

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
2/1/2019	508	Vacant Unit	Painted and cleaned up	KM
2/1/2019	508	Vacant Unit	Painted interior	SP
2/5/2019	508	Vacant Unit	Cut in paint around floors, doors, and windows	KM
2/5/2019	508	Vacant Unit	Painted interior	SP
2/6/2019	508	Vacant Unit	Painted and cleaned up	KM
2/6/2019	508	Vacant Unit	Replaced water heater, repaired kitchen sink base, painted utility room	SF
2/7/2019	508	Vacant Unit	Installed shelving brackets, helped move doors	KM
2/7/2019	508	Vacant Unit	Installed sliding glass door blind, replaced three outlets, cleaned out tools and supplies for carpet cleaning, painted	SP
2/7/2019	508	Vacant Unit	Trimmed out base cabinets in kitchen, installed bulbs and light covers, washed shelf brackets	SF
2/8/2019	508	Vacant Unit	Finished cleaning light switches and outlets, installed heater covers, painted bi-fold doors	SP
2/8/2019	508	Vacant Unit	Painted doors, cut in above carpet in bedroom	KM
2/9/2019	508	Vacant Unit	Finished painting doors, rekeyed locks, cleaned and installed shelving	SP
2/11/2019	508	Vacant Unit	Installed and adjusted bi-fold doors, cut and installed closet shelf, cleaned trash from storage shed, cleaned sliding glass door blinds, vacuumed, swept, and mopped, installed door knobs	SP
2/11/2019	508	Vacant Unit	Installed door blocks, painted, cleaned bathroom counter and sink, cut and installed blinds, replaced sliding door screen, replaced window screens as needed	KM
2/11/2019	508	Vacant Unit	Installed refrigerator, attempted to remove shower wand holder	SF
2/21/2019	508	Vacant Unit	Cleaned up tub after repairs, installed shower head, unplugged tub drain, tagged water heater	SF
2/8/2019	Elders	Vacant Unit	Met with contractor to measure for ramp and took him to another unit to see an existing ramp layout	SP
2/15/2019	Elders	Vacant Unit	Checked on electrical work being done by contractor	SP
2/20/2019	Elders	Vacant Unit	Helped unload drywall	SF
2/20/2019	Elders	Vacant Unit	Cleaned up, removed wiring, swept, checked on electricians, unloaded sheetrock	SP
2/21/2019	Elders	Vacant Unit	Met with electricians, did a walkthrough with Lyman to measure for cabinets and doors	SP
2/25/2019	Elders	Vacant Unit	Verified doors with Lyman	SP
2/27/2019	Elders	Vacant Unit	Met with flooring company for measurements	SP
2/28/2019	Elders	Vacant Unit	Helped contractor with issues installing ADA door, installed dead bolt and door knob, checked on contractor throughout the day	SP
2/28/2019	Elders	Vacant Unit	Helped install door	SF
2/12/2019	2609	Vacant Unit	Performed PFR inspection, removed shelving	SP
2/12/2019	2609	Vacant Unit	Prepped for paint, filled nail holes, textured walls	SF

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2/12/2019	2609	Vacant Unit	Pulled nails and filled holes, removed heater covers, removed blinds in bathroom	KM
2/13/2019	2609	Vacant Unit	Removed all tack strip and shelf brackets, hauled carpet to dumpster, moved appliances out	SP
2/13/2019	2609	Vacant Unit	Removed carpet, padding, vinyl, and some base trim, filled and textured holes, scraped staples from floor, cleaned up	SF
2/14/2019	2609	Vacant Unit	Prepped for paint and underlayment, replaced light fixture, removed remaining base trim	SF
2/14/2019	2609	Vacant Unit	Removed kitchen flooring and base trim, removed blind hardware, cleaned up	KM
2/15/2019	2609	Vacant Unit	Finished removing base trim from entry and bathrooms, filled and sanded nail holes, cleaned up	KM
2/15/2019	2609	Vacant Unit	Replaced light fixture and bulbs, removed door knobs, removed and washed light covers, began mudding along bottom of drywall where base trim was removed	SP
2/15/2019	2609	Vacant Unit	Scraped staples from floor and put screws in floor to stop squeaks, prepped for mud, textured along base of walls	SF
2/19/2019	2609	Vacant Unit	Sanded, spackled, and textured walls	KM
2/20/2019	2609	Vacant Unit	Made drywall repairs	SF
2/20/2019	2609	Vacant Unit	Met flooring contractor to measure for flooring, started cutting old underlayment along cabinets for removal	SP
2/20/2019	2609	Vacant Unit	Sanded bottom of walls where base trim was removed, cleaned up	KM
2/21/2019	2609	Vacant Unit	Made a few repairs, dropped off water heater	SF
2/21/2019	2609	Vacant Unit	Pulled up old underlayment and paper moisture barrier	SP
2/22/2019	2609	Vacant Unit	Swapped out doors from utility room to garage, repaired, mudded, and sanded drywall	SF
2/25/2019	2609	Vacant Unit	Cut out drywall and added support behind in utility room, vacuumed drywall dust, pulled staples and screws from floor in prep for underlayment installation	SF
2/25/2019	2609	Vacant Unit	Sanded drywall	SP
2/26/2019	2609	Vacant Unit	Pulled staples and cleaned up floor, prepped for underlayment in kitchen and laundry room, spackled holes	KM
2/26/2019	2609	Vacant Unit	Removed staples to prep for flooring, repaired drywall in bedroom ceiling and laundry room, sanded, began texturing walls	SF
2/26/2019	2609	Vacant Unit	Removed trim and doors that needed to be replaced	SP
2/27/2019	2609	Vacant Unit	Installed bathroom doors and trim	SP
2/27/2019	2609	Vacant Unit	Removed and replaced water heater, sanded and textured drywall, helped hang doors, cleaned up	SF
2/27/2019	2609	Vacant Unit	Scraped floors, swept, cleaned up texturing, helped with doors	KM
2/28/2019	2609	Vacant Unit	Installed door trim	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/28/2019	2609	Vacant Unit	Primed walls	KM
2/28/2019	2609	Vacant Unit	Sanded and textured bedroom ceiling and laundry room drywall repairs, cleaned up, primed walls	SF
2/12/2019	2639	Vacant Unit	Rewired for range hood, cut out and repaired drywall	SF
Work Orders				
2/26/2019	504	Work Order	Replaced smoke alarm in bedroom	SF
2/5/2019	514	Work Order	Performed interior APM inspection, repaired bathroom vent fan, cleaned refrigerator coils, vacuumed heaters, replaced sprayer hose in kitchen, rekeyed new lock for front door, replaced screws and repaired bi-fold door tracks	SF
2/6/2019	516	Work Order	Performed interior APM inspection, replaced kitchen window unit, installed plug in washer drain	SF
2/5/2019	518	Work Order	Performed interior APM inspection, cleaned refrigerator coils and stove drip bowls, vacuumed heaters, adjusted bi-fold doors	SF
2/8/2019	520	Work Order	Performed interior APM inspection, replaced dining room light switch, replaced drip bowls on stove, cleaned refrigerator coils, replaced kitchen sink sprayer, vacuumed heaters, replaced CFL bulbs with LED	SF
2/1/2019	2603	Work Order	Replaced two infinity switches on range, looked into issue with carpet	SF
2/14/2019	2603	Work Order	Performed interior APM inspection, installed carpet bar in living room/foyer area, replaced infinity switch on stove, replaced binds in hall bathroom, repaired tile that was popping up in kitchen, cleaned refrigerator coils, replaced bedroom blinds	SF
2/28/2019	2616	Work Order	Installed new blind in kitchen	SF
2/7/2019	2627	Work Order	Performed interior APM inspection, upgraded three light fixtures in hall and entry, replaced hall closet door knob and adjusted door	SF
2/14/2019	2628	Work Order	Determined amount of siding needed for rot repair	SP
2/11/2019	2650	Work Order	Performed interior APM inspection, repaired bathroom vent fan, cleaned hall tub drain, cleaned refrigerator coils and replaced stove drip bowls, vacuumed heaters, removed and replaced water heater and replaced valve, painted inside of front door	SF
2/21/2019	2659	Work Order	Met pest control due to suspected termite issue in bathroom/bedroom wall, cut drywall to get under tub area and sprayed studs, cleaned up, pulled back carpet for drill and injection treatment under slab, checked under other tub in hall bathroom, temporarily reinstalled drywall	SF
2/20/2019	2664	Work Order	Unlocked bathroom door, installed door knob, repaired outlet in bedroom, replaced smoke alarm batteries	SP
2/27/2019	2664	Work Order	Replaced bulbs, taped up heating ducting at front door	SF
2/14/2019	2670A	Work Order	Went with Dale to inspect unit, changed locks	SP
Routine Activities				
2/1/2019	Housing Area	Routine	Picked up dump trailer, loaded supplies, dropped it off at 2606	SP

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2/1/2019	Housing Area	Routine	Picked up rent from elder, dropped off lawn equipment for resident use	KM
2/1/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/1/2019	Office	Routine	Completed paperwork	SF
2/1/2019	Office	Routine	Lowered flag for memorial service	SP
2/1/2019	Office	Routine	Watered plants, checked lights	SP
2/1/2019	Shop	Routine	Cleaned out back of van, put away supplies and tools, swept	SF
2/4/2019	2620C	Routine	Unlocked door for resident	SF
2/4/2019	Office	Routine	Researching supply prices	SF
2/4/2019	Shop	Routine	Cleaned up van, went through supplies for order	SF
2/5/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/5/2019	Shop	Routine	Picked up broken sign from 831, replaced bulb in van, cleaned up	SF
2/5/2019	Town	Routine	Picked up water heaters and supplies	SF
2/6/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/6/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/6/2019	Office	Routine	Completed paperwork	SF
2/6/2019	Shop	Routine	Cleaned out van, helped Debbie with security camera and gate controller	SF
2/7/2019	Office	Routine	Completed paperwork	KM
2/7/2019	Shop	Routine	Unloaded trim	SP
2/7/2019	Shop	Routine	Unloaded trim, recycled boxes, and looked into changing direction of security cameras or adding additional ones	SF
2/8/2019	Housing Area	Routine	Reinstalled yield sign at upper intersection of Mexeye and Miluk, installed new speed sign below	SF
2/8/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/8/2019	Office	Routine	Completed paperwork	SF
2/8/2019	Office	Routine	Completed paperwork	SP
2/8/2019	Shop	Routine	Cleaned out van, unpacked refrigerator for a vacant unit	SF
2/11/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/11/2019	Office	Routine	Completed paperwork	SF
2/11/2019	Shop	Routine	Checked golf cart fluid level	KM
2/11/2019	Shop	Routine	Cleaned out van, loaded supplies	SF
2/12/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/12/2019	Office	Routine	Completed paperwork	SF
2/12/2019	Office	Routine	Helped Anne identify old photos for archiving, reviewed PFR with Deb, made phone calls, moved boxes to file storage	SP
2/12/2019	Shop	Routine	Cleaned out van, put away supplies and tools	SF
2/12/2019	Shop	Routine	Unloaded trash from van and truck, moved cabinet to upstairs storage	SP
2/13/2019	Housing Area	Routine	Delivered notice for Resident Services	SP
2/13/2019	Office	Routine	Priced light fixtures, completed paperwork	SF

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2/13/2019	Office	Routine	Reviewed bids for 2606 with Lyman, made phone calls	SP
2/13/2019	Shop	Routine	Cleaned out van, loaded tools	SP
2/14/2019	Office	Routine	Added items to supply order, completed paperwork	SF
2/14/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/14/2019	Office	Routine	Made phone calls, completed paperwork	SP
2/14/2019	Shop	Routine	Met with contractor to go over fiberglass repairs needed at 508, 2609, and 2639	SF
2/14/2019	Shop	Routine	Met with garage door company to have new seals installed on warehouse and archaeology lab roll up doors	SP
2/14/2019	Town	Routine	Picked up supplies	SP
2/15/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/15/2019	Office	Routine	Completed paperwork	SF
2/15/2019	Office	Routine	Watered plants, checked lights	SP
2/19/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/19/2019	Housing Area	Routine	Crushed trash in community dumpster	SP
2/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/19/2019	Office	Routine	Checked oil in backup generator	KM
2/19/2019	Office	Routine	Reviewed 2606 work with Lyman, made phone calls, completed paperwork	SP
2/19/2019	Shop	Routine	Checked golf cart fluid level	KM
2/19/2019	Shop	Routine	Got Tribal equipment running to crush trash	SP
2/19/2019	Shop	Routine	Greased gate wheels and guides, adjusted gate rollers	SP
2/19/2019	Town	Routine	Picked up and ordered supplies	SP
2/20/2019	Housing Area	Routine	Crushed trash in community dumpster	SP
2/20/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/20/2019	Office	Routine	Made phone calls, completed paperwork	SP
2/20/2019	Office	Routine	Made phone calls, completed paperwork	SF
2/20/2019	Shop	Routine	Tore apart Rug Doctor, replaced water pump, tested	SF
2/20/2019	Town	Routine	Picked up fan units for 2606	SP
2/21/2019	Housing Area	Routine	Posted pest control notices	KM
2/21/2019	Housing Area	Routine	Verified appliance inventory tag numbers in vacant units	KM
2/21/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/21/2019	Office	Routine	Salted stairs and parking lot due to ice, completed paperwork	SF
2/21/2019	Office	Routine	Worked on layout for cabinets at 2606	SP
2/21/2019	Shop	Routine	Broke down cardboard boxes	SP
2/21/2019	Shop	Routine	Emptied trash from van, returned tools, looked for specialty bit	KM
2/21/2019	Town	Routine	Fueled and had oil changed in van, picked up supplies	SF
2/22/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
2/22/2019	Office	Routine	Completed paperwork	SF
2/22/2019	Office	Routine	Hung up items for Marcy, trimmed and watered plants	SP

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2/22/2019	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
2/22/2019	Shop	Routine	Cleaned out back of van	SF
2/22/2019	Shop	Routine	Unloaded trash from truck	SP
2/22/2019	Town	Routine	Dumped construction debris, picked up supplies, stopped by Admin office, dropped off flooring contract	SP
2/25/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/25/2019	Office	Routine	Completed paperwork	SF
2/25/2019	Town	Routine	Picked up flooring samples, priced cabinets and doors	SP
2/26/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/26/2019	Office	Routine	Completed paperwork	SF
2/26/2019	Office	Routine	Reviewed doors, chose ADA dishwasher to order, completed paperwork	SP
2/26/2019	Shop	Routine	Helped remove lid from time capsule vault	SF
2/26/2019	Shop	Routine	Removed time capsule vault lid, measured interior, cleaned out van	SP
2/26/2019	Town	Routine	Picked up doors, procured cabinets	SP
2/27/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/27/2019	Office	Routine	Completed paperwork	SF
2/27/2019	Shop	Routine	Cleaned out van	SP
2/28/2019	Office	Routine	Brought mail to office, completed paperwork	KM
2/28/2019	Office	Routine	Completed paperwork	SF
2/28/2019	Shop	Routine	Cleaned up work area, put away supplies, stored holiday lights	SF
2/28/2019	Shop	Routine	Cut, planed, and primed cedar	SP
2/28/2019	Town	Routine	Picked up supplies	SP
Projects				
2/22/2019	Storage Lot	Project	Adjusted gate, straightened bent poles	SP
2/22/2019	Storage Lot	Project	Painted numbers on storage lot bumpers	KM
Groundskeeping				
2/1/2019	Housing Area	Grounds	Trash pickup	KM
2/5/2019	Housing Area	Grounds	Trash pickup	KM
2/6/2019	Housing Area	Grounds	Trash pickup	KM
2/7/2019	Housing Area	Grounds	Trash pickup	KM
2/8/2019	Housing Area	Grounds	Trash pickup	KM
2/11/2019	Housing Area	Grounds	Trash pickup	KM
2/12/2019	Housing Area	Grounds	Trash pickup	KM
2/14/2019	Housing Area	Grounds	Trash pickup	KM
2/15/2019	Housing Area	Grounds	Trash pickup	KM
2/19/2019	Housing Area	Grounds	Trash pickup	KM
2/20/2019	Housing Area	Grounds	Trash pickup	KM
2/21/2019	Housing Area	Grounds	Trash pickup	KM
2/22/2019	Housing Area	Grounds	Trash pickup	KM
2/26/2019	Housing Area	Grounds	Trash pickup	KM

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2/27/2019	Housing Area	Grounds	Trash pickup	KM
2/28/2019	Housing Area	Grounds	Trash pickup	KM
Admin Support				
2/1/2019	2603	Admin	Performed annual inspection	SF
2/1/2019	Town	Admin	Courier run	KM
2/5/2019	Town	Admin	Courier run	KM
2/6/2019	Town	Admin	Courier run	KM
2/7/2019	Town	Admin	Courier run	KM
2/8/2019	Town	Admin	Courier run	SP
2/11/2019	Town	Admin	Courier run	KM
2/12/2019	Town	Admin	Courier run	KM
2/13/2019	Town	Admin	Courier run	SP
2/14/2019	Town	Admin	Courier run	KM
2/15/2019	Town	Admin	Courier run	KM
2/19/2019	Town	Admin	Courier run	KM
2/20/2019	Town	Admin	Courier run	KM
2/21/2019	Town	Admin	Courier run	KM
2/26/2019	Town	Admin	Courier run	KM
2/27/2019	Town	Admin	Courier run	KM
2/28/2019	Town	Admin	Courier run	KM
Staff Time Off				
2/4/2019			Weather and safety leave	KM
2/4/2019			Weather and safety leave	SF
2/4/2019			Weather and safety leave	SP
2/5/2019			Part day weather and safety leave	SF
2/5/2019			Part day weather and safety leave	SP
2/6/2019			PTO	SP
2/7/2019			Part day PTO	SF
2/13/2019			PTO	KM
2/18/2019			Presidents' Day holiday	SF
2/18/2019			Presidents' Day holiday	SP
2/18/2019			Presidents' Day holiday	KM
2/19/2019			PTO	SF
2/25/2019			Part day PTO	SF
2/25/2019			PTO	KM