

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
10/23/2018	510	Vacant Unit	Unlocked unit for cleaning contractor, set up dehumidifier	SP
10/25/2018	510	Vacant Unit	Flushed water heater, blew out heaters, replaced drip bowls, rekeyed locks, copied keys	SP
10/26/2018	510	Vacant Unit	Changed smoke detector batteries, touched up pain, vacuumed, changed mailbox locks	SP
10/26/2018	510	Vacant Unit	Ready for occupancy	
10/23/2018	2608	Vacant Unit	Loaded trash from garage	SP
10/23/2018	2608	Vacant Unit	Cleaned trash from garage, loaded dump trailer	SF
10/1/2018	2639	Vacant Unit	Installed house numbers	SP
10/31/2018	2639	Vacant Unit	Gathered tools and supplies needed, began sheetrock repairs	KM
10/4/2018	2664	Vacant Unit	Painted door and trim in front of home, caulked around windows and siding seams	SF
10/5/2018	2664	Vacant Unit	Removed and replaced drywall under door in garage, removed steps, made repairs	SF
10/8/2018	2664	Vacant Unit	Painted both interior doors in the garage, repaired exterior door jamb, repaired drywall around garage doors, filled holes, repaired ducting at front door, stained cabinet doors	SF
10/9/2018	2664	Vacant Unit	Repaired and replaced screen material on slider, cleaned slider blind slats, adjusted	SF
10/12/2018	2664	Vacant Unit	Caulked and painted back door and window trim, repaired jamb	SF
10/17/2018	2664	Vacant Unit	Caulked and painted exterior, garage back door, door trim, and jamb, caulked siding and trim	SF
10/17/2018	2664	Vacant Unit	Caulked around trim and in lap siding seams	KM
10/18/2018	2664	Vacant Unit	Cleaned up in garage, sprayed and scrubbed blinds, took apart and cleaned window, swept	SF
10/23/2018	2664	Vacant Unit	Cleaned up in garage, swept, vacuumed walls and cobwebs between studs, cleaned gutters, scraped roof moss	SF
10/24/2018	2664	Vacant Unit	Removed everything from garage, cleaned and scrubbed garage floor, set up blower fan	SF
10/24/2018	2664	Vacant Unit	Spread moss killer on roof	SP
10/25/2018	2664	Vacant Unit	Touched up paint on back of unit, painted caulking, rekeyed all locks, replaced front door and mailbox locks, installed screens	SF
10/26/2018	2664	Vacant Unit	Cleaned out all tools and ladders from home	SF
10/29/2018	2664	Vacant Unit	Looked at vinyl seam needing repair	SP
10/29/2018	2664	Vacant Unit	Painted exterior rear of home and garage	SF
10/30/2018	2664	Vacant Unit	Repaired vinyl at utility room and nook, re-glued and applied seam sealer, continued painting back of unit	SF
10/30/2018	2664	Vacant Unit	Loaded up tools and ladders	KM
10/31/2018	2664	Vacant Unit	Vacuumed, mopped	SP
10/3/2018	2670A	Vacant Unit	Spackled holes in garage	SP
10/4/2018	2670A	Vacant Unit	Cut out old caulking from windows, recaulked windows and trim, installed smoke detector in master bedroom	KM

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10/4/2018	2670A	Vacant Unit	Spackled holes in garage	SP
10/8/2018	2670A	Vacant Unit	Blew out heaters, cleaned heater covers, rebuilt screens	KM
10/10/2018	2670A	Vacant Unit	Cleaned tub and drain	KM
10/11/2018	2670A	Vacant Unit	Installed LED bulbs, cleaned light covers, changed drip pans in stove, replaced tub stopper	KM
10/11/2018	2670A	Vacant Unit	Painted garage	SP
10/12/2018	2670A	Vacant Unit	Finished caulking back windows, cleaned up	KM
10/15/2018	2670A	Vacant Unit	Cut in paint in garage, installed appliances, cleaned up	SP
10/16/2018	2670A	Vacant Unit	Cleaned cove base	KM
10/16/2018	2670A	Vacant Unit	Swept, cleaned kitchen sink, installed bi-fold doors, finished removing all tools from unit	SP
10/18/2018	2670A	Vacant Unit	Helped load pressure washer	KM
<b>Work Orders</b>				
10/3/2018	Shop	Work Order	Met with plumber for sink issue in 791A	SP
10/4/2018	791A	Work Order	Repaired issue with water heater	SP
10/30/2018	2607	Work Order	Measured for glass	SF
10/9/2018	2616	Work Order	Helped move washer to garage	SF
10/18/2018	2620D	Work Order	Built new window screen	SF
10/1/2018	2624	Work Order	Performed interior APM inspection	SF
10/9/2018	2624	Work Order	Painted window trim on front bedroom windows	SF
10/12/2018	2624	Work Order	Finished painting window trim	SF
10/29/2018	2624	Work Order	Prepped kitchen sink for installation	SF
10/5/2018	2627	Work Order	Looked into repairs needed for garage door opener	SF
10/8/2018	2627	Work Order	Rekeyed five new locks and installed on front and garage doors, replaced laundry room door knob	SF
10/11/2018	2629	Work Order	Checked on dishwasher not working properly	SF
10/30/2018	2629	Work Order	Checked on dishwasher not working properly, pulled out to test element, valve seal failed and flooded kitchen, cleaned up, replaced element, reinstalled dishwasher	SF
10/15/2018	2631	Work Order	Looked into tub drain issue	SP
10/22/2018	2631	Work Order	Replaced burnt wire, element, switch, and stove control panel, replaced tub drain insert and plug in master bathroom	SF
10/9/2018	2660	Work Order	Looked into mildew issues	SF
10/11/2018	2660	Work Order	Removed carpet and padding from bedroom in garage and hauled to dumpster, installed receptacle plates	SF
10/17/2018	2660	Work Order	Removed and installed new stove, replaced cord, measured for new glass unit in bedroom	SF
10/29/2018	2660	Work Order	Crawled under house for possible pest issue, set traps, dug out crawl space, replaced glass unit in master bedroom window	SF
10/18/2018	2670	Work Order	Pressure washed back decks and back of units	SF
<b>Routine Activities</b>				
10/1/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/1/2018	Office	Routine	Checked oil in backup generator	KM

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10/1/2018	Office	Routine	Completed paperwork	SF
10/1/2018	Office	Routine	Made phone calls, completed paperwork	SP
10/1/2018	Shop	Routine	Checked fluid levels in golf cart, hauled trash to dumpster	KM
10/1/2018	Shop	Routine	Cleaned out van, loaded supplies	SF
10/1/2018	Shop	Routine	Cleaned out van, loaded supplies	SP
10/2/2018	Town	Routine	Picked up cabinets	SP
10/3/2018	Housing Area	Routine	Delivered notice for Resident Services	SP
10/3/2018	Housing Area	Routine	Picked up rent from elderly resident	KM
10/3/2018	Office	Routine	Gathered fuel slips, brought mail to office, completed paperwork	KM
10/3/2018	Office	Routine	Reviewed work and prices for Front Yard Makeover at 2607 with Lyman, completed paperwork	SP
10/3/2018	Shop	Routine	Met with vendor for annual service on fire extinguishers	SP
10/3/2018	Shop	Routine	Repaired carpet cleaner, put away tools	KM
10/4/2018	Town	Routine	Picked up supplies	SP
10/4/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/4/2018	Office	Routine	Completed paperwork	SF
10/4/2018	Office	Routine	Made phone calls, completed paperwork	SP
10/4/2018	Shop	Routine	Loaded supplies in van	KM
10/4/2018	Shop	Routine	Put away supplies, checked on rainwater recovery tank pump	SP
10/5/2018	Housing Area	Routine	Dropped off dump trailer for brush loading	SP
10/5/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/5/2018	Office	Routine	Completed paperwork	SF
10/5/2018	Office	Routine	Lowered flag and brought mail to office, completed paperwork	KM
10/5/2018	Office	Routine	Reviewed work orders, completed paperwork	SF
10/5/2018	Office	Routine	Watered plants, checked lights	SP
10/5/2018	Shop	Routine	Folded shop towels, cleaned up	KM
10/5/2018	Shop	Routine	Put away and organized tools in tool room, cleaned up	SP
10/5/2018	Town	Routine	Fueled truck, picked up supplies	SP
10/8/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/9/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/9/2018	Office	Routine	Completed paperwork	SP
10/9/2018	Office	Routine	Made phone calls, completed paperwork	SP
10/9/2018	Office	Routine	Took recycling to bins, brought mail to office, completed paperwork	KM
10/9/2018	Shop	Routine	Emptied trash from van, put away tools	KM
10/9/2018	Shop	Routine	Put away and organized tools in tool room, cleaned up	SP
10/9/2018	Shop	Routine	Put away tools	SF
10/10/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/10/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/10/2018	Office	Routine	Made phone calls, completed paperwork	SP
10/10/2018	Shop	Routine	Put away, organized, labeled tools and drawers of tool box, completed disposition forms for broken tools, hauled to dumpster	SP
10/11/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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10/11/2018	Office	Routine	Met with landscape contractor, made phone calls, completed paperwork	SP
10/11/2018	Office	Routine	Researched appliance repair, completed paperwork	SF
10/11/2018	Shop	Routine	Cut and delivered a piece of sheetrock for homebuyer	SP
10/11/2018	Town	Routine	Had oil changed in Ford truck	SP
10/12/2018	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/12/2018	Housing Area	Routine	Dropped off dump trailer for brush loading, used loader to push brush down in burn pile	SP
10/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/12/2018	Office	Routine	Researched appliance repair, completed paperwork	SF
10/12/2018	Office	Routine	Watered plants, checked lights, completed paperwork	SP
10/15/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/15/2018	Housing Area	Routine	Cleaned and sprayed trash receptacles around loop	KM
10/15/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/15/2018	Shop	Routine	Checked fluid levels in golf cart, hauled trash to dumpster, put away tools	KM
10/15/2018	Shop	Routine	Met garage door vendor for repair to doors, met resident to open gate for temporary storage of trailer	SP
10/16/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/16/2018	Office	Routine	Made phone calls, completed paperwork	SP
10/16/2018	Shop	Routine	Gather tools needed for prep for reoccupancy	KM
10/16/2018	Shop	Routine	Hooked up dump trailer	SP
10/16/2018	Town	Routine	Picked up supplies	SP
10/17/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/17/2018	Office	Routine	Completed paperwork	SP
10/17/2018	Office	Routine	Researched products, ordered supplies, completed paperwork	SF
10/17/2018	Playground	Routine	Picked up trash, cleaned restroom	SF
10/17/2018	Shop	Routine	Cleaned out van, loaded stove to haul to 2660	SF
10/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/18/2018	Office	Routine	Completed paperwork	SF
10/18/2018	Shop	Routine	Cleaned up and recycled cardboard, loaded and unloaded van, set up new pressure washer	SF
10/18/2018	Shop	Routine	Worked on mower not running properly, cleaned out back of van, put tools away	KM
10/19/2018	Housing Area	Routine	Checked on contractor progress	SP
10/19/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/19/2018	Housing Area	Routine	Took photos of units for insurance records	KM
10/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/19/2018	Office	Routine	Completed paperwork	SF
10/19/2018	Office	Routine	Reviewed units for prep and work to be done in 2606	SP
10/19/2018	Office	Routine	Watered plants, checked lights	SP
10/19/2018	Shop	Routine	Cleaned out golf cart	KM
10/19/2018	Town	Routine	Helped Dale locate MHAP participant address	SP

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10/19/2018	Town	Routine	Fueled box van, picked up supplies	SF
10/22/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/22/2018	Office	Routine	Checked oil in backup generator	KM
10/22/2018	Shop	Routine	Checked fluid level on golf cart	KM
10/22/2018	Shop	Routine	Unloaded and put away items from van	SF
10/23/2018	Office	Routine	Met with supplier, made phone calls	SP
10/23/2018	Office	Routine	Researched parts, prepared supply order, completed paperwork	SF
10/23/2018	Shop	Routine	Cleaned out van, put away tools, aired up mower and tractor tires	SP
10/23/2018	Shop	Routine	Put away items from 2606 and 2608	SF
10/23/2018	Town	Routine	Hauled trash to dump, fueled van	SP
10/23/2018	Town	Routine	Picked up dishwasher	SF
10/24/2018	Housing Area	Routine	Delivered pest control notices and flyers for drug disposal event	SP
10/24/2018	Housing Area	Routine	Took photos of units for insurance records	SF
10/24/2018	Office	Routine	Researched paint and appliances	SF
10/24/2018	Office	Routine	Reviewed project progress with Anne, completed paperwork	SP
10/24/2018	Shop	Routine	Loaded tools in van, brought some supplies to office	SP
10/24/2018	Shop	Routine	Unloaded and put away items from van	SF
10/24/2018	Town	Routine	Picked up supplies	SP
10/25/2018	Office	Routine	Attended Board meeting, completed paperwork	SF
10/25/2018	Office	Routine	Cut and installed shelving for kitchen cabinets, met with Anne for Front Yard Makeover and Dale about damage at a unit, made phone call, completed paperwork, attended Board meeting, assisted Deb with various tasks	SP
10/25/2018	Shop	Routine	Unloaded van, cleaned and put away tools, cleaned up	SF
10/26/2018	Memorial	Routine	Installed name plate	KM
10/26/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/26/2018	Office	Routine	Completed paperwork	SF
10/26/2018	Office	Routine	Watered plants, checked lights, researched products, made phone calls, completed paperwork	SP
10/26/2018	Shop	Routine	Cleaned and put away tools	KM
10/26/2018	Shop	Routine	Unloaded and put away supplies and tools, cleaned up	SF
10/26/2018	Town	Routine	Picked up glass unit and supplies	SF
10/29/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/29/2018	Office	Routine	Checked oil in backup generator	KM
10/29/2018	Office	Routine	Completed paperwork	SF
10/29/2018	Office	Routine	Met with Lyman to review various projects, moved boxes to file room, completed paperwork	SP
10/29/2018	Shop	Routine	Checked fluid levels in golf cart	KM
10/29/2018	Shop	Routine	Loaded supplies, cleaned up	SF
10/29/2018	Town	Routine	Picked up supplies	SP
10/30/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/30/2018	Office	Routine	Completed paperwork	SF
10/30/2018	Shop	Routine	Loaded tools and supplies, cleaned restroom after K9 training	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/31/2018	Office	Routine	Brought mail to office, completed paperwork	KM
10/31/2018	Office	Routine	Made phone calls, procured supplies, helped move table, completed paperwork	SP
10/31/2018	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
10/31/2018	Shop	Routine	Cleaned out van	SF
<b>Projects</b>				
10/22/2018	2606	Project	Cleaned out unit, loaded items to go to shop, swept garage	SF
10/22/2018	2606	Project	Cleaned up trash, loaded old paint into cargo trailer for disposal, swept, moved block and brick to warehouse	SP
10/22/2018	2606	Project	Pulled nails from walls, swept floors, helped clean out	KM
10/23/2018	2606	Project	Moved supplies from behind unit to warehouse	SP
10/2/2018	2607	Project	Met with resident about design options for Front Yard Makeover	SP
10/2/2018	Office	Project	Procured materials for 2607 Front Yard Makeover and met with Lyman about costs	SP
10/3/2018	2607	Project	Met with resident about design options for Front Yard Makeover	SP
10/4/2018	2607	Project	Looked at boulders around reservation with Lyman for possible use in Front Yard Makeover	SP
10/11/2018	2607	Project	Met with landscape contractor and resident for Front Yard Makeover design	SP
10/31/2018	2607	Project	Remeasured yard for Front Yard Makeover	SP
<b>Groundskeeping</b>				
10/1/2018	Housing Area	Grounds	Removed scotch broom	PS
10/1/2018	Housing Area	Grounds	Trash pickup	KM
10/2/2018	Housing Area	Grounds	Removed scotch broom	PS
10/3/2018	Housing Area	Grounds	Trash pickup	KM
10/4/2018	Housing Area	Grounds	Removed scotch broom	PS
10/4/2018	Housing Area	Grounds	Trash pickup	KM
10/5/2018	Housing Area	Grounds	Removed scotch broom	PS
10/5/2018	Housing Area	Grounds	Trash pickup	KM
10/8/2018	Housing Area	Grounds	Trash pickup	KM
10/9/2018	Housing Area	Grounds	Picked up dump trailer, hauled brush to burn pile	SP
10/9/2018	Housing Area	Grounds	Trash pickup	KM
10/10/2018	Housing Area	Grounds	Trash pickup	KM
10/11/2018	Housing Area	Grounds	Picked up dump trailer, hauled brush to burn pile	SP
10/11/2018	Housing Area	Grounds	Trash pickup	KM
10/12/2018	Housing Area	Grounds	Trash pickup	KM
10/15/2018	Housing Area	Grounds	Trash pickup	KM
10/16/2018	Housing Area	Grounds	Hauled brush to burn pile	SP
10/16/2018	Housing Area	Grounds	Hauled brush to burn pile	KM
10/16/2018	Housing Area	Grounds	Trash pickup	KM
10/17/2018	Housing Area	Grounds	Trash pickup	KM
10/18/2018	Housing Area	Grounds	Hauled brush to burn pile	SF
10/18/2018	Housing Area	Grounds	Trash pickup	KM

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10/19/2018	Housing Area	Grounds	Took loader to burn pile, pushed up brush throughout the day for contractor hauling brush, brought loader back from brush pile	SP
10/19/2018	Housing Area	Grounds	Trash pickup	KM
10/22/2018	Housing Area	Grounds	Trash pickup	KM
10/26/2018	Housing Area	Grounds	Trash pickup	KM
10/29/2018	Housing Area	Grounds	Trash pickup	KM
10/30/2018	Housing Area	Grounds	Trash pickup	KM
10/31/2018	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
10/1/2018	2626	Admin	Performed annual inspection	SF
10/1/2018	Town	Admin	Courier run	SP
10/2/2018	Town	Admin	Courier run	SP
10/3/2018	Town	Admin	Courier run	KM
10/4/2018	705	Admin	Performed annual inspection	SF
10/4/2018	Town	Admin	Courier run	KM
10/5/2018	Town	Admin	Courier run	KM
10/8/2018	Town	Admin	Courier run	KM
10/9/2018	Office	Admin	Performed Self-Monitoring Assessment activities and reviews	SP
10/9/2018	Town	Admin	Courier run	KM
10/10/2018	Office	Admin	Performed Self-Monitoring Assessment activities and reviews	SF
10/10/2018	Town	Admin	Courier run	KM
10/11/2018	Housing Area	Admin	Delivered notice for Resident Services	SP
10/11/2018	Office	Admin	Performed Self-Monitoring Assessment activities and reviews	SF
10/11/2018	Town	Admin	Courier run	KM
10/12/2018	Office	Admin	Performed Self-Monitoring Assessment activities and reviews	SP
10/12/2018	Town	Admin	Courier run	KM
10/16/2018	2609	Admin	Performed move out inspection	SP
10/16/2018	Town	Admin	Courier run	KM
10/17/2018	Town	Admin	Courier run	KM
10/18/2018	Town	Admin	Courier run	KM
10/19/2018	Town	Admin	Courier run	KM
10/22/2018	Town	Admin	Courier run	KM
10/26/2018	Town	Admin	Courier run	KM
10/29/2018	Town	Admin	Courier run	KM
10/30/2018	506	Admin	Performed annual inspection	SF
10/30/2018	2616	Admin	Performed annual inspection	SF
10/30/2018	2631	Admin	Performed annual inspection	SF
10/31/2018	2651	Admin	Performed annual inspection	SP
10/31/2018	2670D	Admin	Performed annual inspection	SP
10/31/2018	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
10/1/2018			Part day PTO	SF
10/1/2018			Part day PTO	SP

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10/1/2018			Part day PTO	KM
10/2/2018			PTO	SF
10/2/2018			PTO	KM
10/3/2018			Off	PS
10/3/2018			PTO	SF
10/3/2018			PTO	SF
10/5/2018			Part day PTO	SF
10/8/2018			PTO	SP
10/9/2018			Part day PTO	SF
10/10/2018			Part day PTO	KM
10/12/2018			Part day PTO	KM
10/15/2018			PTO	SF
10/16/2018			PTO	SF
10/17/2018			Part day PTO	SP
10/18/2018			PTO	SP
10/22/2018			Part day PTO	SF
10/23/2018			PTO	KM
10/24/2018			Part day PTO	SF
10/24/2018			PTO	KM
10/25/2018			PTO	KM
10/29/2018			Part day PTO	SP
10/29/2018			Part day PTO	KM
10/30/2018			PTO	SP
10/31/2018			Part day PTO	SF