

**Coquille Indian Housing Authority
Maintenance Report
January 2019**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/3/2019	508	Vacant Unit	Installed countertops	SF
1/7/2019	508	Vacant Unit	Dropped off supplies	SP
1/7/2019	508	Vacant Unit	Finished installing countertops, replaced parts and installed sink, installed dishwasher, hooked up all plumbing	SF
1/8/2019	508	Vacant Unit	Tested the kitchen sink plumbing, finished dishwasher hookup, cleaned up, scraped caulking, installed bathroom sink	SF
1/11/2019	508	Vacant Unit	Dropped off needed tools and supplies	KM
1/14/2019	508	Vacant Unit	Painted area where backsplash is to be installed in kitchen	KM
1/15/2019	508	Vacant Unit	Removed blind brackets and closet hardware, spackled and sanded holes, prepped for paint	KM
1/16/2019	508	Vacant Unit	Removed blind brackets, shelving, hardware, door knobs, and light covers, sanded drywall repairs, cleaned up	KM
1/17/2019	508	Vacant Unit	Removed caulking around inside windows, cut in paint above carpet, cleaned up	KM
1/18/2019	508	Vacant Unit	Recaulked door trim and around windows, cut in paint, cleaned up	KM
1/22/2019	508	Vacant Unit	Removed and replaced caulking around outside windows and doors, cleaned up	KM
1/23/2019	508	Vacant Unit	Cut and installed tiles for kitchen and bathroom backsplash, caulked, cleaned up, sanded kitchen counter laminate edging	SF
1/23/2019	508	Vacant Unit	Moved out appliances, began painting unit	SP
1/24/2019	508	Vacant Unit	Recaulked tile seams, sanded edges on counter, replaced laminate on one edge, replaced kitchen window unit, cleaned up	SF
1/25/2019	508	Vacant Unit	Replaced window glass units	SF
1/28/2019	508	Vacant Unit	Repaired vinyl flooring, painted in unit	SF
1/29/2019	508	Vacant Unit	Began painting dining room ceiling and walls, checked on floor repair	SF
1/29/2019	508	Vacant Unit	Cut out and recaulked around windows, lap siding seams, and trim	KM
1/30/2019	508	Vacant Unit	Painted, recaulked inside windows, cleaned up	KM
1/31/2019	508	Vacant Unit	Painted walls and ceilings around cabinets, cleaned up	KM
1/3/2019	Elders	Vacant Unit	Unloaded doors	SP
1/24/2019	Elders	Vacant Unit	Met with contractor to verify items for bid	SP
1/30/2019	Elders	Vacant Unit	Removed utility sink, shut off water, replaced valve washers	SF
1/28/2019	2620B	Vacant Unit	Noted items to be done in unit	SF
1/28/2019	2620B	Vacant Unit	Performed PFR inspection utilizing checklist	SP
1/29/2019	2620B	Vacant Unit	Walkthrough with Lyman	SP
1/2/2019	2639	Vacant Unit	Sanded, glued, and routed countertops, installed laminate	SF
1/3/2019	2639	Vacant Unit	Caulked around door, filled holes in trim, cleaned up	KM
1/3/2019	2639	Vacant Unit	Installed door hinges, repaired door, completed drywall repairs	SP
1/3/2019	2639	Vacant Unit	Worked on countertops, finished trimming laminate, sanded and stained counter edges, installed counters	SF
1/4/2019	2639	Vacant Unit	Cleaned up, swept floors	KM
1/7/2019	2639	Vacant Unit	Cleaned up, swept floors, prepped for paint	KM
1/7/2019	2639	Vacant Unit	Made window sills for unit	SP

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1/8/2019	2639	Vacant Unit	Installed door hinges and hung doors	KM
1/8/2019	2639	Vacant Unit	Adjusted countertop to fit sink, crawled attic to look into the electrical box for utility room light, listed supplies needed	SF
1/9/2019	2639	Vacant Unit	Finished sweeping floors along walls in prep for paint, hung doors and repaired hinge in bedroom, repaired bathroom doors, cleaned up	KM
1/9/2019	2639	Vacant Unit	Repaired utility room light fixture, cut out old wiring that was burnt, installed new junction boxes for new wiring	SF
1/10/2019	2639	Vacant Unit	Installed electrical crimps, listed supplies needed	SF
1/10/2019	2639	Vacant Unit	Loaded up unused tools, cleaned up	KM
1/11/2019	2639	Vacant Unit	Gathered unused tools and supplies	KM
1/11/2019	2639	Vacant Unit	Installed kitchen sink, plumbing, and faucet, cleaned up	SF
1/14/2019	2639	Vacant Unit	Installed dishwasher parts, hooked up dishwasher, installed plumbing for sink and faucet	SF
1/15/2019	2639	Vacant Unit	Built up and supported cabinet under dishwasher, finished installing dishwasher and plumbing, tested, installed wire crimps on pantry fixture, cleaned up	SF
1/15/2019	2639	Vacant Unit	Painted around new countertops, cleaned up	KM
1/16/2019	2639	Vacant Unit	Checked on rear hose bib, replaced all valve washers, removed bathroom sink and countertop, cut tile for kitchen and bathroom backsplash	SF
1/18/2019	2639	Vacant Unit	Installed backsplash for kitchen counters	SF
1/22/2019	2639	Vacant Unit	Cut and installed window sill, glued door	SP
1/22/2019	2639	Vacant Unit	Installed, trimmed, and routed bathroom counter laminate, painted first coat on master bathroom walls, installed countertop and sink, hooked up plumbing, cut tile, installed backsplash, cleaned up	SF
1/23/2019	2639	Vacant Unit	Recalced tile seams on kitchen counters	SF
1/24/2019	2639	Vacant Unit	Replaced bathroom window units, recalced tile seams in kitchen	SF
1/30/2019	2639	Vacant Unit	Worked on wiring for range hood	SF
1/31/2019	2646D	Vacant Unit	Prepped unit for occupancy, made beds, repaired toilet seat, hauled trash to dumpster	SF
Work Orders				
1/18/2019	512	Work Order	Checked venting for dryer and bathroom, wiped moisture from windows, met with resident about moisture issue, set up dehumidifier	SF
1/29/2019	514	Work Order	Performed annual inspection, repaired bifold door, replaced bulbs in bathroom	SF
1/29/2019	516	Work Order	Performed annual inspection, replaced smoke alarm batteries	SF
1/29/2019	518	Work Order	Performed annual inspection, replaced stove burner pans	SF
1/29/2019	520	Work Order	Performed annual inspection, looked into leak under sink	SF
1/30/2019	Shop	Work Order	Removed and replaced toilet, cleaned up, looked at what it would take to install the utility sink in the bathroom	SF
1/25/2019	2616	Work Order	Replaced tub drain insert	SP
1/10/2019	2620C	Work Order	Looked into electrical issue in kitchen	SF

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1/28/2019	2620D	Work Order	Looked into issue with fascia on back of fourplex	SF
1/29/2019	2620D	Work Order	Repaired rot issue on back deck fascia	SF
1/23/2019	2627	Work Order	Picked up dehumidifier and spoke with resident	SF
1/29/2019	2627	Work Order	Performed annual inspection	SF
1/28/2019	2628	Work Order	Looked into issue in living room possibly caused by leak	SP
1/29/2019	2628	Work Order	Pulled hose bib out to make sure it wasn't cracked	SF
1/29/2019	2628	Work Order	Replaced GFCI in hall bathroom	SP
1/23/2019	2631	Work Order	Measured for materials for siding repair	SP
1/24/2019	2631	Work Order	Dropped trailer with supplies for contractor, met with contractor, inspected attic for any signs of leaks or issues causing rot, checked on issues as they came up	SP
1/25/2019	2631	Work Order	Planned and cut trim for siding repair, attached bathroom vent fan ducting in attic, dropped off supplies, checked on progress	SP
1/28/2019	2631	Work Order	Dropped off materials, checked on contractor	SP
1/30/2019	2631	Work Order	Checked on contractor progress and additional supplies needed	SP
1/22/2019	2638	Work Order	Rebuilt kitchen faucet	SF
1/29/2019	2650	Work Order	Performed annual inspection	SF
1/8/2019	2660	Work Order	Checked on prep work needed to install carpet in bedroom	SF
1/9/2019	2660	Work Order	Painted bedroom in prep for carpet, set up dehumidifier, finished painting trim and doors, painted second coat on walls and ceiling, installed shelving in closet	SF
1/10/2019	2660	Work Order	Finished painting bedroom, moved stuff out of the way, set up fan to help dry the concrete	SF
1/14/2019	2660	Work Order	Scraped floor, vacuumed and cleaned up, painted floor with garage floor paint in prep for carpet installation, set up dehumidifier and fan	SF
1/16/2019	2660	Work Order	Met with carpet installer, loaded dehumidifier and fan, raked and cleaned sidewalk behind garage, touched up paint, vacuumed carpet	SF
1/28/2019	2660	Work Order	Looked into leak, replaced pop up plug and rod	SF
1/17/2019	2670D	Work Order	Cleaned mildew from ceiling, walls, and cove base, primed spots and painted entire bathroom, cleaned mildew from master bedroom, master bathroom, and first bedroom windows, crawled in attic and moved around insulation, removed and replaced vent ducting, installed a new vent hood in soffit for hall bathroom	SF
Routine Activities				
1/2/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/2/2019	Office	Routine	Checked oil in backup generator, took out office recycling, brought mail to office, completed paperwork	KM
1/2/2019	Office	Routine	Made phone calls, reviewed gate issues with Lyman	SP
1/2/2019	Office	Routine	Raised flag, completed paperwork	SF
1/2/2019	Shop	Routine	Helped repair wheels on gates, checked fluid level on golf cart	KM
1/2/2019	Shop	Routine	Cleaned up	SF
1/2/2019	Shop	Routine	Repaired wheels on gates around warehouse, assisted with countertop, cleaned up, unloaded pallets from trailer	SP

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1/3/2019	Housing Area	Routine	Picked up rent payment, dropped off lawn equipment	KM
1/3/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/3/2019	Office	Routine	Completed paperwork	SF
1/3/2019	Shop	Routine	Cleaned trash from van	KM
1/3/2019	Shop	Routine	Loaded Christmas decorations onto pallet and rack, helped change gate codes	SP
1/3/2019	Town	Routine	Picked up doors	SP
1/3/2019	Town	Routine	Picked up doors for 2606 and unloaded	SF
1/4/2019	Office	Routine	Helped load Christmas decorations to go to shop, brought mail to office, completed paperwork	KM
1/4/2019	Office	Routine	Loaded up Christmas decorations to move to storage, completed paperwork, worked on cabinet lock	SP
1/4/2019	Office	Routine	Watered plants, checked lights	SP
1/4/2019	Shop	Routine	Unloaded decorations, put away supplies, cleaned out van	SP
1/4/2019	Town	Routine	Courier run	SP
1/7/2019	Housing Area	Routine	Picked up Christmas trees and hauled to burn pile	SP
1/7/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
1/7/2019	Office	Routine	Checked oil in backup generator, took out office recycling, brought mail to office, completed paperwork	KM
1/7/2019	Office	Routine	Removed and put away Christmas lights	SP
1/7/2019	Office	Routine	Took down Christmas lights, completed paperwork	SF
1/7/2019	Shop	Routine	Checked fluid level in golf cart	KM
1/7/2019	Shop	Routine	Loaded supplies, appliances, and materials needed	SF
1/8/2019	Housing Area	Routine	Picked up Christmas trees and hauled to burn pile	SF
1/8/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/8/2019	Office	Routine	Completed paperwork	SF
1/8/2019	Shop	Routine	Checked oil in S-10, van, and truck, assisted with truck repair	KM
1/8/2019	Shop	Routine	Reviewed manuals to prepare a list for annual preventive maintenance for shop, worked on Ford Truck brake handles, put together a supply list	SF
1/9/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/9/2019	Office	Routine	Reviewed open work orders, completed paperwork	SF
1/9/2019	Shop	Routine	Cleaned up, cut out and installed rubber ramp going into file room	SF
1/10/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/10/2019	Office	Routine	Made phone calls, ordered dumpster, hauled stuff from office to warehouse, ordered supplies	SF
1/10/2019	Shop	Routine	Emptied trash from van, put away tools	KM
1/10/2019	Shop	Routine	Unloaded and put away items from office, worked on supply order	SF
1/10/2019	Town	Routine	Picked up supplies and tile, fueled van	SF
1/11/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/11/2019	Office	Routine	Brought file cabinet back from warehouse, watered plants, completed paperwork	SF
1/11/2019	Office	Routine	Brought mail to office, completed paperwork	KM

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1/14/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
1/14/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/14/2019	Office	Routine	Ordered supplies, completed paperwork	SF
1/14/2019	Shop	Routine	Unloaded and put away tools and supplies	SF
1/15/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/15/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/15/2019	Office	Routine	Replaced lock on front desk file, completed paperwork	SF
1/16/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/16/2019	Office	Routine	Changed bulbs in Debbie's office, completed paperwork	SF
1/16/2019	Shop	Routine	Loaded and unloaded supplies and tools, reprogrammed gate remote	SF
1/17/2019	Housing Area	Routine	Picked up rug cleaner after resident use	KM
1/17/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/17/2019	Office	Routine	Completed paperwork	SF
1/17/2019	Shop	Routine	Cleaned out van, loaded supplies	SF
1/18/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/18/2019	Office	Routine	Completed paperwork	SF
1/18/2019	Shop	Routine	Cleaned out van, put away tools, sanded counter for 2639	SF
1/18/2019	Shop	Routine	Took apart and cleaned rug cleaner	KM
1/22/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
1/22/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
1/22/2019	Office	Routine	Made phone calls, caught up on paperwork	SP
1/22/2019	Office	Routine	Removed lock on front desk pedestal cabinet to get keys made	SF
1/22/2019	Shop	Routine	Checked fluid level in golf cart	KM
1/22/2019	Shop	Routine	Repaired table saw guide	SF
1/23/2019	Office	Routine	Installed lock on front desk pedestal cabinet, completed paperwork	SF
1/24/2019	Housing Area	Routine	Installed speed limit sign	SF
1/24/2019	Office	Routine	Attended Board meeting	SP
1/24/2019	Office	Routine	Met with Lyman about issues at 2631, attended Board meeting	SF
1/24/2019	Shop	Routine	Cut lumber for repairs, primed trim	SP
1/24/2019	Shop	Routine	Unloaded and put away tools, programmed remote for gates, hauled trash to dumpster	SF
1/24/2019	Town	Routine	Picked up supplies	SP
1/25/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
1/25/2019	Office	Routine	Completed paperwork	SF
1/25/2019	Office	Routine	Watered plants, checked lights	SP
1/25/2019	Shop	Routine	Met with fencing contractor for bid on repairs to storage lot fence from wind damage, put away tools, cleaned out van, set Debbie up to reorganize emergency supplies	SP
1/28/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/28/2019	Office	Routine	Completed paperwork	SF
1/28/2019	Office	Routine	Took out recycling, checked oil in generator, brought mail to office, completed paperwork	KM

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1/28/2019	Shop	Routine	Cleaned out van, moved appliances to mezzanine	SF
1/28/2019	Town	Routine	Picked up appliances and parts	SF
1/29/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/29/2019	Office	Routine	Researched product, completed paperwork	SF
1/29/2019	Town	Routine	Picked up supplies	SP
1/30/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/30/2019	Office	Routine	Researched product, completed paperwork	SF
1/31/2019	Office	Routine	Brought mail to office, completed paperwork	KM
1/31/2019	Office	Routine	Completed paperwork	SF
1/31/2019	Shop	Routine	Cleaned up, put away unused supplies from storage lot project, recycled boxes, emptied trash cans	SF
Projects				
1/28/2019	Storage Lot	Project	Marked out lines, set bumpers in place	SP
1/29/2019	Storage Lot	Project	Finished laying out spaces, staked in parking curbs, began installing line markers	SP
1/30/2019	Storage Lot	Project	Helped paint bumpers and markers	SF
1/30/2019	Storage Lot	Project	Installed line markers, painted markers and parking curbs	SP
1/31/2019	Storage Lot	Project	Installed line markers, painted markers and parking curbs, removed weeds	SF
Groundskeeping				
1/2/2019	Housing Area	Grounds	Trash pickup	KM
1/3/2019	Housing Area	Grounds	Trash pickup	KM
1/4/2019	Housing Area	Grounds	Trash pickup	KM
1/7/2019	Housing Area	Grounds	Met with landscaper about replacement plants	SP
1/7/2019	Housing Area	Grounds	Trash pickup	KM
1/8/2019	Housing Area	Grounds	Trash pickup	KM
1/9/2019	Housing Area	Grounds	Trash pickup	KM
1/10/2019	Housing Area	Grounds	Trash pickup	KM
1/11/2019	Housing Area	Grounds	Trash pickup	KM
1/14/2019	Housing Area	Grounds	Trash pickup	KM
1/15/2019	Housing Area	Grounds	Trash pickup	KM
1/16/2019	Housing Area	Grounds	Trash pickup	KM
1/17/2019	Housing Area	Grounds	Trash pickup	KM
1/18/2019	Housing Area	Grounds	Trash pickup	KM
1/22/2019	Housing Area	Grounds	Trash pickup	KM
1/28/2019	Housing Area	Grounds	Trash pickup	KM
1/29/2019	Housing Area	Grounds	Trash pickup	KM
1/30/2019	Housing Area	Grounds	Trash pickup	KM
1/31/2019	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/2/2019	Town	Admin	Courier run	KM
1/3/2019	Town	Admin	Courier run	KM
1/7/2019	Town	Admin	Courier run	KM

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1/8/2019	Town	Admin	Courier run	KM
1/9/2019	Town	Admin	Courier run	KM
1/10/2019	Town	Admin	Courier run	KM
1/11/2019	Town	Admin	Courier run	KM
1/14/2019	Town	Admin	Courier run	KM
1/15/2019	Town	Admin	Courier run	KM
1/16/2019	Town	Admin	Courier run	KM
1/17/2019	Town	Admin	Courier run	KM
1/18/2019	Town	Admin	Courier run	KM
1/22/2019	Town	Admin	Courier run	KM
1/23/2019	Town	Admin	Courier run	SP
1/25/2019	Town	Admin	Picked up supplies, did courier run	SP
1/28/2019	Town	Admin	Courier run	KM
1/29/2019	Town	Admin	Courier run	KM
1/30/2019	Town	Admin	Courier run	KM
1/31/2019	Town	Admin	Courier run	KM
Staff Time Off				
1/1/2019			New Year's Day holiday	KM
1/1/2019			New Year's Day holiday	SF
1/1/2019			New Year's Day holiday	SP
1/3/2019			Part day PTO	SF
1/4/2019			PTO	SF
1/8/2019			PTO	SP
1/9/2019			PTO	SP
1/10/2019			PTO	SP
1/11/2019			PTO	SP
1/14/2019			PTO	SP
1/15/2019			Part day PTO	SF
1/15/2019			PTO	SP
1/16/2019			PTO	SP
1/17/2019			PTO	SP
1/18/2019			PTO	SP
1/21/2019			Martin Luther King Jr.'s Birthday holiday	SP
1/21/2019			Martin Luther King Jr.'s Birthday holiday	SF
1/21/2019			Martin Luther King Jr.'s Birthday holiday	KM
1/23/2019			PTO	KM
1/24/2019			PTO	KM
1/25/2019			Part day PTO	SF
1/25/2019			PTO	KM
1/28/2019			Part day PTO	KM
1/30/2019			Part day PTO	SF
1/31/2019			PTO	SP