

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|---------------------|----------|--------------|---|-----|
| Vacant Units | | | | |
| 5/1/2018 | 510 | Vacant Unit | Performed move out inspection | SP |
| 5/4/2018 | 510 | Vacant Unit | Removed heater and light covers, blew out heaters, wiped down face plates and outlet covers, blew out bathroom fan, checked lights bulbs, blew out dryer vent, checked drains | SP |
| 5/8/2018 | 510 | Vacant Unit | Looked into drywall issues in bedroom | SF |
| 5/8/2018 | 510 | Vacant Unit | Ran light covers through dishwasher, spackled holes, touched up paint, set up air mover to dry cleaned carpet | SP |
| 5/10/2018 | 510 | Vacant Unit | Blew out refrigerator, installed heater and light covers | SP |
| 5/11/2018 | 510 | Vacant Unit | Touched up paint, replaced burner pans and range filter, installed new batteries and tested smoke alarms, rebuilt and tested kitchen faucet, tested oven and stove burners | SP |
| 5/14/2018 | 510 | Vacant Unit | Installed sliding glass door blinds, rekeyed locks, changed mailbox lock, adjusted sink stopper, vacuumed, mopped, cleaned kitchen sink, wiped down counters | SP |
| 5/16/2018 | 510 | Vacant Unit | Pulled window trim, cut out old caulking and recaulked back door and dining room window | KM |
| 5/17/2018 | 510 | Vacant Unit | Assisted with window repair | KM |
| 5/1/2018 | 2620C | Vacant Unit | Walked through with Dale to estimate ready for occupancy date | SP |
| 5/2/2018 | 2620C | Vacant Unit | Replaced exterior fixture and bulbs, reset timer, installed door knobs and bi-fold doors, finished trimming out cabinets, cleaned up, installed door bumpers and light fixture covers | SF |
| 5/3/2018 | 2620C | Vacant Unit | Installed new knobs on closet and bathroom doors, replaced burner switch on range, checked other items to be completed | SF |
| 5/3/2018 | 2620C | Vacant Unit | Installed shelving, light covers, and carpet bar at master bathroom door, caulked tubs, toilets, and showers, cleaned out unused tools and supplies, checked angle stop washers for replacement, installed toilet seat, wiped down light fixtures, loaded trash and debris from garage | SP |
| 5/3/2018 | 2620C | Vacant Unit | Loaded tools into van, checked for items still to be completed | KM |
| 5/4/2018 | 2620C | Vacant Unit | Installed blinds, cleaned up, put tools back in van | KM |
| 5/7/2018 | 2620C | Vacant Unit | Removed tools and supplies from garage, swept, removed cobwebs, painted garage, lubed door rollers and track, cleaned off back deck in prep for pressure washing | SF |
| 5/11/2018 | 2620C | Vacant Unit | Crawled attic to check bathroom venting for birds, took apart vent, taped off so they could not enter vent | SF |
| 5/15/2018 | 2620C | Vacant Unit | Cleaned trash, materials, and tools from garage, swept, hauled in new refrigerator, pulled apart and cleaned dryer ducting, cleaned lint from dryer motor and blades and put back together, removed and replaced bathroom ducting and soffit vent hood due to birds, made repairs to back gate on deck, touched up exterior paint, cleaned up, vacuumed | SF |
| 5/15/2018 | 2620C | Vacant Unit | Wiped down counters, vacuumed, moved refrigerator upstairs, helped clean dryer ducting, moved unused tools and supplies to garage, wiped down stove, installed and tested stove | SP |
| 5/16/2018 | 2620C | Vacant Unit | Assembled refrigerator, touched up paint, cleaned and stained counter edges, cleaned kitchen sink, mopped floors, programmed garage door remote | SP |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|--------------------|-------------|--------------|---|-----|
| 5/16/2018 | 2620C | Vacant Unit | Cleaned up, removed cobwebs in front, lowered refrigerator outlet, hauled away remaining items from garage and home | SF |
| 5/16/2018 | 2620C | Vacant Unit | Ready for occupancy | |
| 5/24/2018 | 2639 | Vacant Unit | Mowed yard | SP |
| 5/21/2018 | 2646A | Vacant Unit | Removed birds nest | SP |
| 5/30/2018 | 2646A | Vacant Unit | Performed PFR inspection | KM |
| 5/31/2018 | 2646A | Vacant Unit | Performed PFR inspection, removed heater covers | KM |
| 5/31/2018 | 2646D | Vacant Unit | Performed move out inspection with Dale | SP |
| Work Orders | | | | |
| 5/31/2018 | 508 | Work Order | Performed interior APM inspection, cleaned refrigerator coils, replaced drip bowls, replaced three switches, upgraded to LED bulbs, replaced smoke alarm batteries, cut and installed new bedroom blinds | SF |
| 5/17/2018 | 510 | Work Order | Removed trim, siding, and window to replace rotten studs and lumber around window, temporarily reinstalled window and covered overnight | SF |
| 5/17/2018 | 510 | Work Order | Helped remove window trim | SP |
| 5/18/2018 | 510 | Work Order | Assisted with window repair | KM |
| 5/18/2018 | 510 | Work Order | Removed felt paper and window, installed plywood, finished nailing felt paper, installed and double flashed window, cleaned up | SF |
| 5/21/2018 | 510 | Work Order | Repaired trim and window surround, caulked, nailed, and painted interior around window, installed trim around exterior of window, installed siding, and caulked, repainted back end of duplex | SF |
| 5/22/2018 | 510 | Work Order | Cleaned up, hauled trash, painted trim on rear of unit | SF |
| 5/22/2018 | 510 | Work Order | Recaulked top of windows | KM |
| 5/14/2018 | 510/512 | Work Order | Caulked and spackled trim for paint | KM |
| 5/15/2018 | 510/512 | Work Order | Touched up paint where caulked on seams and trim, cleaned up, looked at window concern with Lyman | KM |
| 5/11/2018 | 512 | Work Order | Removed, replaced, and caulked exterior window trim | KM |
| 5/18/2018 | 512 | Work Order | Cut out old caulking and recaulked window and back door | KM |
| 5/22/2018 | 512 | Work Order | Cleaned up, hauled trash, painted trim on rear of unit | SF |
| 5/22/2018 | 512 | Work Order | Recaulked back door | KM |
| 5/22/2018 | 704 | Work Order | Repaired kitchen drawer | SF |
| 5/31/2018 | 704 | Work Order | Performed interior APM inspection, cleaned refrigerator coils, replaced hood filter and drip bowls, vacuumed heaters | SF |
| 5/9/2018 | 2602 | Work Order | Performed exterior APM inspection | KM |
| 5/3/2018 | 2605 | Work Order | Installed plywood and staked off a hole through the fence near the gate | SF |
| 5/14/2018 | 2615 | Work Order | Picked up dump trailer, hauled brush to burn pile | SP |
| 5/1/2018 | 2620A | Work Order | Performed interior APM inspection, worked on timer, installed new door bell chime, repaired bi-fold door, replaced washers in all valves, replace burner pans on stove, vacuumed heaters, replaced bathroom door knob | SF |
| 5/16/2018 | 2620A | Work Order | Removed and replaced shower valve cartridge | SF |
| 5/1/2018 | 2620B | Work Order | Performed interior APM inspection, replaced switch on left front burner of stove, rebuilt kitchen faucet, sprayed lock on garage and front door, cleaned refrigerator coils, vacuumed heaters | SF |
| 5/8/2018 | 2620A/2620C | Work Order | Pressure washed back deck, stairs, and siding, removed and replaced block in front of garage for electric outlet, cleaned up | SF |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|---------------------------|--------------|--------------|--|-----|
| 5/9/2018 | 2620 | Work Order | Brushed cobwebs from siding, gable ends, and back of building, removed needles from the valleys on the roof, touched up exterior paint, painted exterior back and garage doors, removed needles and cobwebs from venting, cleaned up, and painted new siding and trim on back deck | SF |
| 5/10/2018 | 2620A | Work Order | Replaced rotted garage door trim | SF |
| 5/11/2018 | 2620A | Work Order | Caulked, finished nailing door jamb, installed and caulked trim | SF |
| 5/14/2018 | 2620A | Work Order | Primed and painted overhead garage door and trim, removed exterior outlet and block, installed new box, receptacle, and cover plate, caulked and painted | SF |
| 5/14/2018 | 2620C | Work Order | Painted trim at back deck, back door jamb, garage side door trim, touched up paint, caulked bathroom window trim, cleaned up, hauled away trash | SF |
| 5/7/2018 | 2627 | Work Order | Checked and reset traps | SF |
| 5/16/2018 | 2627 | Work Order | Caulked trim above garage door and corners, installed screen on all foundation vents, screwed down ramp trim, cleaned gutter on side of garage | SF |
| 5/30/2018 | 2627 | Work Order | Removed rotted trim from hall bathroom window, replaced, caulked, and painted new trim, touched up paint above garage door and corners | SF |
| 5/31/2018 | 2627 | Work Order | Picked up brush, hauled to burn pile | SF |
| 5/3/2018 | 2636 | Work Order | Performed interior APM inspection, removed and replaced caulking in bathroom, cleaned refrigerator coils, vacuumed heaters, lubed window tracks and tightened door hinges as needed | SF |
| 5/22/2018 | 2636 | Work Order | Installed and caulked shower dam in master bathroom | SF |
| 5/24/2018 | 2664 | Work Order | Met with resident, dropped off lawn equipment | SF |
| 5/21/2018 | 2670 | Work Order | Repaired gate into back yard | SP |
| 5/1/2018 | 2670B | Work Order | Checked for water leak | SF |
| 5/21/2018 | 2670C | Work Order | Removed gate at top of stairs on back deck to repair/rebuild | SP |
| Routine Activities | | | | |
| 5/1/2018 | Office | Routine | Made phone calls, completed paperwork | SP |
| 5/1/2018 | Office | Routine | Ordered supplies, researched parts, completed paperwork | SF |
| 5/1/2018 | Shop | Routine | Swept, opened boxes, laid out anti-fatigue mats, started and tested grounds equipment, met electrician for wiring issue, loaded paint to drop off to homeowners | SP |
| 5/1/2018 | Shop | Routine | Unloaded van | SF |
| 5/2/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/2/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | SF |
| 5/2/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/2/2018 | Office | Routine | Completed paperwork | SP |
| 5/2/2018 | Office | Routine | Completed paperwork | SF |
| 5/2/2018 | Shop | Routine | Cleaned out van, loaded supplies and mower, lubed and adjusted gate to pole building | SF |
| 5/2/2018 | Shop | Routine | Cleaned up, emptied trash cans | KM |
| 5/2/2018 | Shop | Routine | Cleaned up John Deere tractor, broke down cardboard boxes and hauled to recycling bin, cleaned out van | SP |
| 5/2/2018 | Shop | Routine | Gathered fuel slips | KM |
| 5/2/2018 | Town | Routine | Picked up supplies | SP |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|-----------|--------------|--------------|--|-----|
| 5/3/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/3/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/3/2018 | Office | Routine | Completed paperwork | SF |
| 5/3/2018 | Office | Routine | Moved boxes to file storage room | SP |
| 5/3/2018 | Shop | Routine | Cleaned out van, put away tools | SP |
| 5/3/2018 | Shop | Routine | Picked up and cleaned mowers after resident use, cleaned out van, hauled trash to dumpster, loaded supplies | SF |
| 5/3/2018 | Shop | Routine | Put away tools | KM |
| 5/4/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/4/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/4/2018 | Office | Routine | Completed paperwork | SF |
| 5/4/2018 | Office | Routine | Tagged new equipment, made phone calls, completed paperwork | SP |
| 5/4/2018 | Shop | Routine | Cleaned out and organized van | SF |
| 5/4/2018 | Shop | Routine | Unloaded trash from truck into dumpster, helped unload refrigerator and move upstairs for storage, helped load pressure washer | SP |
| 5/4/2018 | Town | Routine | Picked up appliances | SF |
| 5/4/2018 | Town | Routine | Picked up equipment and supplies | SP |
| 5/7/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/7/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/7/2018 | Office | Routine | Completed paperwork | SF |
| 5/7/2018 | Shop | Routine | Emptied van | KM |
| 5/7/2018 | Shop | Routine | Unloaded and put away materials, cleaned painting equipment | SF |
| 5/8/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/8/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/8/2018 | Office | Routine | Completed paperwork | SF |
| 5/8/2018 | Office | Routine | Made phone calls, completed paperwork | SP |
| 5/8/2018 | Shop | Routine | Unloaded van and put stuff away, loaded cart with supplies to pressure wash, reviewed supply needs | SF |
| 5/9/2018 | Housing Area | Routine | Delivered notices for Resident Services | SP |
| 5/9/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/9/2018 | Office | Routine | Completed paperwork | SF |
| 5/9/2018 | Office | Routine | Completed paperwork | SP |
| 5/9/2018 | Shop | Routine | Emptied trash from back of van, put away tools | KM |
| 5/9/2018 | Shop | Routine | Looked into gate issue | SF |
| 5/9/2018 | Shop | Routine | Looked into gate issue, loaded tools, hooked up dump trailer, unloaded and put trailer away | SP |
| 5/10/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/10/2018 | Office | Routine | Completed paperwork | SP |
| 5/10/2018 | Shop | Routine | Cut screen materials for foundation vents, primed cedar trim | SF |
| 5/10/2018 | Shop | Routine | Washed out mowers | KM |
| 5/10/2018 | Town | Routine | Picked up materials | KM |
| 5/10/2018 | Town | Routine | Picked up materials | SF |
| 5/11/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/11/2018 | Housing Area | Routine | Dropped off lawn equipment for resident use | SP |
| 5/11/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/11/2018 | Office | Routine | Completed paperwork | SF |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|-----------|--------------|--------------|--|-----|
| 5/11/2018 | Office | Routine | Watered plants, checked light bulbs | SP |
| 5/11/2018 | Shop | Routine | Painted cedar trim | SF |
| 5/14/2018 | Housing Area | Routine | Checked lights in mailbox structures, ran water in vacant units | SP |
| 5/14/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/14/2018 | Office | Routine | Completed paperwork | SF |
| 5/14/2018 | Shop | Routine | Cleaned out van, unloaded items from delivery truck | SF |
| 5/14/2018 | Shop | Routine | Unloaded van, loaded tools, unhooked and put away dump trailer | SP |
| 5/15/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/15/2018 | Office | Routine | Completed paperwork | SF |
| 5/15/2018 | Shop | Routine | Cleaned tools and supplies from van | SF |
| 5/15/2018 | Shop | Routine | Met Colt Signs, cleaned out van, loaded needed tools and supplies | SP |
| 5/15/2018 | Town | Routine | Picked up supplies | SP |
| 5/16/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/16/2018 | Office | Routine | Completed paperwork | SF |
| 5/16/2018 | Shop | Routine | Cleaned out van, put away supplies and tools, hauled trash to dumpster | SF |
| 5/16/2018 | Town | Routine | Fueled van | SP |
| 5/17/2018 | Housing Area | Routine | Delivered notices for Resident Services | SP |
| 5/17/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/17/2018 | Office | Routine | Completed paperwork | SP |
| 5/17/2018 | Shop | Routine | Loaded needed supplies | SF |
| 5/17/2018 | Town | Routine | Fueled van | SF |
| 5/18/2018 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 5/18/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/18/2018 | Office | Routine | Completed paperwork | SF |
| 5/18/2018 | Office | Routine | Watered plants, checked light bulbs | SP |
| 5/21/2018 | Housing Area | Routine | Checked lights in mailbox structures, ran water in vacant units | SP |
| 5/21/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/21/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/21/2018 | Office | Routine | Checked oil in backup generator, took out recycling | KM |
| 5/21/2018 | Office | Routine | Completed paperwork | SF |
| 5/21/2018 | Shop | Routine | Emptied trash from van | KM |
| 5/21/2018 | Shop | Routine | Unloaded and put away tools | SP |
| 5/22/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/22/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/22/2018 | Office | Routine | Made phone calls, completed paperwork | SP |
| 5/22/2018 | Office | Routine | Researched parts, completed paperwork | SF |
| 5/22/2018 | Shop | Routine | Moved underlayment from 2670A garage, reviewed surveillance footage with Debbie for broken window, checked on West Coast Fencing, met with Tribal Police | SP |
| 5/22/2018 | Shop | Routine | Put away tools and supplies from van, took trash to dumpster | SF |
| 5/23/2018 | Housing Area | Routine | Delivered pest control notices | KM |
| 5/23/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/23/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/23/2018 | Office | Routine | Completed paperwork | SF |
| 5/23/2018 | Playground | Routine | Blew bark from court and parking, cleaned restroom, hauled trash, removed toilet | SF |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|-------------------------|--------------|--------------|---|-----|
| 5/23/2018 | Shop | Routine | Checked oil in all mowers, measure for new blades, unloaded van | KM |
| 5/23/2018 | Shop | Routine | Sanded concrete filler | SP |
| 5/23/2018 | Town | Routine | Picked up new toilet for the playground and other supplies | SF |
| 5/24/2018 | Housing Area | Routine | Delivered notices for Resident Services | SP |
| 5/24/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/24/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/24/2018 | Office | Routine | Made phone calls, completed paperwork | SF |
| 5/24/2018 | Office | Routine | Watered plants, checked light bulbs | SP |
| 5/24/2018 | Playground | Routine | Set new toilet, cut out and replaced water line, reinstalled toilet valve and water line, cleaned p-trap, cleaned up restroom | SF |
| 5/24/2018 | Shop | Routine | Cleaned up work space and floor, put away tools | KM |
| 5/24/2018 | Shop | Routine | Unloaded supplies and cleaned out van | SF |
| 5/29/2018 | Housing Area | Routine | Checked lights in mailbox structures, ran water in vacant units | SP |
| 5/29/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/30/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/30/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/30/2018 | Office | Routine | Completed paperwork | SF |
| 5/30/2018 | Office | Routine | Made phone calls, completed paperwork | SP |
| 5/30/2018 | Playground | Routine | Wiped down fixtures, worked on toilet venting and sink not draining properly, replaced swing seats and hooks | SF |
| 5/30/2018 | Shop | Routine | Helped move items | KM |
| 5/30/2018 | Shop | Routine | Met tow truck to pick up inoperable van, laid out rug in office, finished sealing floors | SP |
| 5/30/2018 | Shop | Routine | Organized and put away supplies and tools | SF |
| 5/31/2018 | Housing Area | Routine | Dropped off and picked up lawn equipment | KM |
| 5/31/2018 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 5/31/2018 | Office | Routine | Ordered supplies, researched parts, completed paperwork | SF |
| 5/31/2018 | Playground | Routine | Opened restroom, replaced hooks on swing seats | SF |
| 5/31/2018 | Shop | Routine | Cleaned out van, sorted supplies | SF |
| 5/31/2018 | Shop | Routine | Organized tools in tool room | SP |
| Projects Support | | | | |
| 5/2/2018 | 2608 | Project | Loaded items and moved them to shop | SP |
| 5/2/2018 | Shop | Project | Built shelf, mounted and installed cell signal booster and cabling | SP |
| 5/8/2018 | Shop | Project | Helped unload and set up lumber racks | KM |
| 5/8/2018 | Shop | Project | Unloaded and began setting up lumber racks | SP |
| 5/16/2018 | Shop | Project | Cleaned out and began filling cracks in the cement | SP |
| 5/17/2018 | Shop | Project | Filled cracks in cement | SP |
| 5/18/2018 | Shop | Project | Filled cracks in cement, checked keys for rental spaces | SP |
| 5/21/2018 | Shop | Project | Finished assembling lumber racks and moved into place, reviewed items to be completed | SP |
| 5/22/2018 | Shop | Project | Filled cracks in concrete | SP |
| 5/23/2018 | Shop | Project | Cut arms from lumber rack | SF |
| 5/24/2018 | Shop | Project | Vacuumed in prep for sealer, wiped down cabinets, doors, walls, and counters, sanded concrete, cleaned out van | SP |
| 5/29/2018 | Shop | Project | Sealed floors | SP |
| Tribal Support | | | | |
| 5/29/2018 | Plankhouse | Tribal | Helped clean fish for Restoration | KM |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|-----------------------|--------------|--------------|--|-----|
| Groundskeeping | | | | |
| 5/2/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/3/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/4/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/7/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/8/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/9/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/9/2018 | Housing Area | Grounds | Weedeated common areas | SP |
| 5/9/2018 | Office | Grounds | Cut up trees and brush and hauled to burn pile | SP |
| 5/10/2018 | Housing Area | Grounds | Mowed in common areas | SP |
| 5/10/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/11/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/14/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/15/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/16/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/17/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/18/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/21/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/22/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/23/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/24/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/29/2018 | Housing Area | Grounds | Mowed common areas and vacant units | SP |
| 5/29/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/30/2018 | Housing Area | Grounds | Mowed common areas and vacant units | SP |
| 5/30/2018 | Housing Area | Grounds | Trash pickup | KM |
| 5/31/2018 | Housing Area | Grounds | Trash pickup | KM |
| Admin Support | | | | |
| 5/1/2018 | Town | Admin | Courier run | SP |
| 5/3/2018 | Town | Admin | Courier run | KM |
| 5/4/2018 | Town | Admin | Courier run | KM |
| 5/7/2018 | Town | Admin | Courier run | KM |
| 5/8/2018 | 2618 | Admin | Performed annual inspection | SF |
| 5/8/2018 | Town | Admin | Courier run | KM |
| 5/9/2018 | Town | Admin | Courier run | KM |
| 5/10/2018 | Office | Admin | Attended Board meeting | KM |
| 5/10/2018 | Office | Admin | Attended Board meeting | SP |
| 5/10/2018 | Town | Admin | Courier run | KM |
| 5/14/2018 | Town | Admin | Courier run | KM |
| 5/15/2018 | Town | Admin | Courier run | KM |
| 5/17/2018 | Town | Admin | Courier run | SP |
| 5/18/2018 | Town | Admin | Courier run | KM |
| 5/21/2018 | Town | Admin | Courier run | KM |
| 5/22/2018 | 2640 | Admin | Performed annual inspection | SF |
| 5/22/2018 | 508 | Admin | Performed annual inspection | SF |
| 5/22/2018 | 704 | Admin | Performed annual inspection | SF |
| 5/22/2018 | Town | Admin | Courier run | KM |
| 5/24/2018 | Town | Admin | Courier run | KM |

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|-----------------------|----------|--------------|----------------------|-----|
| 5/29/2018 | Town | Admin | Courier run | SP |
| 5/30/2018 | Town | Admin | Courier run | KM |
| 5/31/2018 | Town | Admin | Courier run | KM |
| Staff Time Off | | | | |
| 5/1/2018 | | | PTO | KM |
| 5/3/2018 | | | Part day PTO | SF |
| 5/7/2018 | | | PTO | SP |
| 5/9/2018 | | | Part day PTO | SF |
| 5/14/2018 | | | Part day PTO | SF |
| 5/17/2018 | | | Part day PTO | SP |
| 5/23/2018 | | | Part day PTO | SP |
| 5/25/2018 | | | Admin leave | SF |
| 5/25/2018 | | | Admin leave | KM |
| 5/25/2018 | | | Admin leave and PTO | SP |
| 5/28/2018 | | | Memorial Day holiday | KM |
| 5/28/2018 | | | Memorial Day holiday | SF |
| 5/28/2018 | | | Memorial Day holiday | SP |
| 5/29/2018 | | | PTO | SF |
| 5/31/2018 | | | Part day PTO | SP |