

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
9/6/2018	2639	Vacant Unit	Painted exterior trim	SP
9/7/2018	2639	Vacant Unit	Painted exterior trim	SP
9/10/2018	2639	Vacant Unit	Painted downspouts	SP
9/11/2018	2639	Vacant Unit	Painted trim, downspouts, and fascia	SP
9/12/2018	2639	Vacant Unit	Painted exterior of home	SP
9/13/2018	2639	Vacant Unit	Finished exterior painting, installed downspouts	SP
9/13/2018	2639	Vacant Unit	Looked over exterior paint job	SF
9/18/2018	2639	Vacant Unit	Cut and installed trim	SP
9/19/2018	2639	Vacant Unit	Caulked front door trim	SP
9/24/2018	2639	Vacant Unit	Painted front door trim, removed all tools from unit	SP
9/4/2018	2664	Vacant Unit	Cleaned drians, worked on repairing deck railing, cleaned up, checked electrical outlets to breakers	SF
9/5/2018	2664	Vacant Unit	Worked on shower in master bathroom	SF
9/6/2018	2664	Vacant Unit	Cut and installed transition piece for back sliding glass door	SF
9/10/2018	2664	Vacant Unit	Installed cove base in dining room and threshold at sliding door, caulked, worked on plumbing in bathroom, cleaned up	SF
9/11/2018	2664	Vacant Unit	Installed cove base, touched up paint, caulked	SF
9/13/2018	2664	Vacant Unit	Drained and flushed water heater, cleaned out home, repaired bathroom sink plug	SF
9/13/2018	2664	Vacant Unit	Removed caulking and recaulked exterior as needed	KM
9/14/2018	2664	Vacant Unit	Recaulked seams that had no caulking	KM
9/19/2018	2664	Vacant Unit	Cut out caulking around windows, dropped off pressure washer, cleaned up	KM
9/19/2018	2664	Vacant Unit	Pressure washed home and front sidewalk, looked into garage repairs	SF
9/19/2018	2664	Vacant Unit	Set up air movers after carpet was cleaned	SP
9/20/2018	2664	Vacant Unit	Cut out old caulking around windows, recaulked, renailed trim and lap siding at seams, cleaned up	KM
9/20/2018	2664	Vacant Unit	Finished pressure washing sidewalks and driveway	SF
9/21/2018	2664	Vacant Unit	Installed door guide in master bedroom, cut out and recaulked siding	KM
9/21/2018	2664	Vacant Unit	Walked through to list items remaining to complete PFR	SF
9/18/2018	2670A	Vacant Unit	Set up air movers after carpet was cleaned	SP
<b>Work Orders</b>				
9/13/2018	502	Work Order	Repaired door blinds, replaced parts and infinity switch on stove	SF
9/27/2018	701	Work Order	Looked at sink issues	SP
9/4/2018	710	Work Order	Repaired kitchen and bathroom leaks	SF
9/4/2018	2624	Work Order	Took measurements for screen door	SF
9/14/2018	2624	Work Order	Pressure washed home, driveway, sidewalks, and deck, cleaned gutters	SF
9/17/2018	2624	Work Order	Nailed loose soffit and fascia, installed new vent screens, looked into trim issue	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/18/2018	2624	Work Order	Removed bedroom window trim, scraped caulk from siding and windows, installed and caulked new trim	SF
9/19/2018	2624	Work Order	Looked for paint for trim, checked power to dishwasher, looked into rot issue at garage door	SF
9/20/2018	2624	Work Order	Finished pressure washing home, garage, and sidewalk, removed and installed new screen door on back	SF
9/4/2018	2629	Work Order	Replaced closet door knob in hall, installed smoke detector	SF
9/10/2018	2629	Work Order	Fixed hall bathroom stopper, measured water heater, scheduled install	SF
9/11/2018	2629	Work Order	Performed interior APM inspection, removed damaged tiles in dining room, cleaned refrigerator coils, vacuumed heaters	SF
9/12/2018	2629	Work Order	Helped remove water heater, looked at plant issues in yard	SP
9/12/2018	2629	Work Order	Continued APM inspection, removed water heater, replaced some copper fittings, installed water pan and new water heater, installed drain pipe to exterior, reglued some tiles in kitchen	SF
9/13/2018	2629	Work Order	Continued APM inspection, checked mildew in bedroom, cleaned up	SF
9/14/2018	2629	Work Order	Cut and delivered blinds	SF
9/19/2018	2629	Work Order	Looked into issue with dishwasher not heating water, turned temperature up on water heater	SF
9/4/2018	2631	Work Order	Rebuilt kitchen sink faucet	SP
9/12/2018	2631	Work Order	Looked at rot in main bathroom window trim	SP
9/19/2018	2631	Work Order	Checked on rot issue on east wall	SF
9/19/2018	2631	Work Order	Looked into rot issue around bathroom windows, pulled trim, checked the attic for leaks	SP
9/17/2018	2646B	Work Order	Replaced front door knob that was having an issue	SP
9/20/2018	2660	Work Order	Talked to resident about painting and flooring upgrades, sprayed berry bushes along house	SF
9/6/2018	2673	Work Order	Replaced drain insert, crawled under home, and repaired	SF
9/5/2018	Office	Work Order	Crawled under office deck to repair soft spot in porch, found rotten area, installed temporary repair	SF
9/5/2018	Office	Work Order	Looked into soft spots on office porch, helped with temporary repair	SP
9/5/2018	Office	Work Order	Patched hole in outside wall near driveway, reattached rear gutter on back office	KM
9/6/2018	Office	Work Order	Filled hole in siding and sanded	KM
9/7/2018	Office	Work Order	Finished and painted patch on office wall, touched up paint as needed on siding	KM
<b>Routine Activities</b>				
9/4/2018	Housing Area	Routine	Cleaned up around dumpsters, called for pick up	SF
9/4/2018	Housing Area	Routine	Crushed trash in community dumpsters, took cardboard from dumpsters to recycling bins, removed styrofoam from recycling bins and took to dumpster	SP

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/4/2018	Housing Area	Routine	Looked at yellow jacket issue near 2624, checked lights in mailbox structures, ran water in vacant units	SP
9/4/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/4/2018	Office	Routine	Completed paperwork	SF
9/4/2018	Office	Routine	Made phone calls, completed paperwork	SP
9/4/2018	Shop	Routine	Assembled tool cabinet and cleaned out van	SP
9/4/2018	Shop	Routine	Checked fluid level in golf carts, unloaded tool boxes from truck	KM
9/4/2018	Town	Routine	Picked up supplies	SP
9/5/2018	508	Routine	Performed move out inspection with Resident Services	SP
9/5/2018	Office	Routine	Helped organize key cabinet	SP
9/5/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/5/2018	Office	Routine	Made phone calls, completed paperwork	SF
9/5/2018	Shop	Routine	Cleaned out van, put away supply order, recycled cardboard, cut lumber for repairs	SF
9/5/2018	Shop	Routine	Unloaded and put away tools	KM
9/5/2018	Town	Routine	Researched product and pricing	SP
9/6/2018	Housing Area	Routine	Gathered fuel slips	KM
9/6/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/6/2018	Office	Routine	Researched lighting, completed paperwork	SF
9/6/2018	Office	Routine	Reviewed keys with Debbie, completed paperwork	SP
9/6/2018	Playground	Routine	Cleaned restroom, picked up trash, blew bark from sidewalks and ball court, raked rubber around equipment, cut exposed felt	SF
9/6/2018	Shop	Routine	Cleaned out van, put away tools	KM
9/6/2018	Shop	Routine	Put away supplies	SP
9/7/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/7/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/7/2018	Office	Routine	Researched lighting, completed paperwork	SF
9/7/2018	Office	Routine	Watered plants, checked lights	SP
9/7/2018	Shop	Routine	Loaded tools into van	KM
9/10/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/10/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/10/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/10/2018	Office	Routine	Completed paperwork	SF
9/10/2018	Office	Routine	Made phone calls, completed paperwork	SP
9/10/2018	Office	Routine	Removed cobwebs from stairs, building, and lights	KM
9/10/2018	Playground	Routine	Checked restroom, picked up trash and tree branches, checked on maple tree	SF
9/10/2018	Playground	Routine	Trimmed damaged maple tree, hauled brush to burn pile	SP
9/10/2018	Shop	Routine	Emptied van, put away paint	KM
9/10/2018	Shop	Routine	Loaded tools, cleaned out van	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/10/2018	Shop	Routine	Put away tools	SP
9/11/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/11/2018	Office	Routine	Researched lighting, completed paperwork	SF
9/11/2018	Shop	Routine	Cleaned up around rainwater collection tanks	KM
9/11/2018	Shop	Routine	Met Tribal Police to give them key to Jeep to conduct dog training	SP
9/12/2018	Housing Area	Routine	Crushed trash in community dumpsters	SP
9/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/12/2018	Office	Routine	Replaced worn flags, completed paperwork	SF
9/12/2018	Shop	Routine	Took apart carpet cleaner, cleaned and serviced, put back together, asked Debbie to order replacement belts	KM
9/12/2018	Town	Routine	Picked up appliance and supplies	SF
9/13/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/13/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/13/2018	Office	Routine	Completed paperwork	SF
9/13/2018	Office	Routine	Watered plants, checked lights	SP
9/13/2018	Shop	Routine	Hauled trash and water heater to dumpster, cleaned out van	SF
9/14/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/14/2018	Office	Routine	Completed paperwork	SF
9/14/2018	Shop	Routine	Hauled trash to dumpster	KM
9/17/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/17/2018	Office	Routine	Completed paperwork	SF
9/17/2018	Office	Routine	Completed paperwork	SP
9/17/2018	Shop	Routine	Moved concrete bumpers from pole building yard to CIHA yard, cut trim for installation at vacant unit, put away tools	SP
9/17/2018	Shop	Routine	Unloaded van, loaded ladder, gathered materials	SF
9/17/2018	Town	Routine	Fueled van and grounds cans, picked up supplies	SF
9/18/2018	2620C	Routine	Rekeyed locks, copied keys	SP
9/18/2018	Office	Routine	Completed paperwork	SP
9/18/2018	Office	Routine	Researched product, completed paperwork	SF
9/18/2018	Playground	Routine	Blew bark from concrete, picked up trash	SF
9/18/2018	Shop	Routine	Cut trim for vacant unit	SP
9/18/2018	Shop	Routine	Primed trim, unloaded trash	SF
9/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/19/2018	Office	Routine	Completed paperwork	SP
9/19/2018	Office	Routine	Completed paperwork	SF
9/19/2018	Shop	Routine	Cleaned out van, put away tools	KM
9/19/2018	Shop	Routine	Cleaned out van, loaded supplies and pressure washer	SF
9/19/2018	Shop	Routine	Loaded supplies in van	SP
9/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2018	Office	Routine	Completed paperwork	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/20/2018	Shop	Routine	Cleaned out van	KM
9/20/2018	Shop	Routine	Loaded and unloaded pressure washer, tools, and supplies	SF
9/21/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2018	Office	Routine	Completed paperwork	SF
9/21/2018	Shop	Routine	Gathered supplies	KM
9/21/2018	Shop	Routine	Unloaded van, located parts	SF
9/24/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/24/2018	Office	Routine	Made phone calls, watered plants, met with Lyman about bumper placement for storage lot, completed paperwork	SP
9/24/2018	Shop	Routine	Checked battery in dump trailer, checked and added fluid to golf cart batteries, emptied trash from back of van	KM
9/24/2018	Shop	Routine	Cleaned up painting equipment, put away tools, took measurements for ham radio group	SP
9/24/2018	Town	Routine	Picked up supplies	SP
9/25/2018	Office	Routine	Attended staff meeting, helped flatten floor mat, completed paperwork	SP
9/26/2018	Housing Area	Routine	Dropped off dump trailer to load brush, hauled brush to burn pile	SP
9/26/2018	Office	Routine	Brought mail to office, completed paperwork	KM
9/26/2018	Shop	Routine	Helped inventory tools, emptied trash from van, cleaned up, restocked	KM
9/26/2018	Shop	Routine	Helped inventory tools, washed out and put away spray tank	SP
9/27/2018	Housing Area	Routine	Delivered pest control notices	KM
9/27/2018	Housing Area	Routine	Met with contractor	SP
9/27/2018	Office	Routine	Attended Board meeting, completed paperwork	SP
9/27/2018	Office	Routine	Attended Board meeting, completed paperwork	KM
9/27/2018	Shop	Routine	Unhooked trailer, put away tools	SP
9/29/2018	Town	Routine	Picked up cabinets for warehouse restrooms	SP
<b>Projects Support</b>				
9/27/2018	Storage Lot	Project	Worked on layout for parking bumpers, cut rebar for stakes	SP
<b>Groundskeeping</b>				
9/4/2018	Housing Area	Grounds	Trash pickup	KM
9/5/2018	Housing Area	Grounds	Trash pickup	KM
9/6/2018	Housing Area	Grounds	Trash pickup	KM
9/7/2018	Housing Area	Grounds	Removed scotch broom	PS
9/7/2018	Housing Area	Grounds	Removed scotch broom	PS
9/7/2018	Housing Area	Grounds	Trash pickup	KM
9/10/2018	Housing Area	Grounds	Part day PTO	SP
9/10/2018	Housing Area	Grounds	Trash pickup	KM
9/11/2018	Housing Area	Grounds	Trash pickup	KM
9/12/2018	Housing Area	Grounds	Trash pickup	KM
9/13/2018	Housing Area	Grounds	Trash pickup	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/14/2018	Housing Area	Grounds	Removed scotch broom	PS
9/14/2018	Housing Area	Grounds	Trash pickup	KM
9/18/2018	Housing Area	Grounds	Removed scotch broom	PS
9/19/2018	Housing Area	Grounds	Removed scotch broom	PS
9/19/2018	Housing Area	Grounds	Trash pickup	KM
9/20/2018	Housing Area	Grounds	Trash pickup	KM
9/21/2018	Housing Area	Grounds	Removed scotch broom	PS
9/21/2018	Housing Area	Grounds	Trash pickup	KM
9/24/2018	Housing Area	Grounds	Trash pickup	KM
9/25/2018	Shop	Grounds	Sprayed weed control around building, yard, and storage lot	SP
9/26/2018	Housing Area	Grounds	Sprayed weed control	SP
9/26/2018	Housing Area	Grounds	Trash pickup	KM
9/27/2018	Housing Area	Grounds	Trash pickup	KM
9/28/2018	Housing Area	Grounds	Removed scotch broom	PS
<b>Admin Support</b>				
9/4/2018	2629	Admin	Performed annual inspection	SF
9/4/2018	706	Admin	Performed annual inspection	SF
9/4/2018	Town	Admin	Courier run	KM
9/5/2018	Town	Admin	Courier run	KM
9/6/2018	Town	Admin	Courier run	KM
9/7/2018	Town	Admin	Courier run	KM
9/10/2018	Town	Admin	Courier run	KM
9/11/2018	Town	Admin	Courier run	KM
9/12/2018	Town	Admin	Courier run	KM
9/13/2018	Town	Admin	Courier run	KM
9/14/2018	Town	Admin	Courier run	KM
9/17/2018	Town	Admin	Courier run	SP
9/18/2018	Town	Admin	Courier run	SP
9/19/2018	Town	Admin	Courier run	SP
9/20/2018	Town	Admin	Courier run	KM
9/21/2018	Town	Admin	Courier run	KM
9/24/2018	Town	Admin	Courier run	KM
9/25/2018	2620D	Admin	Performed annual inspection	SP
9/25/2018	2624	Admin	Performed annual inspection	SP
9/25/2018	Town	Admin	Courier run	SP
9/26/2018	Town	Admin	Courier run	KM
9/27/2018	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
9/3/2018			Labor Day holiday	SF
9/3/2018			Labor Day holiday	SP

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/3/2018			Labor Day holiday	KM
9/4/2018			Off	PS
9/4/2018			Part day PTO	KM
9/4/2018			Part day PTO	SF
9/5/2018			Off	PS
9/6/2018			Off	PS
9/7/2018			Part day PTO	SF
9/7/2018			Part day PTO	SP
9/10/2018			Part day PTO	SF
9/10/2018			Removed scotch broom	PS
9/11/2018			Off	PS
9/11/2018			Part day PTO	SF
9/12/2018			Off	PS
9/12/2018			Off	PS
9/13/2018			Off	PS
9/14/2018			Part day PTO	KM
9/14/2018			PTO	SP
9/17/2018			Off	PS
9/17/2018			Part day PTO	SF
9/17/2018			PTO	KM
9/18/2018			PTO	KM
9/19/2018			Part day PTO	SF
9/19/2018			Part day PTO	KM
9/20/2018			Off	PS
9/20/2018			Part day PTO	SF
9/20/2018			PTO	SP
9/21/2018			Part day PTO	SF
9/21/2018			PTO	SP
9/24/2018			Off	PS
9/25/2018			Off	PS
9/25/2018			PTO	KM
9/25/2018			PTO	SF
9/26/2018			Off	PS
9/27/2018			Off	PS
9/27/2018			PTO	SF
9/28/2018			Admin leave	SP
9/28/2018			Part day PTO	SP
9/28/2018			PTO	SF
9/28/2018			PTO	KM