

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
4/17/2018	2620C	Vacant Unit	Began washing light covers and went over list of prep needs	SP
4/17/2018	2620C	Vacant Unit	Removed materials, ladders, garbage, and tools from home, started putting things together, blew out heaters, cleaned up	SF
4/18/2018	2620C	Vacant Unit	Stained and installed toe kick and trim in kitchen, pulled staples, cleaned up kitchen, cleaned inside dishwasher, put cabinet doors back on, painted drywall patch behind stove	SF
4/23/2018	2639	Vacant Unit	Mowed yard, tried to get a way into the backyard with the tractor, dug out along the gate	SF
4/23/2018	2639	Vacant Unit	Spread out gravel in RV parking spot	SP
4/2/2018	2640	Vacant Unit	Finished changing out bad outlets, met with Bay Area Door and Gutter, cleaned up garage, trimmed out kitchen with new toe kick, sanded and stained trim, cleaned up	SF
4/2/2018	2640	Vacant Unit	Sanded counter edges, began removing debris from garage	SP
4/3/2018	2640	Vacant Unit	Cut laminate pieces for countertop, hauled out appliances, looked into repairs needed for deck	SF
4/3/2018	2640	Vacant Unit	Hauled trash to dumpster, stained counter edges, painted exterior doors, moved appliances to the garage	SP
4/4/2018	2640	Vacant Unit	Cleaned up, replaced GFCI in kitchen, swept cobwebs in garage	SF
4/4/2018	2640	Vacant Unit	Painted in unit	KM
4/4/2018	2640	Vacant Unit	Painted kitchen, bi-fold doors, laundry door and casing, and back door, changed light bulbs in garage	SP
4/5/2018	2640	Vacant Unit	Painted garage	SP
4/5/2018	2640	Vacant Unit	Painted in unit	KM
4/5/2018	2640	Vacant Unit	Plumbed water heater pan to outside, strapped water heater, checked on issues with outlet in garage, replaced GFCI, drilled hole in soffit for bathroom venting, installed vent hood and hooked up ducting to hall bathroom, cleaned up	SF
4/6/2018	2640	Vacant Unit	Cleaned fixtures, installed bulbs and globes, replaced outlet in dining room, replaced batteries and installed smoke alarms	SF
4/9/2018	2640	Vacant Unit	Cleaned up and prepped for flooring, vacuumed floors, pulled carpet bars, installed bathroom ducting and vented to outside, replaced and fixed area in front of home for hose bib, installed block and hose bib, began painting garage ceiling	SF
4/10/2018	2640	Vacant Unit	Finished painting garage, cut in and touched up painting, began installing door knobs and latch plates	SP
4/10/2018	2640	Vacant Unit	Installed cover plates, replaced broken switch, cleaned and stained kitchen cabinets, made small repairs, blew out and tested heaters	SF
4/10/2018	2640	Vacant Unit	Painted around windows, cleaned up	KM
4/11/2018	2640	Vacant Unit	Loaded old refrigerator, installed door knob, shelf brackets, and hardware, swept garage, cleaned up for flooring to be installed	SP

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4/11/2018	2640	Vacant Unit	Removed trim and back panel from cabinets over bar, scraped off glue, removed bottom panel and cut new one	SF
4/12/2018	2640	Vacant Unit	Cleaned and installed shelving, installed toilet, hauled trash to dumpster, installed drawers, cleaned up oil on garage floor	SP
4/12/2018	2640	Vacant Unit	Repaired drawers, repaired or built new screens	KM
4/12/2018	2640	Vacant Unit	Trimmed out and installed new backing on cabinets, cleaned up	SF
4/13/2018	2640	Vacant Unit	Finished trimming kitchen cabinets, stained trim and paneling	SF
4/13/2018	2640	Vacant Unit	Planed bottom of bedroom doors, vacuumed along wall edges, installed cabinet door in kitchen	SP
4/16/2018	2640	Vacant Unit	Installed new shower rods and ends, checked and lubed window locks, installed floor plates, trimmed bottom of bi-fold doors, replaced toe kick and trim on a kitchen cabinet and in hall bath, touched up stain on bathroom cabinets, checked all doors	SF
4/16/2018	2640	Vacant Unit	Sanded and varnished counter edges, vacuumed carpets, checked attic, replaced broken shelf brackets, installed shelves, installed and adjusted bi-fold doors	SP
4/17/2018	2640	Vacant Unit	Cleaned tools and supplies from home in prep for cleaning, gathered blinds, repaired dryer vent, ordered sliding glass door screen, checked seal on front door, checked exterior	SF
4/17/2018	2640	Vacant Unit	Emptied unit for cleaning contractor	SP
4/18/2018	2640	Vacant Unit	Gathered cleaning supplies for cleaner	SF
4/18/2018	2640	Vacant Unit	Repaired drawer, built new screens, installed trim, cleaned up	KM
4/19/2018	2640	Vacant Unit	Installed blinds throughout, brought in and set up appliances, replaced stove display, hauled off trash, cleaned up yard, pulled weeds and grass from patio planters, adjusted front door latch	SF
4/19/2018	2640	Vacant Unit	Installed screens, helped move in stove	KM
4/20/2018	2640	Vacant Unit	Cleaned out and swept garage, finished cutting and installing brackets and blinds, began weedeating along sidewalk and house, took trash and recycling to shop area	SF
4/20/2018	2640	Vacant Unit	Loaded up tools	KM
4/23/2018	2640	Vacant Unit	Mowed yard, dug out splash blocks and crawl space area, torched weeds in cracks and beds, weedeated around house and yard, edged front sidewalk and around the side, installed new screen on all the foundation vents, cleaned up	SF
4/24/2018	2640	Vacant Unit	Cleaned in front of garage door, installed screen door	SF
4/25/2018	2640	Vacant Unit	Pressure washed sidewalks, driveway, and gutters, began deck	SF
4/26/2018	2640	Vacant Unit	Adjusted insulation over bathroom ceilings in attic, touched up paint, cleaned sliding door tracks, caulked in kitchen door area, wiped counters, sprayed deodorizer around perimeter of garage, vacuumed carpet, loaded tools and supplies, blew out garage	SF
4/26/2018	2640	Vacant Unit	Ready for occupancy	

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April 2018**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/27/2018	2640	Vacant Unit	Programmed remote for garage door, installed shower handle	SF
Work Orders				
4/4/2018	502	Work Order	Performed interior APM inspection, replaced drip bowls on stove, vacuumed heaters	SF
4/18/2018	502	Work Order	Looked into issue on corner cabinet hinge in kitchen	SP
4/26/2018	504	Work Order	Performed interior APM inspection, replaced noisy fan motor in bathroom, cleaned tub drain and replaced tub stopper, replaced drip bowls on stove and filter in range hood	SF
4/24/2018	710	Work Order	Drained water heater	SP
4/24/2018	710	Work Order	Replaced leaking water heater	SF
4/26/2018	2602	Work Order	Replaced and rekeyed front door lock	SF
4/16/2018	2605	Work Order	Repaired gate latch, changed bulbs	SF
4/24/2018	2618	Work Order	Performed exterior APM inspection	KM
4/24/2018	2620A	Work Order	Replaced door bell kit and digital timer for lights, looked into electrical issue	SF
4/27/2018	2620A	Work Order	Programmed digital timer for lights	SF
4/24/2018	2627	Work Order	Looked into rot issue, removed and replaced refrigerator	SF
4/24/2018	2627	Work Order	Replaced GFCI, moved out old refrigerator and moved in new	SP
4/25/2018	2627	Work Order	Checked trap behind refrigerator, blocked hole, checked all outside vents, some screens missing, called pest control	SF
4/27/2018	2627	Work Order	Met pest control for rodent issue, installed missing screens, crawled under home to check for access points	SF
4/16/2018	2631	Work Order	Replaced screen material on sliding screen door	SF
4/11/2018	2646B	Work Order	Performed interior APM inspection, vacuumed heaters and refrigerator coils, replaced drip bowls, repaired bathroom vent fan	SF
4/4/2018	2659	Work Order	Performed interior APM inspection, replaced burnt outlet and wire, repaired screen door, checked toilets, sprayed bathroom vent fan, cleaned refrigerator coils, replaced range element	SF
4/24/2018	2659	Work Order	Performed exterior APM inspection	KM
4/2/2018	2670C	Work Order	Performed interior APM inspection, replaced toilet in master bathroom, vacuumed heaters, cleaned refrigerator coils, replaced burner pans, cabinet trim, and door bell button	SF
4/2/2018	2670C	Work Order	Took materials to unit, helped carry old toilet downstairs	SP
Routine Activities				
4/2/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/2/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/2/2018	Office	Routine	Checked oil in backup generator	KM
4/2/2018	Office	Routine	Completed paperwork	SF
4/2/2018	Office	Routine	Made phone calls	SP
4/2/2018	Shop	Routine	Checked fluid level in golf cart	KM
4/2/2018	Shop	Routine	Loaded tools into van	SP

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4/3/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/3/2018	Office	Routine	Made phone calls, completed paperwork	SP
4/3/2018	Shop	Routine	Scraped underside of all mowers, washed out, checked and added oil as necessary	KM
4/4/2018	Housing Area	Routine	Picked up dead deer from Community Garden and hauled off	SP
4/4/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/4/2018	Office	Routine	Completed paperwork	SF
4/4/2018	Office	Routine	Gathered fuel slips	KM
4/5/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/5/2018	Office	Routine	Completed paperwork	SF
4/5/2018	Shop	Routine	Cleaned out back of van, put away supplies and tools	SF
4/6/2018	Office	Routine	Prepped for carpet cleaning	SP
4/6/2018	Office	Routine	Helped move furniture for carpet cleaning	KM
4/6/2018	Office	Routine	Researched products, ordered supplies, completed paperwork	SF
4/6/2018	Office	Routine	Watered plants, checked lights	SP
4/9/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/9/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/9/2018	Office	Routine	Moved items back after carpet cleaning	SF
4/9/2018	Office	Routine	Moved items back after carpet cleaning	SP
4/9/2018	Office	Routine	Took out recycling, checked oil in backup generator	KM
4/9/2018	Shop	Routine	Checked fluid in golf cart, cleaned trash from van	KM
4/9/2018	Shop	Routine	Hooked up trailer	SP
4/9/2018	Town	Routine	Picked up appliance and parts	SF
4/9/2018	Town	Routine	Went to Roseburg to pick up tractor from dealer after repairs, picked up supplies from Home Depot	SP
4/9/2018	Shop	Routine	Unloaded and unhooked trailer	SP
4/10/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/10/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/10/2018	Office	Routine	Completed paperwork	SF
4/10/2018	Office	Routine	Made phone calls, completed paperwork	SP
4/10/2018	Shop	Routine	Put away supplies	SF
4/10/2018	Shop	Routine	Unloaded and put away supplies	SP
4/11/2018	2608	Routine	Loaded up old refrigerator to be hauled to recycling	SP
4/11/2018	Office	Routine	Made phone calls	SP
4/11/2018	Office	Routine	Ordered supplies, completed paperwork	SF
4/11/2018	Town	Routine	Dropped off refrigerators and old TVs at recycling, picked up supplies	SP
4/11/2018	Town	Routine	Took refrigerators and TVs to recycling center, picked up supplies	SF
4/12/2018	Housing Area	Routine	Delivered notices for Resident Services	SP
4/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/12/2018	Office	Routine	Completed paperwork	SP

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Maintenance Report
April 2018**

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4/12/2018	Office	Routine	Researched products, ordered supplies, completed paperwork	SF
4/12/2018	Shop	Routine	Worked on sensor eyes to close gate	SF
4/12/2018	Town	Routine	Picked up supplies	SP
4/13/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
4/13/2018	Office	Routine	Organized desk, completed paperwork	SF
4/13/2018	Office	Routine	Watered plants, checked lights	SP
4/13/2018	Shop	Routine	Worked on sensor eyes to close gate	SF
4/16/2018	Office	Routine	Completed paperwork	SF
4/16/2018	Office	Routine	Made phone calls, completed paperwork	SP
4/16/2018	Shop	Routine	Cleaned out back of van, picked up and cleaned weedeater and mower, discussed additional storage and shelving for shop	SF
4/16/2018	Shop	Routine	Loaded tools, organized areas	SP
4/17/2018	Office	Routine	Made phone calls, completed paperwork	SP
4/17/2018	Office	Routine	Made phone calls, completed paperwork	SF
4/17/2018	Shop	Routine	Unloaded van, gathered supplies	SF
4/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/18/2018	Office	Routine	Completed paperwork	SF
4/18/2018	Office	Routine	Researched hinges online, Deb ordered	SP
4/18/2018	Shop	Routine	Put away supplies, looked for cabinet hinges	SP
4/18/2018	Shop	Routine	Unloaded van, gathered supplies	SF
4/18/2018	Town	Routine	Looked for needed cabinet hinges	SP
4/19/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/19/2018	Office	Routine	Researched parts, completed paperwork	SF
4/20/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/20/2018	Office	Routine	Completed paperwork	SF
4/20/2018	Shop	Routine	Cleaned up around work tables	KM
4/20/2018	Shop	Routine	Put away tools and supplies	SF
4/23/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/23/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/23/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
4/23/2018	Office	Routine	Completed paperwork	SF
4/23/2018	Office	Routine	Made phone calls, helped Dale with computer monitors	SP
4/23/2018	Shop	Routine	Cleaned out back of van, checked fluid level in golf cart	KM
4/23/2018	Shop	Routine	Unloaded and put away tools from van, cleaned Toro mower, cleaned concrete	SF
4/24/2018	Housing Area	Routine	Dropped off carpet cleaner for resident use	KM
4/24/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/24/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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4/24/2018	Office	Routine	Completed paperwork	SP
4/24/2018	Shop	Routine	Performed maintenance on John Deere mower, installed mower deck, hooked up utility trailer	SP
4/24/2018	Shop	Routine	Put away supplies, organized list for bins	SF
4/24/2018	Town	Routine	Purchased parts	SF
4/25/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/25/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/25/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/25/2018	Office	Routine	Organized billing for 2640, completed paperwork	SF
4/25/2018	Shop	Routine	Cleaned out van	SF
4/25/2018	Shop	Routine	Emptied trash from van and golf cart	KM
4/26/2018	Housing Area	Routine	Delivered pest notices and flyers for Resident Services	SF
4/26/2018	Office	Routine	Completed paperwork	SF
4/27/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/27/2018	Memorial Wall	Routine	Installed name plates	KM
4/27/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/27/2018	Shop	Routine	Cleaned out van, checked for needed parts to order, reset ozone in fitness room	SF
4/27/2018	Shop	Routine	Unloaded items from vacant unit from van	KM
4/30/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/30/2018	Office	Routine	Brought mail to office, completed paperwork	KM
4/30/2018	Office	Routine	Checked oil in backup generator	KM
4/30/2018	Office	Routine	Made phone calls, completed paperwork	SP
4/30/2018	Shop	Routine	Cleaned trash from back of van, cleaned up	KM
4/30/2018	Shop	Routine	Loaded old refrigerators to haul to scrap yard	SP
4/30/2018	Town	Routine	Hauled items to scrap yard	SP
Projects Support				
4/5/2018	Office	Project	Met with contractor for bid on street striping	SP
4/2/2018	Shop	Project	Went over items with Lyman	SP
4/4/2018	Shop	Project	Let DFN in to work on fiber installation	SP
4/4/2018	Shop	Project	Organized, put away supply order	SF
4/5/2018	Shop	Project	Unloaded tools from van, moved trailer for DFN	SP
4/6/2018	Shop	Project	Met Reese Electric for camera system work, let DFN in to work on fiber installation, unloaded van, loaded dehumidifiers for office	SP
4/11/2018	Shop	Project	Cleaned out box van to haul refrigerators and TVs, installed new lock on file room door, looked into issue with garage door	SF
4/13/2018	Shop	Project	Met with contractor to adjust roll up door	SP
4/17/2018	Shop	Project	Met plumber for quote to connect recovery tanks, walked through with Lyman about what needs to be finished, cleaned out van	SP
4/19/2018	Shop	Project	Went through supplies to get a list for bin labels from HD Supply, unloaded tools from van	SF

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4/23/2018	Shop	Project	Installed new fire extinguisher signs in rental spaces, helped electrician pull wire for gate controllers	SP
4/30/2018	Shop	Project	Helped install wi-fi and cell booster, tested outlet for power	SP
Groundskeeping				
4/2/2018	Housing Area	Grounds	Trash pickup	KM
4/3/2018	Housing Area	Grounds	Trash pickup	KM
4/4/2018	Housing Area	Grounds	Trash pickup	KM
4/5/2018	Housing Area	Grounds	Trash pickup	KM
4/6/2018	Housing Area	Grounds	Trash pickup	KM
4/9/2018	Housing Area	Grounds	Trash pickup	KM
4/10/2018	Housing Area	Grounds	Trash pickup	KM
4/12/2018	Housing Area	Grounds	Trash pickup	KM
4/18/2018	Housing Area	Grounds	Trash pickup	KM
4/19/2018	Housing Area	Grounds	Trash pickup	KM
4/20/2018	Housing Area	Grounds	Trash pickup	KM
4/23/2018	Housing Area	Grounds	Trash pickup	KM
4/24/2018	Housing Area	Grounds	Mowed common areas	SP
4/24/2018	Housing Area	Grounds	Trash pickup	KM
4/25/2018	Housing Area	Grounds	Mowed common areas	SP
4/25/2018	Housing Area	Grounds	Trash pickup	KM
4/27/2018	Housing Area	Grounds	Trash pickup	KM
4/30/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
4/2/2018	Town	Admin	Courier run	KM
4/3/2018	2677	Admin	Performed annual inspection	SP
4/3/2018	Town	Admin	Courier run	KM
4/4/2018	Town	Admin	Courier run	KM
4/5/2018	Town	Admin	Courier run	KM
4/6/2018	2625	Admin	Performed annual inspection	SP
4/6/2018	Town	Admin	Courier run	KM
4/9/2018	Town	Admin	Courier run	KM
4/10/2018	2666	Admin	Performed annual inspection	SF
4/10/2018	Town	Admin	Courier run	KM
4/12/2018	Town	Admin	Courier run	KM
4/13/2018	Town	Admin	Courier run	SP
4/16/2018	Town	Admin	Courier run	SP
4/17/2018	Town	Admin	Courier run	SP
4/18/2018	Town	Admin	Courier run	KM
4/19/2018	Town	Admin	Courier run	KM
4/20/2018	Town	Admin	Courier run	KM
4/23/2018	Town	Admin	Courier run	SP

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Maintenance Report
April 2018**

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4/24/2018	2620A	Admin	Performed annual inspection	SF
4/24/2018	2620B	Admin	Performed annual inspection	SF
4/24/2018	2646D	Admin	Performed periodic inspection	SF
4/24/2018	504	Admin	Performed annual inspection	SF
4/24/2018	710	Admin	Performed annual inspection	SF
4/24/2018	Town	Admin	Courier run	KM
4/25/2018	Town	Admin	Courier run	KM
4/26/2018	2636	Admin	Performed annual inspection	SF
4/27/2018	Town	Admin	Courier run	KM
4/30/2018	Town	Admin	Courier run	SP
Staff Time Off				
4/3/2018			Part day PTO	SF
4/4/2018			Part day PTO	SF
4/5/2018			Part day PTO	KM
4/5/2018			PTO	SP
4/6/2018			Part day PTO	KM
4/12/2018			Part day PTO	SF
4/13/2018			PTO	KM
4/16/2018			PTO	KM
4/17/2018			Part day PTO	SF
4/17/2018			PTO	KM
4/18/2018			Part day PTO	SP
4/18/2018			Part day PTO	SF
4/19/2018			PTO	SP
4/20/2018			PTO	SP
4/25/2018			Jury duty	SF
4/25/2018			Part day PTO	SF
4/25/2018			Part day PTO	KM
4/26/2018			PTO	KM
4/26/2018			PTO	SP
4/27/2018			PTO	SP
4/30/2018			Part day PTO	KM
4/30/2018			PTO	SF