

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/11/2018	508	Vacant Unit	Performed PFR inspection	SP
12/12/2018	508	Vacant Unit	Removed countertops, pulled two cabinets out to make room for dishwasher, scraped laminate, removed backsplash, took to shop to sand, replaced rubber seals, removed kitchen sink	SF
12/13/2018	508	Vacant Unit	Sanded countertop, removed bathroom sink and countertop, scraped laminate, sanded, glued new laminate, replaced rubber washers in shut off valves	SF
12/17/2018	508	Vacant Unit	Installed countertop	SF
12/18/2018	508	Vacant Unit	Removed outlet and light cover plates, pulled nails and spackled holes, cleaned up	KM
12/26/2018	508	Vacant Unit	Dropped off laminate, measured counters	SF
12/27/2018	508	Vacant Unit	Installed laminate for new countertops, cut edging	SF
12/3/2018	Elders	Vacant Unit	Laid out landscape fabric, spread gravel for new parking area	SP
12/4/2018	Elders	Vacant Unit	Spread and compacted rock for parking area	SP
12/3/2018	2639	Vacant Unit	Cleaned up floors	KM
12/4/2018	2639	Vacant Unit	Painted, cleaned up	KM
12/5/2018	2639	Vacant Unit	Painted, filled holes	KM
12/5/2018	2639	Vacant Unit	Worked on wire crimp repairs, replaced a couple light switches	SF
12/7/2018	2639	Vacant Unit	Painted, cleaned up	KM
12/10/2018	2639	Vacant Unit	Measured for counters, installed wire crimps	SF
12/11/2018	2639	Vacant Unit	Primed hall bathroom, cleaned up	SP
12/11/2018	2639	Vacant Unit	Primed walls that had been filled, textured, cleaned up	KM
12/11/2018	2639	Vacant Unit	Primed walls, moved doors, cleaned up	SF
12/12/2018	2639	Vacant Unit	Removed toilet in main bathroom, cut in primer, painted second coat of primer in bathroom, replaced outlet in laundry room, replaced light switches in kitchen and dining room	SP
12/12/2018	2639	Vacant Unit	Spackled holes in bedrooms, door trim, and windows	KM
12/13/2018	2639	Vacant Unit	Caulked door trim, filled nail holes	KM
12/13/2018	2639	Vacant Unit	Replaced outlets and light switches, inspected and removed wire crimps	SP
12/17/2018	2639	Vacant Unit	Installed thermostats, removed wire crimps	SP
12/17/2018	2639	Vacant Unit	Unhooked and removed dishwasher, crawled in the attic and installed new vent fan in hall bathroom	SF
12/18/2018	2639	Vacant Unit	Cleaned old caulking and paint from window frames	SP
12/19/2018	2639	Vacant Unit	Gathered tools, scraped caulking from inside windows, recaulked, cleaned up	KM
12/19/2018	2639	Vacant Unit	Installed bathroom vent fan in master bath, hooked up ducting to both fans	SF
12/19/2018	2639	Vacant Unit	Removed old paint and caulking from window frames	SP
12/20/2018	2639	Vacant Unit	Cleaned old caulking and paint from window frames, removed water damaged MDF window sill in kitchen and laundry room	SP
12/20/2018	2639	Vacant Unit	Cut out old caulking, recaulked, cleaned up	KM

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12/21/2018	2639	Vacant Unit	Caulked around windows and trim, cleaned up	KM
12/21/2018	2639	Vacant Unit	Installed doors and hinges	SP
12/26/2018	2639	Vacant Unit	Dropped off laminate, prepped kitchen for countertop, removed backsplash	SF
12/27/2018	2639	Vacant Unit	Caulked around inside windows and trim, cut, installed, and caulked door trim, cleaned up floor	KM
12/27/2018	2639	Vacant Unit	Loaded up countertops, took to shop to sand and install laminate	SF
12/28/2018	2639	Vacant Unit	Cut and installed trim around doors, caulked	KM
Work Orders				
12/18/2018	502	Work Order	Removed cover and repaired bedroom heater fan	KM
12/5/2018	705	Work Order	Lubed and repaired mailbox lock	SF
12/6/2018	709	Work Order	Removed and replaced heating thermostat for furnace	SF
12/18/2018	709	Work Order	Ran generator for pump under home while power was out, picked up generator and plugged pump back in when power restored	SF
12/27/2018	CITPD	Work Order	Took apart, repaired, and lubed shower/tub diverter not working properly	SF
12/4/2018	2607	Work Order	Removed toilet in hall bathroom and installed new one	SF
12/20/2018	2616	Work Order	Cleaned gutters	SF
12/6/2018	2618	Work Order	Tried to troubleshoot and repair dishwasher not draining, removed and replaced dishwasher	SF
12/20/2018	2618	Work Order	Cleaned gutters	SF
12/20/2018	2620	Work Order	Cleaned gutters, unplugged downspouts	SF
12/10/2018	2627	Work Order	Cleaned up after toilet overflow, extracted water from carpet, set up dehumidifier	SF
12/11/2018	2627	Work Order	Emptied and restarted dehumidifier	SF
12/17/2018	2627	Work Order	Checked, emptied, and reset dehumidifier	SF
12/18/2018	2627	Work Order	Checked, emptied, and reset dehumidifier	SF
12/5/2018	2628	Work Order	Performed APM inspection, caulked windows in bedrooms, replaced loose outlets, lubed vent fan motor	SF
12/20/2018	2628	Work Order	Cleaned gutters	SF
12/20/2018	2636	Work Order	Cleaned gutters, replaced gutter clips as needed	SF
12/18/2018	2620C	Work Order	Cleaned gutters, replaced damaged stair tread	SF
12/26/2018	2670A	Work Order	Unplugged kitchen sink drain, pulled apart drain, cleaned grease from trap	SF
Routine Activities				
12/3/2018	CIT Shop	Routine	Got backhoe running to move gravel	SP
12/3/2018	Housing Area	Routine	Picked up rent from resident	KM
12/3/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/3/2018	Office	Routine	Installed Christmas lights, met with Marcy	SF
12/3/2018	Office	Routine	Met with Lyman to go over projects	SP
12/3/2018	Office	Routine	Took out recycling, checked oil in generator	KM
12/3/2018	Playground	Routine	Checked restroom	SF
12/3/2018	Shop	Routine	Unloaded and put away supplies and tools	SF

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12/3/2018	Town	Routine	Picked up fuel for grounds	SP
12/3/2018	Town	Routine	Picked up generator from repair shop, purchased lights, got fuel	SF
12/4/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/4/2018	Office	Routine	Researched lighting for playground paths, ordered supplies, met with Lyman about maintenance on warehouse and pole building, completed paperwork	SF
12/4/2018	Shop	Routine	Cleaned out van, worked on toilet repair	SF
12/4/2018	Town	Routine	Picked up supplies	SP
12/5/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/5/2018	Office	Routine	Made phone calls, completed paperwork	SP
12/5/2018	Office	Routine	Researched parts and lighting for playground, made phone calls, completed paperwork	SF
12/5/2018	Shop	Routine	Met with garage door company for repairs to rollup and warehouse doors, spread and compacted gravel at approach	SP
12/5/2018	Shop	Routine	Unloaded and put away supplies and tools	SF
12/5/2018	Town	Routine	Picked up supplies	SP
12/6/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/6/2018	Office	Routine	Met with Marcy about maintenance budget numbers and needs	SP
12/6/2018	Shop	Routine	Helped unload and stack cedar trim	KM
12/6/2018	Shop	Routine	Stacked and stickered lumber, unloaded truck and loaded scrap in trailer, hooked up trailer to truck	SP
12/6/2018	Shop	Routine	Unloaded lumber, cut stickers, loaded appliances to drop off at recycling	SF
12/6/2018	Town	Routine	Picked up milled lumber, recycled scrap metal	SP
12/6/2018	Town	Routine	Picked up milled lumber, recycled scrap metal	SF
12/7/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/7/2018	Office	Routine	Made phone calls, completed paperwork	SF
12/7/2018	Office	Routine	Met with Anne, Deb, and Marcy on budgets, made phone calls, completed paperwork	SP
12/7/2018	Shop	Routine	Finished stacking and stickering lumber, swept, cleaned up, looked into repairing dishwasher removed from a unit	SF
12/7/2018	Shop	Routine	Finished stacking and stickering lumber, unhooked trailer, put away tools	SP
12/7/2018	Shop	Routine	Swept, cleaned up	KM
12/10/2018	Housing Area	Routine	Checked lights in mailbox structures	SP
12/10/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/10/2018	Office	Routine	Researched parts, made phone calls, completed paperwork	SF
12/10/2018	Office	Routine	Watered plants, completed paperwork	SP
12/10/2018	Shop	Routine	Helped move lumber upstairs, worked on and tested rug cleaner that was not working	SF
12/10/2018	Shop	Routine	Checked fluid level and cleaned batteries in golf carts	KM
12/10/2018	Shop	Routine	Emptied trash from back of van	KM

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12/10/2018	Town	Routine	Dropped off and picked up truck for repairs	SF
12/10/2018	Town	Routine	Dropped off and picked up truck for repairs	SP
12/11/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/11/2018	Office	Routine	Loaded boxes to take to shop for Deb, made phone calls, completed paperwork	SP
12/11/2018	Office	Routine	Ordered supplies, researched parts, made phone calls, completed paperwork	SF
12/11/2018	Shop	Routine	Cleaned out van, made list of needed supplies	SF
12/11/2018	Shop	Routine	Unloaded and move boxes to file storage	SP
12/12/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/12/2018	Office	Routine	Priced doors, ordered laminate, made phone calls, completed paperwork	SP
12/12/2018	Shop	Routine	Resawed lumber, moved and stacked upstairs, put away tools and supplies	SP
12/13/2018	Office	Routine	Attended Board meeting, brought mail to office, completed paperwork	KM
12/13/2018	Office	Routine	Completed paperwork, attended Board meeting	SF
12/13/2018	Office	Routine	Completed paperwork, attended Board meeting, replaced photo cell for back porch light, took out trash	SP
12/14/2018	Housing Area	Routine	Monitor for storm damage	SP
12/14/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/14/2018	Office	Routine	Researched lights for playground and parts, completed paperwork	SF
12/14/2018	Office	Routine	Watered plants, completed paperwork	SP
12/14/2018	Shop	Routine	Put gates back on tracks after wind storm, loaded scaffolding	SP
12/17/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/17/2018	Office	Routine	Completed paperwork	SF
12/17/2018	Office	Routine	Made phone calls, completed paperwork	SP
12/17/2018	Shop	Routine	Checked fluid level in golf cart, emptied trash from van, restocked supplies in van	KM
12/17/2018	Shop	Routine	Put gates back on tracks after wind storm, stood recycling bin back up, put away supplies	SP
12/17/2018	Shop	Routine	Routed edges of counter, cut, and glued edges, put away supply order	SF
12/17/2018	Town	Routine	Picked up supplies	SP
12/18/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/18/2018	Shop	Routine	Met with landscaper to assess issue with plants at sky garden, cut stakes for landscaper to install	SP
12/18/2018	Housing Area	Routine	Began installing new speed limit signs on Miluk Drive	SF
12/18/2018	Office	Routine	Completed paperwork	SF
12/18/2018	Office	Routine	Made phone calls, completed paperwork	SP
12/19/2018	Housing Area	Routine	Worked on placement of new speed limit signs	SF
12/19/2018	Office	Routine	Brought mail to office, completed paperwork	KM

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12/19/2018	Office	Routine	Made phone calls, completed paperwork	SP
12/19/2018	Office	Routine	Made phone calls, completed paperwork	SF
12/19/2018	Playground	Routine	Repaired loose light, checked and cleaned path lights	SF
12/19/2018	Shop	Routine	Cleaned out van, put away tools	SF
12/19/2018	Shop	Routine	Unloaded scaffolding, unhooked dump trailer, unloaded tools from van, cleaned up	SP
12/19/2018	Town	Routine	Picked up pallets from casino and needed supplies	SP
12/20/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/20/2018	Office	Routine	Researched doors for pole building, worked on cash drawer lock, made phone calls, completed paperwork	SF
12/20/2018	Town	Routine	Picked up supplies	SP
12/21/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/21/2018	Office	Routine	Watered plants, completed paperwork	SP
12/21/2018	Shop	Routine	Put check out sheets in storage shed and upstairs in warehouse, grabbed one box of emergency supplies to assist Deb in determining number of plastic tubs needed to store more efficiently	SP
12/26/2018	Housing Area	Routine	Dug hole, installed new speed sign and post, concreted in place	SF
12/26/2018	Housing Area	Routine	Posted pest control notices	KM
12/26/2018	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/26/2018	Office	Routine	Completed paperwork	SF
12/26/2018	Shop	Routine	Cleaned up and put away tools and ladders	SF
12/26/2018	Shop	Routine	Emptied trash from back of van, cleaned windows	KM
12/26/2018	Town	Routine	Picked up laminate for countertops	SF
12/27/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/27/2018	Office	Routine	Made phone calls, completed paperwork	SF
12/28/2018	Office	Routine	Brought mail to office, completed paperwork	KM
12/28/2018	Office	Routine	Completed paperwork	SF
12/28/2018	Shop	Routine	Worked on countertops for 508	SF
Projects				
12/7/2018	2607	Project	Dropped off two tractor bucket loads of compost	SP
Tribal Support				
12/19/2018	Housing Area	Tribal	Helped Tribal maintenance load and move doors, and load scaffolding to return to CIHA storage shed	SP
Groundskeeping				
12/3/2018	Housing Area	Grounds	Trash pickup	KM
12/4/2018	Housing Area	Grounds	Trash pickup	KM
12/5/2018	Housing Area	Grounds	Trash pickup	KM
12/6/2018	Housing Area	Grounds	Trash pickup	KM
12/7/2018	Housing Area	Grounds	Trash pickup	KM
12/10/2018	Comm. Garden	Grounds	Filled and graded pot holes	SP
12/10/2018	Housing Area	Grounds	Trash pickup	KM
12/11/2018	Housing Area	Grounds	Trash pickup	KM

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12/12/2018	Housing Area	Grounds	Trash pickup	KM
12/13/2018	Housing Area	Grounds	Trash pickup	KM
12/14/2018	Housing Area	Grounds	Trash pickup	KM
12/17/2018	Housing Area	Grounds	Trash pickup	KM
12/18/2018	Housing Area	Grounds	Removed tree blown down by storm from Miluk Drive	SP
12/18/2018	Housing Area	Grounds	Removed tree blown down by storm from Miluk Drive	SF
12/18/2018	Housing Area	Grounds	Trash pickup	KM
12/19/2018	Housing Area	Grounds	Trash pickup	KM
12/20/2018	Housing Area	Grounds	Trash pickup	KM
12/21/2018	Housing Area	Grounds	Trash pickup	KM
12/26/2018	Housing Area	Grounds	Trash pickup	KM
12/27/2018	Housing Area	Grounds	Trash pickup	KM
12/28/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/3/2018	709	Admin	Performed annual inspection	SF
12/3/2018	Town	Admin	Courier run	KM
12/4/2018	2670B	Admin	Performed annual inspection	SF
12/4/2018	Town	Admin	Courier run	KM
12/5/2018	Town	Admin	Courier run	KM
12/6/2018	Town	Admin	Courier run	KM
12/7/2018	Town	Admin	Courier run	KM
12/10/2018	Town	Admin	Courier run	KM
12/11/2018	Town	Admin	Courier run	KM
12/13/2018	Town	Admin	Courier run	KM
12/14/2018	Town	Admin	Courier run	KM
12/17/2018	Town	Admin	Courier run	KM
12/18/2018	2646D	Admin	Performed 30-day inspection	SF
12/20/2018	Town	Admin	Courier run	KM
12/21/2018	Town	Admin	Courier run	KM
12/26/2018	Town	Admin	Courier run	KM
12/27/2018	Town	Admin	Courier run	KM
12/28/2018	Town	Admin	Courier run	KM
Staff Time Off				
12/14/2018			Attended CIHA holiday dinner	KM
12/14/2018			Attended CIHA holiday dinner	SF
12/14/2018			Part day PTO	SP
12/17/2018			PTO	SF
12/21/2018			Part day PTO	SP
12/21/2018			PTO	SF
12/24/2018			Admin leave for Christmas holiday	KM
12/24/2018			Admin leave for Christmas holiday	SP
12/24/2018			Admin leave for Christmas holiday	SF
12/25/2018			Christmas holiday	KM

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12/25/2018			Christmas holiday	SP
12/25/2018			Christmas holiday	SF
12/26/2018			Part day PTO	SF
12/26/2018			PTO	SP
12/27/2018			PTO	SP
12/28/2018			PTO	SP
12/28/2018			PTO	SP
12/31/2018			Admin leave for New Year's holiday	KM
12/31/2018			Admin leave for New Year's holiday	SP
12/31/2018			Admin leave for New Year's holiday	SF