

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/1/2018	2639	Vacant Unit	Cleaned up in garage, installed LED bulbs	KM
11/1/2018	2639	Vacant Unit	Removed microwave and cabinet, replaced water heater connectors, secured water heater, removed texture from bedroom walls	SF
11/1/2018	2639	Vacant Unit	Unloaded supplies, helped remove microwave/range hood	SP
11/2/2018	2639	Vacant Unit	Walked through, made list of supplies needed	SF
11/2/2018	2639	Vacant Unit	Unloaded supplies, blew out heaters	SP
11/5/2018	2639	Vacant Unit	Cut, installed, taped, and mudded drywall in living room, dining room, and bedroom	SF
11/5/2018	2639	Vacant Unit	Spackled and sanded holes	KM
11/6/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/7/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/8/2018	2639	Vacant Unit	Filled and sanded drywall patches	KM
11/8/2018	2639	Vacant Unit	Worked on drywall repairs	SF
11/13/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/14/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/16/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/19/2018	2639	Vacant Unit	Began removing tree from back yard	SP
11/19/2018	2639	Vacant Unit	Finished filling holes, set nails in new door and filled, began caulking interior of windows	KM
11/20/2018	2639	Vacant Unit	Removed tree and stump, smoothed yard with excavator	SP
11/21/2018	2639	Vacant Unit	Prepped bedroom and living room walls for texture, masked windows, sanded and mudded drywall as needed, removed kitchen sink, began removing laminate from kitchen counter	SF
11/26/2018	2639	Vacant Unit	Prepped and textured walls in bedroom, patched and spackled as needed, prepped and primed walls and ceiling of bedrooms and living room, painted some doors, cleaned up	SF
11/27/2018	2639	Vacant Unit	Removed counter from cabinets, scraped laminate from countertops, cleaned up, sanded drywall patch	SF
11/27/2018	2639	Vacant Unit	Sanded sheetrock patches, filled holes	KM
11/28/2018	2639	Vacant Unit	Masked windows, outlets, and heaters, primed bedroom walls	SF
11/29/2018	2639	Vacant Unit	Prepped and primed two bedrooms, spray painted bedrooms, hallway, and some doors, cleaned up	SF
11/30/2018	2639	Vacant Unit	Filled and set nails in doors and trim, marked outlets and switches to be replaced	KM
11/30/2018	2639	Vacant Unit	Removed wire crimps, installed new light fixtures and switches	SF
11/1/2018	2664	Vacant Unit	Installed tub stopper and shower head, assisted with tub diverter issue, mopped kitchen floor, completed final walkthrough	SP
11/1/2018	2664	Vacant Unit	Walked through, replaced tub spout, wiped heater registers	SF
11/2/2018	2664	Vacant Unit	Installed door bell	SP
11/2/2018	2664	Vacant Unit	Ready for occupancy	

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Work Orders				
11/27/2018	708	Work Order	Performed APM inspection, cleaned tub and sink drains in bathrooms, unplugged hot water side of tub valve	SF
11/13/2018	2605	Work Order	Gathered supplies, delivered materials, met with contractor, cleaned up after work was complete	SF
11/15/2018	2607	Work Order	Performed interior APM inspection, caulked hall bathtub and replaced tub drain insert, replaced drip bowls on stove, cleaned refrigerator coils, replaced bedroom and living room blinds, vacuumed heaters, replaced glass unit in bedroom, replaced door knob on hall closet	SF
11/16/2018	2607	Work Order	Adjusted eye on garage door for opener	KM
11/6/2018	2617	Work Order	Looked into refrigerator issue	SP
11/7/2018	2617	Work Order	Installed new refrigerator, hauled out old one	SP
11/20/2018	2618	Work Order	Pulled dishwasher as pump was not working properly, took apart drain hose, checked pump, found piece of glass, put back together and tested	SF
11/5/2018	2624	Work Order	Installed and plumbed new sink	SF
11/20/2018	2627	Work Order	Pulled squealing heater, cleaned, sprayed lube, and tested	SF
11/13/2018	2631	Work Order	Began APM inspection	SF
11/29/2018	2638	Work Order	Replaced infinity switch for large burner on stove	SF
11/13/2018	2651	Work Order	Performed APM inspection	SF
11/15/2018	2651	Work Order	Worked on caulking exterior of unit	SF
11/2/2018	2660	Work Order	Crawled under home to check and reset traps, installed plywood over crawl space area	SF
11/5/2018	2660	Work Order	Crawled under home to check and reset traps	SF
11/9/2018	2660	Work Order	Checked and reset rodent traps	SF
11/14/2018	2670C	Work Order	Replaced exterior bulbs, adjusted timer for lights	SF
11/15/2018	2670C	Work Order	Reprogrammed timer for lights that was not working properly	SF
11/14/2018	2670D	Work Order	Performed interior APM inspection, installed two new toilets, checked bathroom attic for insulation, painted bathroom ceiling, removed and replaced caulking around tub/shower, replaced bathroom water supply	SF
Routine Activities				
11/1/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/1/2018	Office	Routine	Made phone calls, completed paperwork	SP
11/1/2018	Office	Routine	Ordered glass units, completed paperwork	SF
11/1/2018	Playground	Routine	Checked lights, adjusted timer	SF
11/1/2018	Shop	Routine	Unloaded and organized tools and supplies, cleaned up	SF
11/1/2018	Town	Routine	Picked up supplies	SP
11/2/2018	Office	Routine	Researched parts, ordered materials, completed paperwork	SF
11/2/2018	Office	Routine	Watered plants, checked lights	SP
11/2/2018	Office	Routine	Reviewed projects with Lyman, worked on a form with Debbie, brought mail to office, completed paperwork	SP

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11/2/2018	Shop	Routine	Cleaned out van	SP
11/2/2018	Town	Routine	Picked up supplies	SP
11/5/2018	Office	Routine	Completed paperwork	SF
11/5/2018	Office	Routine	Ordered materials, scheduled work, completed paperwork	SP
11/5/2018	Office	Routine	Took out office recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
11/5/2018	Shop	Routine	Checked fluid levels in golf cart	KM
11/5/2018	Town	Routine	Picked up supplies	SP
11/6/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/6/2018	Office	Routine	Scheduled work for Front Yard Makeover, made phone calls, completed paperwork	SP
11/6/2018	Shop	Routine	Unloaded and unpacked appliances	SP
11/6/2018	Town	Routine	Picked up appliances and supplies	SP
11/7/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/7/2018	Office	Routine	Made phone calls, completed paperwork	SP
11/7/2018	Shop	Routine	Emptied trash from van, gathered supplies	KM
11/7/2018	Shop	Routine	Loaded refrigerator, installed fitting on air tools, took trash to dumpster, put away tools	SP
11/8/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/8/2018	Office	Routine	Completed paperwork	SF
11/8/2018	Shop	Routine	Checking for plumbing supplies needed	SF
11/9/2018	Office	Routine	Replaced glass unit in Dale's office, completed paperwork	SF
11/9/2018	Office	Routine	Watered plants, checked lights	SP
11/9/2018	Shop	Routine	Cleaned out van, organized, put away items	SF
11/9/2018	Shop	Routine	Prepped equipment for Front Yard Makeover work	SP
11/9/2018	Town	Routine	Picked up glass units and supplies	SF
11/13/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/13/2018	Office	Routine	Made phone calls, completed paperwork	SF
11/13/2018	Shop	Routine	Checked fluid levels in golf cart	KM
11/13/2018	Shop	Routine	Unloaded and put away supplies	SF
11/13/2018	Town	Routine	Picked up paint and supplies	SF
11/14/2018	Housing Area	Routine	Replaced solar light and panel on mailbox structure at top of hill	SF
11/14/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/14/2018	Office	Routine	Made phone calls, completed paperwork	SF
11/14/2018	Shop	Routine	Emptied trash from van, gathered supplies	KM
11/14/2018	Shop	Routine	Unloaded garbage to dumpster and cardboard to recycling, cleaned up van, loaded and unloaded supplies and materials	SF
11/15/2018	2646D	Routine	Brought dining room table, chairs, box spring, and mattress from garage, washed linens, wiped down countertops, made beds, rekeyed locks	SF
11/15/2018	Housing Area	Routine	Posted siren testing flyers	KM
11/15/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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11/15/2018	Office	Routine	Completed paperwork	SF
11/15/2018	Office	Routine	Completed paperwork	SF
11/15/2018	Shop	Routine	Helped move rock from trailer to bin, cleaned up	SF
11/15/2018	Shop	Routine	Unloaded rock	SP
11/16/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/16/2018	Town	Routine	Hauled logs to Winter Lake Lumber to be cut into trim	SP
11/16/2018	Office	Routine	Helped move boxes for Debbie	SP
11/16/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/16/2018	Office	Routine	Watered plants, checked lights	SP
11/16/2018	Shop	Routine	Unhooked dump trailer and hooked up cargo trailer	SP
11/17/2018	Town	Routine	Hauled hazardous waste items to dump	SF
11/17/2018	Town	Routine	Hauled hazardous waste items to dump	SP
11/19/2018	Housing Area	Routine	Hauled brush to burn pile	SP
11/19/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/19/2018	Office	Routine	Researched parts, completed paperwork	SF
11/19/2018	Office	Routine	Took out office recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
11/19/2018	Shop	Routine	Checked fluid levels in golf cart	KM
11/19/2018	Shop	Routine	Loaded tools, hooked up trailer	SP
11/19/2018	Town	Routine	Picked up supplies	KM
11/20/2018	510	Routine	Checked unit, set up ozone generator	SF
11/20/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/20/2018	Housing Area	Routine	Hauled brush to burn pile, pushed dirt into a pile	SP
11/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/20/2018	Office	Routine	Completed paperwork	SF
11/20/2018	Shop	Routine	Emptied trash from van, put away supplies	KM
11/20/2018	Shop	Routine	Organized tools in van	SF
11/20/2018	Town	Routine	Fueled van, picked up diesel for excavator	KM
11/21/2018	Office	Routine	Completed paperwork	SF
11/21/2018	Shop	Routine	Cleaned and organized	SP
11/26/2018	Housing Area	Routine	Met with contractor to go over potential repairs	SP
11/26/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/26/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/26/2018	Office	Routine	Procured supplies, made phone calls, researched items, completed paperwork	SP
11/26/2018	Office	Routine	Researched tools, made phone calls, completed paperwork	SF
11/26/2018	Shop	Routine	Cleaned trash from back of van, checked fluid on golf cart	KM
11/26/2018	Shop	Routine	Met potential cleaning contractor for walkthrough, worked on chainsaw	SP
11/27/2018	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/27/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/27/2018	Office	Routine	Made phone calls, completed paperwork	SF

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11/27/2018	Office	Routine	Moved boxes for Deb, reviewed projects with Lyman, made phone calls, completed paperwork	SP
11/27/2018	Shop	Routine	Cleaned out golf cart, loaded supplies in van	KM
11/27/2018	Shop	Routine	Cleaned up van	SF
11/27/2018	Shop	Routine	Met contractor to clean furniture, put away supplies, cleaned up, rebuilt screens	SP
11/27/2018	Town	Routine	Picked up supplies	SP
11/28/2018	Housing Area	Routine	Posted pest control flyers and public meeting notices	KM
11/28/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/28/2018	Office	Routine	Made phone calls, completed paperwork	SF
11/29/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/29/2018	Office	Routine	Made phone calls, completed paperwork	SF
11/29/2018	Office	Routine	Researched products, made phone calls, completed paperwork, attended meeting	SP
11/29/2018	Shop	Routine	Replaced brake light in van, repaired brake cable on S-10	KM
11/30/2018	Office	Routine	Brought mail to office, completed paperwork	KM
11/30/2018	Office	Routine	Ordered supplies, completed paperwork	SF
11/30/2018	Office	Routine	Watered plants, checked lights	SP
11/30/2018	Shop	Routine	Unload washer and load dryers	KM
Projects				
11/9/2018	2606	Project	Began digging out front yard	SP
11/15/2018	2606	Project	Removed sod and soil in front yard in prep for gravel parking area	SP
11/16/2018	2606	Project	Met with contractor	SP
11/26/2018	2606	Project	Met with contractor	SP
11/29/2018	2606	Project	Met with potential contractor	SP
11/5/2018	2607	Project	Met with resident about Front Yard Makeover work	SP
11/6/2018	2607	Project	Located and dug up sewer clean out	SP
11/8/2018	2607	Project	Excavated, hauled off brush and dirt	SP
11/13/2018	2607	Project	Helped move equipment to job site	SF
11/13/2018	2607	Project	Excavated, installed rock for Front Yard Makeover	SP
11/14/2018	2607	Project	Excavated, installed rock for Front Yard Makeover	SP
11/15/2018	2607	Project	Cut out sewer plug, lowered down, and installed new plug and cover box for Front Yard Makeover work	SF
11/15/2018	2607	Project	Finished excavation and installation work for Front Yard Makeover	SP
Groundskeeping				
11/1/2018	Housing Area	Grounds	Trash pickup	KM
11/5/2018	Housing Area	Grounds	Trash pickup	KM
11/6/2018	Housing Area	Grounds	Trash pickup	KM
11/7/2018	Housing Area	Grounds	Trash pickup	KM
11/8/2018	Housing Area	Grounds	Trash pickup	KM
11/13/2018	Housing Area	Grounds	Trash pickup	KM
11/14/2018	Housing Area	Grounds	Trash pickup	KM
11/15/2018	Housing Area	Grounds	Trash pickup	KM

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11/16/2018	Housing Area	Grounds	Trash pickup	KM
11/19/2018	2646	Grounds	Removed tree and stump	SP
11/19/2018	Housing Area	Grounds	Trash pickup	KM
11/20/2018	2620	Grounds	Removed bush blocking front doors	SP
11/20/2018	Housing Area	Grounds	Trash pickup	KM
11/26/2018	Housing Area	Grounds	Hauled brush to burn pile	SP
11/26/2018	Housing Area	Grounds	Trash pickup	KM
11/27/2018	Housing Area	Grounds	Trash pickup	KM
11/28/2018	Housing Area	Grounds	Trash pickup	KM
11/29/2018	Housing Area	Grounds	Trash pickup	KM
11/30/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/1/2018	Town	Admin	Courier run	KM
11/2/2018	Town	Admin	Courier run	SP
11/5/2018	2609	Admin	Performed move out inspection	SP
11/5/2018	2646D	Admin	Performed move out inspection	SP
11/5/2018	Town	Admin	Courier run	KM
11/6/2018	Town	Admin	Courier run	KM
11/7/2018	708	Admin	Performed annual inspection	SP
11/7/2018	2605	Admin	Performed annual inspection	SP
11/7/2018	Town	Admin	Courier run	SP
11/8/2018	Town	Admin	Courier run	KM
11/13/2018	Town	Admin	Courier run	KM
11/14/2018	Town	Admin	Courier run	KM
11/15/2018	Town	Admin	Courier run	KM
11/16/2018	Town	Admin	Courier run	KM
11/20/2018	Town	Admin	Courier run	KM
11/26/2018	Town	Admin	Courier run	KM
11/27/2018	2628	Admin	Performed annual inspection	SF
11/27/2018	2642	Admin	Performed annual inspection	SF
11/27/2018	2670B	Admin	Performed annual inspection	SF
11/27/2018	Town	Admin	Courier run	KM
11/28/2018	Town	Admin	Courier run	KM
11/29/2018	Town	Admin	Courier run	KM
11/30/2018	Town	Admin	Courier run	KM
Staff Time Off				
11/1/2018			Part day PTO	SP
11/2/2018			PTO	KM
11/6/2018			PTO	SF
11/7/2018			PTO	SF
11/8/2018			Part day PTO	SF
11/9/2018			Admin leave	SP
11/9/2018			Admin leave	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
11/9/2018			Admin leave and PTO	KM
11/12/2018			Veterans Day holiday	SF
11/12/2018			Veterans Day holiday	SP
11/12/2018			Veterans Day holiday	KM
11/14/2018			Part day PTO	SF
11/19/2018			Part day PTO	SF
11/20/2018			Part day PTO	SF
11/21/2018			Admin leave	SP
11/21/2018			Admin leave	KM
11/21/2018			Admin leave	SF
11/22/2018			Thanksgiving holiday	SF
11/22/2018			Thanksgiving holiday	SP
11/22/2018			Thanksgiving holiday	KM
11/23/2018			Thanksgiving holiday	SF
11/23/2018			Thanksgiving holiday	SP
11/23/2018			Thanksgiving holiday	KM
11/26/2018			Part day PTO	KM
11/28/2018			Part day PTO	SF
11/28/2018			PTO	SP
11/30/2018			Part day PTO	SP