

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/1/2018	2639	Vacant Unit	Finished recaulking, began painting exterior of unit	SP
8/2/2018	2639	Vacant Unit	Painted exterior	SP
8/3/2018	2639	Vacant Unit	Painted exterior, removed small trees from planters next to house	SP
8/8/2018	2639	Vacant Unit	Set up dehumidifer, looked at leaky sink drain, painted exterior	SP
8/10/2018	2639	Vacant Unit	Painted exterior	SP
8/17/2018	2639	Vacant Unit	Began sheetrock patches, filled nail holes	KM
8/22/2018	2639	Vacant Unit	Painted exterior	SP
8/28/2018	2639	Vacant Unit	Painted exterior	SP
8/29/2018	2639	Vacant Unit	Painted exterior trim	SP
8/1/2018	2664	Vacant Unit	Made repairs to garage door, lubed chain and rollers, sanded drywall repairs at sliding glass door and coated with mud, looked into furnace issues, hauled bed frame to garage	SF
8/2/2018	2664	Vacant Unit	Worked on drywall repairs at sliding door, textured, checked noisy garage door opener, cleaned up	SF
8/3/2018	2664	Vacant Unit	Primed drywall around sliding glass door, checked lights for bulb replacement, worked on replacing tub spout	SF
8/8/2018	2664	Vacant Unit	Worked on tub spout repairs, changed o-rings, cleaned dryer booster fan and ducting, adjusted master bedroom door, painted drywall repair at sliding glass door, touched up paint as needed	SF
8/9/2018	2664	Vacant Unit	Removed and washed light globes, vacuumed and blew out furnace fan, cleaned return grill, removed and cleaned fan for blend air, vacuumed all floor registers, repaired bathroom medicine cabinet mirror door, checked outlets and replaced covers as needed, spray painted light fixture at front door, adjusted sliding door for closet	SF
8/10/2018	2664	Vacant Unit	Touched up paint on doors, window sills, and walls, spackled screw and nail holes, wiped down doors	SF
8/13/2018	2664	Vacant Unit	Cleaned and replaced outlet covers	SF
8/20/2018	2664	Vacant Unit	Cut out old caulking from seams in lap siding	KM
8/22/2018	2664	Vacant Unit	Removed old caulking, recaulked trim and seams on lap siding	KM
8/24/2018	2664	Vacant Unit	Recaulked siding	KM
8/28/2018	2664	Vacant Unit	Removed old caulking, recaulked exterior of home	KM
8/28/2018	2664	Vacant Unit	Worked on repairs to shower valve, removed and replaced water shut off valve, looked into rot issues	SF
8/29/2018	2664	Vacant Unit	Turned water back on and covered back up after valve replacement, cleaned bathroom vent fans and grills and lubed motor, removed and replaced trim on garage back door, removed and recaulked tubs, toilets, and sinks, cleaned up, checked for leaks from sinks, searched for materials for back sliding glass door	SF
8/29/2018	2664	Vacant Unit	Recaulked siding	KM

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8/30/2018	2664	Vacant Unit	Assisted with tracing electrical from panel box	SP
8/30/2018	2664	Vacant Unit	Installed new blinds, new bulbs in kitchen, and door hinges, tightened knobs and hinges on all cabinet doors and drawers, repaired shower, replaced toilet seats and bathroom door seal, labeled breakers in panel box, hauled trash to dumpster	SF
8/1/2018	2670A	Vacant Unit	Inspected burns in kitchen floor and scheduled repair	SP
8/1/2018	2670A	Vacant Unit	Reinstalled bifold door tracks, textured and primed walls, touched up paint, cleaned up	KM
8/2/2018	2670A	Vacant Unit	Wiped down doors, touched up paint, cleaned up	KM
8/3/2018	2670A	Vacant Unit	Touched up paint, replaced outlet in bedroom and battery in smoke alarm, cleaned up	KM
8/6/2018	2670A	Vacant Unit	Painted walls	KM
8/27/2018	2670A	Vacant Unit	Opened unit for flooring repair, moved appliances	SP
Work Orders				
8/1/2018	502	Work Order	Performed exterior APM inspection	LM
8/1/2018	504	Work Order	Performed exterior APM inspection	LM
8/28/2018	508	Work Order	Helped move items to dumpster	SP
8/28/2018	508	Work Order	Helped move items to dumpster	SF
8/1/2018	518	Work Order	Performed exterior APM inspection	LM
8/1/2018	520	Work Order	Performed exterior APM inspection	LM
8/3/2018	706	Work Order	Looked at tree issue and yard planting ideas	SP
8/10/2018	709	Work Order	Performed exterior APM inspection	KM
8/13/2018	2602	Work Order	Replaced light fixture in hallway, installed new smoke detector, replaced CFLs with LEDs	SP
8/8/2018	2603	Work Order	Performed exterior APM inspection	KM
8/1/2018	2605	Work Order	Pulled apart shower valve, replaced cartridge, attempted to reinstall tub spout	SF
8/8/2018	2605	Work Order	Performed exterior APM inspection	KM
8/10/2018	2605	Work Order	Finished performing exterior APM inspection	KM
8/10/2018	2611	Work Order	Performed exterior APM inspection	KM
8/13/2018	2628	Work Order	Assisted with siding repair	KM
8/13/2018	2628	Work Order	Removed siding and trim to expose damage, began rot repairs	SF
8/14/2018	2628	Work Order	Assisted with rot repairs	SP
8/14/2018	2628	Work Order	Assisted with trim removal	KM
8/14/2018	2628	Work Order	Removed siding and windows in first bedroom, cut out and replaced window sill and framing, cut out and removed rot on first bedroom side, cleaned up	SF
8/15/2018	2628	Work Order	Assisted with rot repairs	SP
8/15/2018	2628	Work Order	Removed and installed new hose bib, finished replacing sheathing, installed felt paper, began wrapping windows	SF

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8/16/2018	2628	Work Order	Assisted with rot repairs	SP
8/16/2018	2628	Work Order	Finished caulking and flashing windows, pulled all nails from siding, and began reinstalling siding	SF
8/17/2018	2628	Work Order	Ran magnet in front yard to pick up nails	SF
8/20/2018	2628	Work Order	Assisted with rot repairs	SP
8/20/2018	2628	Work Order	Installed trim, finished putting up siding, caulked	SF
8/21/2018	2628	Work Order	Painted exterior front and trim, caulked as needed	SF
8/22/2018	2628	Work Order	Painted and caulked front of unit, removed trim from bathroom windows, discovered additional rot issues, replaced dryer vent hood, reinstalled trim around window to be repaired next week	SF
8/10/2018	2636	Work Order	Performed exterior APM inspection, replaced all exterior bulbs with LEDs	KM
8/13/2018	2659	Work Order	Began exterior APM inspection	KM
8/14/2018	2659	Work Order	Cut out old caulking around windows and recaulked	KM
8/15/2018	2659	Work Order	Renailed trim, cut out old caulking, and recaulked	KM
8/16/2018	2659	Work Order	Renailed trim, cut out old caulking, and recaulked	KM
Routine Activities				
8/1/2018	Housing Area	Routine	Picked up rug cleaner after resident use	KM
8/1/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/1/2018	Office	Routine	Completed paperwork	SF
8/1/2018	Town	Routine	Fueled van, purchased supplies	SF
8/2/2018	Office	Routine	Completed paperwork	SP
8/2/2018	Office	Routine	Completed paperwork	SF
8/2/2018	Office	Routine	Gathered fuel slips, brought mail to office, completed paperwork	KM
8/3/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/3/2018	Office	Routine	Completed paperwork	SF
8/3/2018	Office	Routine	Made phone calls, completed paperwork	SP
8/3/2018	Office	Routine	Watered plants, checked lights	SP
8/3/2018	Shop	Routine	Cleaned out van, gathered supplies	SF
8/6/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/6/2018	Office	Routine	Checked oil in backup generator, took out recycling	KM
8/7/2018	506	Routine	Picked up trash	SP
8/7/2018	Office	Routine	Made phone calls, completed paperwork	SP
8/7/2018	Shop	Routine	Assisted with troubleshooting gates and gate controllers	SP
8/8/2018	Housing Area	Routine	Checked on progress of scotch broom removal	SP
8/8/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/8/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/8/2018	Office	Routine	Completed paperwork	SF
8/8/2018	Office	Routine	Met with Lyman regarding gates and trash, reviewed unit photos with Tracey	SP

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8/8/2018	Shop	Routine	Loaded tools and supplies	KM
8/8/2018	Shop	Routine	Put together list of items to order	SF
8/8/2018	Town	Routine	Picked up supplies	SP
8/9/2018	Housing Area	Routine	Watered memorial tree, delivered lawn equipment for resident use	SP
8/9/2018	Office	Routine	Completed paperwork	SF
8/9/2018	Office	Routine	Made phone calls, completed paperwork	SP
8/9/2018	Shop	Routine	Assisted with gate programming/testing	SF
8/9/2018	Shop	Routine	Cleaned out van, helped with gate programming/testing	SP
8/10/2018	Housing Area	Routine	Changed mailbox lock, made and tested keys, watered memorial tree at mailbox structure	SP
8/10/2018	Housing Area	Routine	Delivered notices	PS
8/10/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2018	Office	Routine	Completed paperwork	SF
8/10/2018	Office	Routine	Watered plants, checked lights	SP
8/10/2018	Shop	Routine	Opened gates for West Coast Fencing to do work	SP
8/10/2018	Shop	Routine	Unloaded van, cleaned up	SF
8/10/2018	Shop	Routine	Unloaded van, cleaned up	KM
8/13/2018	2646	Routine	Reattached gutter on back of building	SP
8/13/2018	2646	Routine	Reattached gutter on back of building	SF
8/13/2018	Housing Area	Routine	Hung garage sale banner	SP
8/13/2018	Housing Area	Routine	Hung garage sale banner	SF
8/13/2018	Housing Area	Routine	Ran water in vacant units, checked lights in mailbox structures	SP
8/13/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/13/2018	Office	Routine	Checked oil in backup generator, took out recycling	KM
8/13/2018	Office	Routine	Completed paperwork	SF
8/13/2018	Office	Routine	Sprayed yellow jacket nest, watered memorial trees, completed paperwork	SP
8/13/2018	Shop	Routine	Cleaned out van, loaded materials	SF
8/13/2018	Shop	Routine	Loaded tools and supplies	KM
8/13/2018	Town	Routine	Picked up supplies	SP
8/14/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/14/2018	Housing Area	Routine	Sprayed yellow jacket nest	SP
8/14/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/14/2018	Office	Routine	Completed paperwork	SF
8/15/2018	Housing Area	Routine	Dropped off tables for community-wide garage sale	SP
8/15/2018	Housing Area	Routine	Dropped off tables for community-wide garage sale	SF
8/15/2018	Office	Routine	Met with Lyman regarding playground lock and work at 2628	SF
8/15/2018	Town	Routine	Picked up supplies	SP
8/16/2018	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
8/16/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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8/16/2018	Office	Routine	Completed paperwork	SF
8/16/2018	Shop	Routine	Loaded supplies	KM
8/16/2018	Shop	Routine	Loaded supplies and tools, cleaned trash from van	SF
8/16/2018	Shop	Routine	Met contractor to install keypad covers on doors	SP
8/16/2018	Town	Routine	Picked up supplies	SP
8/17/2018	Housing Area	Routine	Delivered notices for Resident Services	SP
8/17/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/17/2018	Office	Routine	Completed paperwork	SP
8/17/2018	Office	Routine	Distributed insurance cards to vehicles, brought mail to office, completed paperwork	KM
8/17/2018	Office	Routine	Responded to alarm, completed paperwork	SF
8/17/2018	Office	Routine	Watered plants, checked lights	SP
8/17/2018	Playground	Routine	Helped program lock	SP
8/17/2018	Shop	Routine	Loaded supplies in van	SP
8/17/2018	Shop	Routine	Unloaded van, removed trash, primed cedar trim	SF
8/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/20/2018	Housing Area	Routine	Picked up tables after community-wide garage sale	SF
8/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/20/2018	Office	Routine	Checked oil in backup generator	KM
8/20/2018	Office	Routine	Completed paperwork	SF
8/20/2018	Playground	Routine	Cut out felt, moved bark	SF
8/20/2018	Shop	Routine	Checked oil in all mowers and equipment	KM
8/20/2018	Shop	Routine	Picked up after community-wide garage sale, met door company to replace door seal	SP
8/20/2018	Shop	Routine	Unloaded van, cleaned up, put away tables	SF
8/20/2018	Town	Routine	Picked up supplies	SP
8/21/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/21/2018	Housing Area	Routine	Removed garage sale sign	SP
8/21/2018	Housing Area	Routine	Removed garage sale sign	SF
8/21/2018	Housing Area	Routine	Sprayed yellow jacket nests, checked on Tribal intern work progress	SP
8/21/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/21/2018	Office	Routine	Completed paperwork	SP
8/21/2018	Office	Routine	Researched parts, completed paperwork	SF
8/21/2018	Shop	Routine	Helped move shed to community garden	KM
8/21/2018	Shop	Routine	Cleaned out truck, organized tools, moved shed to community garden, rekeyed lock	SP
8/21/2018	Shop	Routine	Unloaded van, put away tools, painted trim, put together supply order list	SF
8/21/2018	Town	Routine	Picked up supplies	SP
8/21/2018	Town	Routine	Picked up supplies	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/22/2018	2603	Routine	Dropped off dump trailer for brush	SP
8/22/2018	Housing Area	Routine	Attempted to find owner of dog running loose	SF
8/22/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/22/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/22/2018	Office	Routine	Replaced toilet in maintenance office restroom, made phone calls, completed paperwork	SF
8/22/2018	Shop	Routine	Cleaned out van	SF
8/22/2018	Shop	Routine	Emptied trash from back of van	KM
8/22/2018	Shop	Routine	Hooked up dump trailer, helped move toilet downstairs	SP
8/24/2018	Memorial Wall	Routine	Installed nameplates	KM
8/24/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/27/2018	Housing Area	Routine	Crushed trash in community dumpster	SP
8/27/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/27/2018	Office	Routine	Assembled shop stools, watered plants, checked lights, completed paperwork	SP
8/27/2018	Office	Routine	De-webbed lights and stairs, checked oil in backup generator, dropped off bag of items from training, brought mail to office, completed paperwork	KM
8/27/2018	Shop	Routine	Gathered tools, emptied trash from van, unloaded golf cart	KM
8/27/2018	Shop	Routine	Retrieved tables from rental space, put away tables, tools, and supplies, put away dump trailer, hooked battery charger to truck	SP
8/28/2018	Housing Area	Routine	Crushed trash in community dumpster	SP
8/28/2018	Housing Area	Routine	Prepped dumpsters for pick up	SF
8/28/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/28/2018	Office	Routine	Completed paperwork	SF
8/28/2018	Playground	Routine	Swept and cleaned restroom, removed cobwebs, picked up trash, blew bark from sidewalk	SF
8/28/2018	Shop	Routine	Loaded van with materials and supplies	KM
8/28/2018	Shop	Routine	Put away tools and supplies	SF
8/28/2018	Shop	Routine	Washed van	SP
8/29/2018	Housing Area	Routine	Crushed trash in community dumpster	SP
8/29/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/29/2018	Office	Routine	Brought mail to office, completed paperwork	KM
8/29/2018	Office	Routine	Ordered supplies, completed paperwork	SF
8/29/2018	Shop	Routine	Installed non-potable signs on rainwater tanks and valves	KM
8/30/2018	Housing Area	Routine	Crushed trash in community dumpster	SP
8/30/2018	Housing Area	Routine	Delivered pest control notices	KM
8/30/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/30/2018	Office	Routine	Helped move desk to shop, brought mail to office	KM
8/30/2018	Office	Routine	Moved desk from office to shop	SF

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8/30/2018	Shop	Routine	Loaded supplies in van, cut blinds	SF
8/30/2018	Shop	Routine	Unloaded desk and items from office, cleaned up John Deere tractor	SP
Groundskeeping				
8/1/2018	Housing Area	Grounds	Removed scotch broom	PS
8/1/2018	Housing Area	Grounds	Trash pickup	KM
8/2/2018	Housing Area	Grounds	Removed scotch broom	PS
8/2/2018	Housing Area	Grounds	Removed scotch broom	PS
8/2/2018	Housing Area	Grounds	Trash pickup	KM
8/3/2018	Housing Area	Grounds	Removed scotch broom	PS
8/3/2018	Housing Area	Grounds	Trash pickup	KM
8/6/2018	Housing Area	Grounds	Removed scotch broom	PS
8/6/2018	Housing Area	Grounds	Trash pickup	KM
8/7/2018	Housing Area	Grounds	Removed scotch broom	PS
8/8/2018	Housing Area	Grounds	Removed scotch broom	PS
8/8/2018	Housing Area	Grounds	Trash pickup	KM
8/9/2018	Housing Area	Grounds	Removed scotch broom	PS
8/10/2018	Housing Area	Grounds	Removed scotch broom	PS
8/10/2018	Housing Area	Grounds	Trash pickup	KM
8/10/2018	Office	Grounds	Watered memorial trees	SP
8/13/2018	Housing Area	Grounds	Removed scotch broom	PS
8/13/2018	Housing Area	Grounds	Trash pickup	KM
8/14/2018	Housing Area	Grounds	Removed scotch broom	PS
8/14/2018	Housing Area	Grounds	Trash pickup	KM
8/15/2018	Housing Area	Grounds	Removed scotch broom	PS
8/15/2018	Housing Area	Grounds	Trash pickup	KM
8/16/2018	Housing Area	Grounds	Removed scotch broom	PS
8/16/2018	Housing Area	Grounds	Trash pickup	KM
8/17/2018	Housing Area	Grounds	Removed scotch broom	PS
8/17/2018	Housing Area	Grounds	Trash pickup	KM
8/20/2018	Housing Area	Grounds	Trash pickup	KM
8/21/2018	Housing Area	Grounds	Removed scotch broom	PS
8/21/2018	Housing Area	Grounds	Trash pickup	KM
8/22/2018	Housing Area	Grounds	Removed scotch broom	PS
8/22/2018	Housing Area	Grounds	Trash pickup	KM
8/24/2018	Housing Area	Grounds	Trash pickup	KM
8/27/2018	2603	Grounds	Picked up dump trailer, hauled brush to burn pile	SP
8/27/2018	Housing Area	Grounds	Trash pickup	KM
8/28/2018	Housing Area	Grounds	Removed scotch broom	PS
8/28/2018	Housing Area	Grounds	Trash pickup	KM
8/29/2018	Housing Area	Grounds	Trash pickup	KM

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8/30/2018	Housing Area	Grounds	Mowed common areas	SP
8/30/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
8/2/2018	Town	Admin	Courier run	KM
8/3/2018	Town	Admin	Courier run	KM
8/6/2018	Town	Admin	Courier run	KM
8/8/2018	Town	Admin	Courier run	KM
8/9/2018	Town	Admin	Courier run	SP
8/10/2018	Town	Admin	Courier run	SP
8/14/2018	Town	Admin	Courier run	KM
8/15/2018	Town	Admin	Courier run	KM
8/16/2018	Town	Admin	Courier run	KM
8/17/2018	Town	Admin	Courier run	KM
8/21/2018	Town	Admin	Courier run	KM
8/22/2018	Town	Admin	Courier run	KM
8/27/2018	Town	Admin	Courier run	SP
8/28/2018	Town	Admin	Courier run	KM
8/29/2018	Town	Admin	Courier run	KM
8/30/2018	Town	Admin	Courier run	KM
Staff Time Off				
8/2/2018			Part day PTO	SP
8/2/2018			Part day PTO	SF
8/3/2018			Part day PTO	SP
8/3/2018			Part day PTO	KM
8/6/2018			PTO	SP
8/7/2018			PTO	KM
8/9/2018			PTO	KM
8/17/2018			Part day PTO	SP
8/21/2018			Part day PTO	SF
8/23/2018			Attended annual CIHA training	SF
8/23/2018			Attended annual CIHA training	SP
8/23/2018			Attended annual CIHA training	KM
8/23/2018			Attended annual CIHA training	PS
8/24/2018			PTO	SF
8/24/2018			PTO	SP
8/27/2018			PTO	SF
8/29/2018			Part day PTO	SP
8/31/2018			Admin leave/PTO	SP
8/31/2018			Admin leave/PTO	KM
8/31/2018			Admin leave	SF