Performed annual inspection	SF
3/27/2018	Town	Admin	Courier run	KM
3/28/2018	Town	Admin	Courier run	KM
3/29/2018	Town	Admin	Courier run	KM
3/30/2018	Town	Admin	Courier run	KM
Staff Time Off				
3/2/2018			Part day PTO	SP
3/2/2018			PTO	KM

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3/6/2018			Part day PTO	KM
3/7/2018			Part day PTO	SP
3/8/2018			Part day PTO	KM
3/8/2018			Part day PTO	SF
3/12/2018			Part day PTO	SF
3/13/2018			Part day PTO	KM
3/15/2018			Part day PTO	SF
3/19/2018			PTO	SP
3/20/2018			Part day PTO	SF
3/26/2018			Part day PTO	SF
3/27/2018			Part day PTO	SP