

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
6/25/2018	2639	Vacant Unit	Rekeyed locks and began PFR Inspection	SP
6/25/2018	2639	Vacant Unit	Removed all carpet	PS
6/26/2018	2639	Vacant Unit	Completed PFR inspection and checklist, performed exterior APM inspection, met with flooring contractor for measurements	SP
6/26/2018	2639	Vacant Unit	Looked over house for repairs and items needing upgraded	SF
6/26/2018	2639	Vacant Unit	Vacuumed, raked grass from backyard, removed outlet cover, switch plates, and light covers	PS
6/27/2018	2639	Vacant Unit	Pressure washed outside of house and walkways	PS
6/1/2018	2646A	Vacant Unit	Finished PFR inspection	KM
6/1/2018	2646A	Vacant Unit	Spackled, touched up paint, painted all windows sills, replaced light switch in bathroom	SF
6/4/2018	2646A	Vacant Unit	Replaced living room GFCI outlet, bedroom blinds, and kitchen sprayer hose, tested all outlets, touched up paint, prepped garage for paint, swept cobwebs and dirt off walls, replaced bathroom mirror	SF
6/5/2018	2646A	Vacant Unit	Painted garage	SF
6/5/2018	2646A	Vacant Unit	Rebuilt screens	KM
6/6/2018	2646A	Vacant Unit	Finished painting garage walls, ceiling, door, and trim	SF
6/8/2018	2646A	Vacant Unit	Blew out heaters, kitchen cabinets and drawers, and refrigerator coils, cleaned stove top, installed drip bowls, adjusted bi-fold doors	SF
6/18/2018	2646A	Vacant Unit	Cleaned out garage, looked into rotten jamb on garage door, cleaned drains, reviewed APM list	SF
6/26/2018	2646A	Vacant Unit	Cleaned outlet and switch plates, installed heater covers, refastened carpet bar in hallway, cleaned spots on doors and walls, refastened bar in bathroom	KM
6/26/2018	2646A	Vacant Unit	Pressure washed the back deck and stairs to upper unit	SF
6/1/2018	2664	Vacant Unit	Performed move out inspection with Dale	SP
Work Orders				
6/6/2018	502	Work Order	Installed knobs and drawer pulls throughout kitchen and bathroom, rebuilt bathroom drawer, adjusted dishwasher placement	SF
6/1/2018	508	Work Order	Met with flooring contractor to measure for replacement flooring	SF
6/5/2018	508	Work Order	Spoke with resident about scheduling flooring replacement and reviewed flooring samples	SF
6/12/2018	508	Work Order	Brought trailer to unit, helped load old flooring	KM
6/12/2018	508	Work Order	Prepped for new flooring, moved all appliances, removed toilet, cove base, and base trim, scraped old vinyl from kitchen, dining room, entry, and bathroom, cleaned up, removed water heater	SF
6/13/2018	508	Work Order	Installed cove base trim around cabinets and toilet, brought in and hooked up appliances, installed doors and water heater, cleaned up from flooring installation	SF

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6/25/2018	508	Work Order	Rebuilt bathroom faucet	SF
6/18/2018	704	Work Order	Replaced broken glass on oven door, researched installation and parts	SF
6/26/2018	2617	Work Order	Measured kitchen cabinet door that needed replaced and glued one for repair/replacement	SF
6/27/2018	2617	Work Order	Installed cabinet doors, repaired two drawers	SF
6/5/2018	2618	Work Order	Performed APM inspection, removed and replaced caulking in bathroom as needed, cleaned refrigerator coils, vacuumed heaters	SF
6/25/2018	2631	Work Order	Removed and replaced worn plywood and roofing from wheelchair ramp	SF
6/26/2018	2631	Work Order	Gathered supplies to screw plywood to concrete for ramp	SF
6/7/2018	2670C	Work Order	Pulled apart, rebuilt, and reinstalled gate	SF
Routine Activities				
6/1/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/1/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/1/2018	Office	Routine	Completed paperwork	SF
6/1/2018	Office	Routine	Trained on work order system with Debbie	SP
6/1/2018	Office	Routine	Watered plants, checked lights	SP
6/1/2018	Shop	Routine	Cleaned out van, organized supplies	SF
6/1/2018	Shop	Routine	Put away and organized tools	SP
6/4/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
6/4/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/4/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/4/2018	Office	Routine	Ordered supplies, put together bins for supplies, completed paperwork	SF
6/4/2018	Shop	Routine	Checked fluid in golf cart	KM
6/4/2018	Shop	Routine	Put away and organized tools	SP
6/5/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/5/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/5/2018	Office	Routine	Completed paperwork	SF
6/5/2018	Shop	Routine	Made a jig for installing cabinet door knobs and pulls	SF
6/5/2018	Shop	Routine	Organized tools and supplies	SF
6/5/2018	Shop	Routine	Put away and organized tools	SP
6/5/2018	Shop	Routine	Returned tools, emptied trash	KM
6/6/2018	Office	Routine	Completed paperwork	SF
6/6/2018	Playground	Routine	Wiped down bathroom, picked up trash, swept cobwebs from around restroom building, checked on installing a shelf in storage room, checked basketball court lights	SF
6/7/2018	Office	Routine	Completed paperwork	SF

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6/7/2018	Playground	Routine	Opened and cleaned restroom	SF
6/7/2018	Shop	Routine	Mixed fuel and added stabilizer, performed maintenance on John Deere tractor	SP
6/7/2018	Shop	Routine	Organized tools and supplies	SF
6/8/2018	Office	Routine	Completed paperwork	SF
6/8/2018	Office	Routine	Completed paperwork	SP
6/8/2018	Office	Routine	Watered plants, checked lights	SP
6/8/2018	Shop	Routine	Cleaned up, put away supplies, hauled recycling to bin, taped crack on window pending repair	SF
6/8/2018	Shop	Routine	Put away and organized tools	SP
6/8/2018	Town	Routine	Dropped Platter off at repair shop to pick up van	SF
6/8/2018	Town	Routine	Picked up van from repair shop, purchased supplies	SP
6/11/2018	Housing Area	Routine	Checked and reset mole traps	SP
6/11/2018	Housing Area	Routine	Delivered notices for Resident Services	KM
6/11/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/11/2018	Office	Routine	Completed paperwork	SF
6/11/2018	Shop	Routine	Cut ends on lumber racks, put away supplies, sorted and organized supplies, hauled trash to dumpster	SF
6/11/2018	Shop	Routine	Emptied trash from van	KM
6/11/2018	Town	Routine	Picked up supplies	SP
6/12/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/12/2018	Office	Routine	Completed paperwork	SP
6/12/2018	Office	Routine	Completed paperwork	SF
6/13/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/13/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/13/2018	Office	Routine	Made phone calls, completed paperwork	SF
6/13/2018	Shop	Routine	Cut red cedar for Restoration fish, returned trailer to shop	KM
6/13/2018	Shop	Routine	Folded and put away cleaning rags	SP
6/13/2018	Shop	Routine	Loaded and unloaded tools, cleaned out van	SF
6/13/2018	Town	Routine	Picked up supplies	SP
6/14/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/14/2018	Office	Routine	Completed paperwork	SF
6/14/2018	Shop	Routine	Cut red cedar for Restoration fish, cleaned up	KM
6/14/2018	Shop	Routine	Organized supplies, installed labels on supply trays, prepped for open house, cleaned up	SF
6/15/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/15/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/15/2018	Office	Routine	Completed paperwork	SF

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6/15/2018	Office	Routine	Watered plants, checked lights	SP
6/15/2018	Playground	Routine	Blew bark off concrete, pulled weeds, wiped down bathroom	SF
6/15/2018	Shop	Routine	Cleaned trash from van, put away tools	KM
6/15/2018	Shop	Routine	Cleaned up, hooked bucket on John Deere, loaded posts and concrete from end of building	SF
6/15/2018	Shop	Routine	Moved desk from office	SP
6/18/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/18/2018	Office	Routine	Cleaned lights at stairs, checked oil in backup generator	KM
6/18/2018	Office	Routine	Made phone calls, completed paperwork	SF
6/18/2018	Playground	Routine	Opened and cleaned restroom	SF
6/18/2018	Shop	Routine	Unloaded cart, put away tools	KM
6/18/2018	Shop	Routine	Unloaded van, put away tools and supplies	SF
6/19/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/19/2018	Shop	Routine	Cleaned up, helped install file room door	KM
6/20/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/20/2018	Office	Routine	Hauled file cabinets to warehouse file room, completed paperwork	SF
6/20/2018	Shop	Routine	Assisted with items in shop office, cleaned up	SP
6/20/2018	Shop	Routine	Cleaned up, stained bottom of file room door	KM
6/20/2018	Shop	Routine	Installed blinds in office, cut and painted shelving, cleaned up, pressure washed John Deere tractor, Toro mower, and box van	SF
6/21/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/21/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/21/2018	Office	Routine	Completed paperwork	SP
6/21/2018	Office	Routine	Completed paperwork	SF
6/21/2018	Shop	Routine	Prepped for open house, cleaned, and put away materials	SP
6/21/2018	Shop	Routine	Prepped for open house, swept, vacuumed concrete, helped move shingles from shed to shop	SF
6/21/2018	Shop	Routine	Washed van and Chevy S-10, helped clean shop	KM
6/22/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/22/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	SP
6/22/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/22/2018	Office	Routine	Watered plants, checked lights	SP
6/22/2018	Shop	Routine	Assisted with prep for open house	KM
6/22/2018	Shop	Routine	Prepped for open house	SP
6/22/2018	Shop	Routine	Prepped for open house, vacuumed upstairs, cleaned up	SF
6/25/2018	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
6/25/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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6/25/2018	Office	Routine	Completed paperwork	SP
6/25/2018	Office	Routine	Researched parts, made phone calls, completed paperwork	SF
6/25/2018	Playground	Routine	Picked up trash, cleaned restroom	SF
6/25/2018	Shop	Routine	Cleaned up after open house, returned items to office	SF
6/25/2018	Shop	Routine	Cleaned up after open house, returned items to office	KM
6/25/2018	Shop	Routine	Met plumber for rainwater tank adjustments, cleaned up after open house, returned items to office	SP
6/25/2018	Town	Routine	Fueled box van, picked up materials	SF
6/26/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/26/2018	Office	Routine	Researched parts, made phone calls, completed paperwork	SF
6/26/2018	Playground	Routine	Cleaned restroom, scrubbed and cleaned bus stop of cobwebs	SF
6/26/2018	Shop	Routine	Cleaned out back of van	SF
6/26/2018	Shop	Routine	Cleaned up around dumpster	KM
6/26/2018	Shop	Routine	Met plumber for rainwater tank adjustments, unloaded carpet and padding into dumpster	SP
6/27/2018	Housing Area	Routine	Delivered pest control notices	KM
6/27/2018	Office	Routine	Brought mail to office, completed paperwork	KM
6/27/2018	Office	Routine	Completed paperwork	PS
6/27/2018	Office	Routine	Completed paperwork	SP
6/27/2018	Office	Routine	Removed deadbolt and painted front door, installed new deadbolt, completed paperwork	SF
6/27/2018	Shop	Routine	Emptied trash from van	KM
Projects Support				
6/5/2018	Shop	Project	Met plumber and electrician to connect rainwater tanks	SP
6/6/2018	Shop	Project	Met electrician and plumber to connect rainwater tanks, pulled JD mower deck, scraped underside, sharpened blades, and reassembled	SP
6/11/2018	Shop	Project	Anchored pallet racks to slab, moved rack upstairs, organized tool room	SP
6/12/2018	Shop	Project	Anchored lumber racks to slab, began moving and organizing lumber from the storage shed	SP
6/13/2018	Shop	Project	Moved and organized lumber from temporary storage, cut lumber for pallet rack	SP
6/14/2018	Shop	Project	Installed blinds in bathrooms and locker room	SF
6/19/2018	Shop	Project	Helped install door in file storage room	SP
6/23/2018	Shop	Project	Staffed open house during Tribal Restoration Celebration	SF
6/23/2018	Shop	Project	Staffed open house during Tribal Restoration Celebration	SP
6/27/2018	Shop	Project	Helped electrician pull wire for gate, worked on troubleshooting gate issues, moved items from large shed	SP
6/27/2018	Shop	Project	Worked on cleaning out storage shed and moving things to warehouse, worked with electrician to troubleshoot gate issues	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Groundskeeping				
6/1/2018	Housing Area	Grounds	Sprayed weed control	SP
6/1/2018	Housing Area	Grounds	Trash pickup	KM
6/4/2018	Housing Area	Grounds	Mowed common areas and vacant units	SP
6/4/2018	Housing Area	Grounds	Trash pickup	KM
6/5/2018	Housing Area	Grounds	Mowed common areas and vacant units	SP
6/5/2018	Housing Area	Grounds	Trash pickup	KM
6/6/2018	Housing Area	Grounds	Mowed common areas and vacant units	SP
6/11/2018	Housing Area	Grounds	Trash pickup	KM
6/12/2018	Housing Area	Grounds	Trash pickup	KM
6/13/2018	Housing Area	Grounds	Trash pickup	KM
6/14/2018	Housing Area	Grounds	Trash pickup	KM
6/14/2018	Housing Area	Grounds	Weed eaten	SP
6/15/2018	Housing Area	Grounds	Trash pickup	KM
6/15/2018	Housing Area	Grounds	Weed eaten	SP
6/18/2018	Housing Area	Grounds	Trash pickup	KM
6/19/2018	Housing Area	Grounds	Mowed common areas and vacant units	SP
6/19/2018	Housing Area	Grounds	Trash pickup	KM
6/20/2018	Housing Area	Grounds	Mowed common areas and vacant units	SP
6/20/2018	Housing Area	Grounds	Trash pickup	KM
6/21/2018	Housing Area	Grounds	Trash pickup	KM
6/22/2018	Housing Area	Grounds	Trash pickup	KM
6/25/2018	Housing Area	Grounds	Trash pickup	KM
6/26/2018	Housing Area	Grounds	Hauled brush and yard waste to burn pile	SP
6/26/2018	Housing Area	Grounds	Trash pickup	KM
6/27/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
6/1/2018	Town	Admin	Courier run	KM
6/4/2018	Town	Admin	Courier run	KM
6/5/2018	Town	Admin	Courier run	KM
6/6/2018	Town	Admin	Courier run	SP
6/7/2018	Town	Admin	Courier run	SP
6/8/2018	Town	Admin	Courier run	SP
6/11/2018	Town	Admin	Courier run	SP
6/12/2018	Town	Admin	Courier run	KM
6/13/2018	Town	Admin	Courier run	KM
6/14/2018	Office	Admin	Attended Board meeting	SP
6/14/2018	Office	Admin	Attended Board meeting	KM
6/14/2018	Office	Admin	Attended Board meeting	SF
6/14/2018	Town	Admin	Courier run	KM

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6/15/2018	Town	Admin	Courier run	KM
6/19/2018	Town	Admin	Courier run	KM
6/20/2018	Town	Admin	Courier run	KM
6/21/2018	Town	Admin	Courier run	KM
6/25/2018	Town	Admin	Courier run	KM
6/26/2018	Town	Admin	Courier run	KM
6/27/2018	Town	Admin	Courier run	KM
Staff Time Off				
6/4/2018			Part day PTO	SF
6/6/2018			PTO	KM
6/7/2018			Part day PTO	SF
6/7/2018			Part day PTO	SP
6/7/2018			PTO	KM
6/8/2018			PTO	KM
6/22/2018			Part day PTO	KM
6/28/2018			Tribal Restoration holiday	KM
6/28/2018			Tribal Restoration holiday	SF
6/28/2018			Tribal Restoration holiday	SP
6/28/2018			Tribal Restoration holiday	PS
6/29/2018			Admin leave/PTO	KM
6/29/2018			Admin leave/PTO	SF
6/29/2018			Admin leave/PTO	SP