

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/25/2018	2620B	Vacant Unit	Dropped off dump trailer, took photos of trash and debris left in unit, checked on work progress	SP
7/25/2018	2620B	Vacant Unit	Cleaned out trash from garage	PS
7/25/2018	2620B	Vacant Unit	Checked on work progress	SF
7/26/2018	2620B	Vacant Unit	Dropped off dump trailer, checked on clean out progress	SP
7/26/2018	2620B	Vacant Unit	Removed trash and debris from home and garage	PS
7/27/2018	2620B	Vacant Unit	Pulled carpet, padding, and blinds	KM
7/27/2018	2620B	Vacant Unit	Dropped off dump trailer, checked on clean out progress, removed carpet and padding	SP
7/27/2018	2620B	Vacant Unit	Removed trash and debris from home and garage	PS
7/9/2018	2639	Vacant Unit	Drained water heater, replumbed water lines and replaced valve, built and secured water heater stand, and installed new water heater, removed bathroom vent fan, cleaned up, ordered new garage door opener, checked into tree removal	SF
7/9/2018	2639	Vacant Unit	Removed and marked doors, removed light fixtures to be replaced	SP
7/10/2018	2639	Vacant Unit	Met vendor to install garage door opener, cleaned up, plumbed drain line for water heater drain pan, removed and installed new garage door bottom seal, removed vent fan from master bathroom, checked into paint issue in bedroom	SF
7/10/2018	2639	Vacant Unit	Removed shelving, took old paint to garage	KM
7/10/2018	2639	Vacant Unit	Removed light fixtures, old smoke detectors, and trim	SP
7/11/2018	2639	Vacant Unit	Removed shelving brackets and hardware, finished removing base trim, removed tack strips in dining room and entry, screws and nails in walls, blind brackets, and laundry room door jamb, swept unit, loaded trash and hauled to dumpster, cleaned up	SP
7/12/2018	2639	Vacant Unit	Checked into rotten trim, removed all trim, siding, and OSB from south living room wall down to studs, cleaned up, and temporarily reinstalled windows for the night	SF
7/12/2018	2639	Vacant Unit	Assisted with siding removal and rot repairs	SP
7/13/2018	2639	Vacant Unit	Removed rotten studs, drilled for electrical wires and installed new studs, ran wiring, covered for the weekend	SF
7/13/2018	2639	Vacant Unit	Assisted with rot repairs	SP
7/16/2018	2639	Vacant Unit	Removed temporary plywood, insulated corners of walls, pulled nails and screws, cut and installed plywood, installed felt paper, flashing, and caulk, installed windows	SF
7/16/2018	2639	Vacant Unit	Assisted with installation of windows	PS
7/16/2018	2639	Vacant Unit	Assisted with rot repairs	SP
7/17/2018	2639	Vacant Unit	Finished vapor barrier on wall and flashing outside of windows, began installing siding	SF

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Maintenance Report
July 2018**

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7/17/2018	2639	Vacant Unit	Assisted with doors	PS
7/17/2018	2639	Vacant Unit	Assisted with rot repairs	SP
7/18/2018	2639	Vacant Unit	Finished installing siding, cut trim piece	SF
7/18/2018	2639	Vacant Unit	Installed siding	SP
7/19/2018	2639	Vacant Unit	Assisted with siding and trim installation	SP
7/19/2018	2639	Vacant Unit	Installed and caulked trim, corners and siding, cleaned up, swept back patio, installed heater, loaded tools	SF
7/20/2018	2639	Vacant Unit	Cleaned out trash and rot repair debris and hauled to dumpster	SP
7/20/2018	2639	Vacant Unit	Cleaned up construction debris from home and yard, insulated wall, repaired electrical issue	SF
7/24/2018	2639	Vacant Unit	Picked up sliding glass door, removed trim, pulled nails, cut flashing and siding back, removed old door, prepped to install new door, met with vendor to make repairs	SF
7/24/2018	2639	Vacant Unit	Assisted with sliding glass door replacement	SP
7/25/2018	2639	Vacant Unit	Finished installing sliding glass door, cut out and removed front door and jamb, prepped and installed new front door, installed new laundry room door, cleaned up	SF
7/25/2018	2639	Vacant Unit	Assisted with sliding door installation and unloaded trim	KM
7/25/2018	2639	Vacant Unit	Assisted with sliding glass door and front door installations	SP
7/26/2018	2639	Vacant Unit	Installed trim and caulked sliding door, replaced laundry room door to garage, cleaned up, looked at trim rot issue	SF
7/26/2018	2639	Vacant Unit	Helped install door and unload trim	KM
7/26/2018	2639	Vacant Unit	Cut out old caulking from siding, started recaulking exterior	SP
7/27/2018	2639	Vacant Unit	Trimmed out and caulked doors, removed bathroom vent and cut drywall, crawled attic to check for leaks	SF
7/27/2018	2639	Vacant Unit	Caulked siding	SP
7/30/2018	2639	Vacant Unit	Measured for trim on front door, crawled attic to check bathroom fan vents	SF
7/31/2018	2639	Vacant Unit	Cut out old caulking from siding, caulked exterior	SP
7/23/2018	2644	Vacant Unit	Checked unit for materials needed to prep for reoccupancy	SF
7/11/2018	2646A	Vacant Unit	Touched up paint	KM
7/12/2018	2646A	Vacant Unit	Cleaned counters and stove, returned tools to van	KM
7/13/2018	2646A	Vacant Unit	Unloaded refrigerator	SP
7/13/2018	2646A	Vacant Unit	Cleaned unit, mopped floors	KM
7/18/2018	2664	Vacant Unit	Performed PFR inspection	SP
7/23/2018	2664	Vacant Unit	Continued PFR inspection	SP
7/24/2018	2664	Vacant Unit	Finished PFR inspection	SP
7/18/2018	2670A	Vacant Unit	Performed PFR inspection	KM
7/19/2018	2670A	Vacant Unit	Finished PFR inspection, pulled nails, prepped for spackling and touch up painting	KM

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

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7/20/2018	2670A	Vacant Unit	Began spackling holes, sanded sheetrock patch by front door	KM
7/23/2018	2670A	Vacant Unit	Delivered and set up new refrigerator, cut and installed new blinds, checked unit	SF
7/23/2018	2670A	Vacant Unit	Sanded and filled holes, helped move in new refrigerator	KM
7/26/2018	2670A	Vacant Unit	Sanded sheetrock repairs	KM
7/27/2018	2670A	Vacant Unit	Filled and sanded holes in walls	KM
7/31/2018	2670A	Vacant Unit	Touched up paint, cleaned up	KM
Work Orders				
7/5/2018	506	Work Order	Looked into issue and replaced refrigerator	SP
7/5/2018	506	Work Order	Removed and replaced refrigerator with one from a vacant unit	SF
7/30/2018	701	Work Order	Performed exterior APM inspection, caulked around bedroom windows in front and bathroom window	SF
7/30/2018	701	Work Order	Performed interior APM inspection, vacuumed and lubed bathroom vent fans, cleaned refrigerator coils, replaced range drip pans, replaced light switch for pantry, vacuumed heaters, made repairs to utility door, replaced ground crimps throughout	SF
7/6/2018	CITPD	Work Order	Installed gate lock on back deck	SF
7/30/2018	2605	Work Order	Pulled apart shower valve to troubleshoot and repair, greased, and put back together	SF
7/23/2018	2616	Work Order	Replaced bathroom faucet aerator	SF
7/23/2018	2620C	Work Order	Replaced kitchen sink strainers and checked for leaks	SF
7/6/2018	2631	Work Order	Installed two refrigerator door shelf racks	SF
Routine Activities				
7/2/2018	Office	Routine	Made phone calls, completed paperwork	SP
7/2/2018	Office	Routine	Swept and mopped kitchen and storage room, vacuumed vent in bathroom, removed cobwebs from outside building, dusted table and chair legs, swept outside walkways, watered plants	PS
7/5/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/5/2018	Office	Routine	Helped load emergency buckets and supplies, brought mail to office, completed paperwork	KM
7/5/2018	Office	Routine	Completed paperwork	SF
7/5/2018	Office	Routine	Moved emergency buckets and supplies to warehouse shed	SP
7/5/2018	Shop	Routine	Cleaned and organized shed, moved sliding glass doors into shop	SP
7/5/2018	Shop	Routine	Gathered fuel slips	KM
7/6/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
7/6/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/6/2018	Office	Routine	Helped move items from maintenance office to shop	KM
7/6/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/6/2018	Office	Routine	Completed paperwork	SF

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

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7/6/2018	Office	Routine	Moved items from maintenance office to shop, cleaned up and organized, made phone calls	SP
7/6/2018	Office	Routine	Watered plants, checked lights	SP
7/6/2018	Shop	Routine	Unloaded and attempted to repair refrigerator, cleaned out van	SF
7/6/2018	Shop	Routine	Unloaded truck, put away and organized supplies	SP
7/6/2018	Town	Routine	Picked up supplies and water heater	SF
7/9/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
7/9/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/9/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/9/2018	Office	Routine	Completed paperwork	SF
7/9/2018	Office	Routine	Made phone calls, completed paperwork	SP
7/9/2018	Shop	Routine	Checked oil in van and mowers	KM
7/9/2018	Shop	Routine	Checked on refrigerator repair, cleaned up van, loaded supplies	SF
7/9/2018	Shop	Routine	Met technician from Big A Autoworks to look into intermittent issue with GMC van	SP
7/9/2018	Town	Routine	Fueled truck, ordered doors	SP
7/9/2018	Town	Routine	Picked up supplies	SF
7/10/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/10/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/10/2018	Office	Routine	Completed paperwork	SF
7/10/2018	Shop	Routine	Met with Colt Signs, cleaned out van to be dropped off for repairs	SF
7/10/2018	Shop	Routine	Met with fencing contractor for gate issues	SP
7/10/2018	Shop	Routine	Replaced weed eater head	SP
7/10/2018	Town	Routine	Picked up supplies and Felton from auto repair shop	SP
7/11/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/11/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/11/2018	Shop	Routine	Unloaded trash, cleaned out truck, met with Lyman	SP
7/11/2018	Town	Routine	Picked up Ken from dropping off GMC van at repair shop	SP
7/12/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/12/2018	Office	Routine	Completed paperwork	SF
7/12/2018	Shop	Routine	Loaded tools and supplies	SF
7/12/2018	Town	Routine	Dropped Felton off to pick up box van after repair, picked up supplies	SP
7/12/2018	Town	Routine	Picked up box van from repair shop, windows, and appliances	SF
7/13/2018	Housing Area	Routine	Cleaned out and washed van	SP
7/13/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/13/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/13/2018	Office	Routine	Completed paperwork	SF
7/13/2018	Office	Routine	Watered plants, checked lights	SP

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Maintenance Report
July 2018**

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7/13/2018	Shop	Routine	Unloaded appliances and moved upstairs, loaded supplies and tools	SF
7/13/2018	Town	Routine	Dropped Platter off at repair shop to pick up GMC van	SF
7/13/2018	Town	Routine	Picked up GMC van from repair shop, filled grounds fuel cans	SP
7/16/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/16/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/16/2018	Office	Routine	Completed paperwork	SP
7/16/2018	Office	Routine	Completed paperwork	SF
7/16/2018	Shop	Routine	Loaded tools and supplies	SF
7/16/2018	Shop	Routine	Met with electricians about gate operation issues	SP
7/16/2018	Shop	Routine	Unloaded tools	KM
7/16/2018	Town	Routine	Fueled van, picked up supplies, dropped van at repair shop	SP
7/16/2018	Town	Routine	Picked Platter up from repair shop	SF
7/17/2018	Housing Area	Routine	Checked on grounds work at duplexes	SP
7/17/2018	Office	Routine	Completed paperwork	SF
7/18/2018	Housing Area	Routine	Checked on grounds work at duplexes	SP
7/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/18/2018	Office	Routine	Completed paperwork	SP
7/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/19/2018	Office	Routine	Completed paperwork	SF
7/19/2018	Shop	Routine	Primed trim boards for vacant unit	SF
7/19/2018	Shop	Routine	Primed trim boards for vacant unit	SP
7/19/2018	Town	Routine	Picked up donated furniture for emergency housing unit	SP
7/20/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/20/2018	Office	Routine	Completed paperwork	SF
7/20/2018	Office	Routine	Watered plants, checked lights	SP
7/20/2018	Shop	Routine	Cleaned out van, put away tools and materials, unloaded truck	SF
7/20/2018	Shop	Routine	Unloaded truck, unhooked and put away dump trailer	SP
7/23/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
7/23/2018	Housing Area	Routine	Set and checked mole traps	SP
7/23/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/23/2018	Playground	Routine	Opened and cleaned restroom	SF
7/23/2018	Shop	Routine	Moved appliance downstairs, uncrated, delivered to vacant unit	SF
7/23/2018	Shop	Routine	Cleaned up van, hauled off trash and recycling, unloaded donated furniture	SF
7/23/2018	Shop	Routine	Loaded tools and supplies	SP
7/23/2018	Town	Routine	Picked up van from repair shop, paint, and supplies	SP
7/24/2018	Housing Area	Routine	Checked on grounds work at duplexes	SP
7/24/2018	Office	Routine	Made phone calls, completed paperwork	SP

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7/24/2018	Playground	Routine	Opened and cleaned restroom	SF
7/24/2018	Shop	Routine	Emptied trash from van, met with Lyman and Platter	KM
7/24/2018	Shop	Routine	Unloaded van, put away supplies	SF
7/24/2018	Town	Routine	Picked up sliding glass door	SP
7/25/2018	Housing Area	Routine	Assisted with mole traps	PS
7/25/2018	Housing Area	Routine	Delivered pest control notices, dropped off lawn equipment for resident use	KM
7/25/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/25/2018	Office	Routine	Completed paperwork	SF
7/25/2018	Shop	Routine	Helped load items into van	PS
7/25/2018	Shop	Routine	Helped unload furniture from trailer and move upstairs	SF
7/25/2018	Shop	Routine	Checked and reset mole traps	SP
7/25/2018	Shop	Routine	Unloaded furniture from trailer and moved upstairs, hooked up dump trailer to take to 2620B for trash removal	SP
7/26/2018	Office	Routine	Attended Board meeting	SP
7/26/2018	Office	Routine	Attended Board meeting	SF
7/26/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/26/2018	Office	Routine	Completed paperwork	SF
7/27/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/27/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/27/2018	Office	Routine	Completed paperwork	SF
7/27/2018	Office	Routine	Completed paperwork	SP
7/27/2018	Office	Routine	Watered plants, checked lights	SP
7/27/2018	Town	Routine	Assisted with dumping debris	PS
7/27/2018	Town	Routine	Dumped trash at public disposal site, picked up supplies	SP
7/30/2018	Office	Routine	Made phone calls, completed paperwork	SF
7/30/2018	Playground	Routine	Blew bark from sidewalks, picked up trash	SF
7/31/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/31/2018	Office	Routine	Brought mail to office, completed paperwork	KM
7/31/2018	Office	Routine	Completed paperwork	SP
7/31/2018	Office	Routine	Completed paperwork	SF
7/31/2018	Shop	Routine	Cleaned out van	SP
7/31/2018	Shop	Routine	Cleaned out van, put away tools	SF
Projects Support				
7/13/2018	2607	Project	Met with landscape designer for FY 2018 Front Yard Makeover	SP
Tribal Support				
7/6/2018	Shop	Routine	Moved Tribal emergency supplies to Tribal rental unit	SP
Groundskeeping				
7/5/2018	Housing Area	Grounds	Trash pickup	KM
7/6/2018	Housing Area	Grounds	Trash pickup	KM

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Maintenance Report
July 2018**

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7/9/2018	Housing Area	Grounds	Trash pickup	KM
7/10/2018	Housing Area	Grounds	Trash pickup	KM
7/11/2018	Housing Area	Grounds	Trash pickup	KM
7/12/2018	Housing Area	Grounds	Trash pickup	KM
7/13/2018	Housing Area	Grounds	Trash pickup	KM
7/16/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/16/2018	Housing Area	Grounds	Trash pickup	KM
7/17/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/18/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/18/2018	Housing Area	Grounds	Trash pickup	KM
7/19/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/19/2018	Housing Area	Grounds	Trash pickup	KM
7/19/2018	Shop	Grounds	Pulled weeds	PS
7/20/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/20/2018	Housing Area	Grounds	Trash pickup	KM
7/23/2018	Housing Area	Grounds	Trash pickup	KM
7/24/2018	Housing Area	Grounds	Pulled weeds at duplexes	PS
7/24/2018	Housing Area	Grounds	Trash pickup	KM
7/25/2018	Housing Area	Grounds	Trash pickup	KM
7/26/2018	Housing Area	Grounds	Trash pickup	KM
7/27/2018	Housing Area	Grounds	Trash pickup	KM
7/30/2018	Housing Area	Grounds	Removed scotch broom	PS
7/31/2018	Housing Area	Grounds	Removed scotch broom	PS
7/31/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
7/5/2018	Town	Admin	Courier run	KM
7/6/2018	Town	Admin	Courier run	KM
7/9/2018	Town	Admin	Courier run	KM
7/10/2018	Town	Admin	Courier run	KM
7/11/2018	Town	Admin	Courier run	KM
7/12/2018	Town	Admin	Courier run	KM
7/13/2018	Town	Admin	Courier run	KM
7/16/2018	Town	Admin	Courier run	KM
7/17/2018	Town	Admin	Courier run	SP
7/18/2018	Town	Admin	Courier run	KM
7/19/2018	Town	Admin	Courier run	KM
7/23/2018	2607	Admin	Performed annual inspection	SF
7/23/2018	Town	Admin	Courier run	KM
7/24/2018	2620C	Admin	Performed periodic inspection	SF
7/24/2018	2648	Admin	Performed annual inspection	SF

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July 2018**

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7/24/2018	512	Admin	Performed periodic inspection	SF
7/24/2018	704	Admin	Performed annual inspection	SF
7/24/2018	Town	Admin	Courier run	KM
7/25/2018	2658	Admin	Performed annual inspection	SF
7/25/2018	Town	Admin	Courier run	KM
7/26/2018	Town	Admin	Courier run	KM
7/27/2018	Town	Admin	Courier run	KM
7/31/2018	Office	Admin	Courier run	SP
Staff Time Off				
7/3/2018			Admin leave/PTO	KM
7/3/2018			Admin leave/PTO	SF
7/3/2018			Admin leave/PTO	SP
7/4/2018			Independence Day holiday	KM
7/4/2018			Independence Day holiday	PS
7/4/2018			Independence Day holiday	SF
7/4/2018			Independence Day holiday	SP
7/5/2018			Off	PS
7/5/2018			Part day PTO	SF
7/6/2018			Off	PS
7/9/2018			Part day PTO	KM
7/9/2018			Off	PS
7/10/2018			Off	PS
7/10/2018			Part day PTO	SF
7/11/2018			Off	PS
7/11/2018			PTO	SF
7/12/2018			Off	PS
7/13/2018			Off	PS
7/17/2018			PTO	KM
7/17/2018			Part day PTO	SF
7/17/2018			Part day PTO	SP
7/18/2018			Part day PTO	SF
7/20/2018			Part day PTO	SP
7/23/2018			Part day PTO	SP
7/24/2018			Part day PTO	KM
7/30/2018			PTO	KM
7/30/2018			PTO	SP
7/31/2018			Part day PTO	KM
7/31/2018			Part day PTO	SF