

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
3/4/2019	2601	Vacant Unit	Performed move out inspection with Dale	SP
3/1/2019	Elders	Vacant Unit	Back cut and primed trim	SP
3/1/2019	Elders	Vacant Unit	Checked on contractor	SP
3/1/2019	Elders	Vacant Unit	Looked into way to trim out back door, cut down and back cut several thicker cedar boards to use for trim	SF
3/5/2019	Elders	Vacant Unit	Helped measure floor for underlayment	SP
3/5/2019	Elders	Vacant Unit	Measured floor for underlayment	SF
3/6/2019	Elders	Vacant Unit	Unloaded lumber from dump trailer and drywall from van, dropped off tools	SP
3/8/2019	Elders	Vacant Unit	Removed tub/shower, capped off water and drain lines	SF
3/12/2019	Elders	Vacant Unit	Unloaded drywall and primer	SP
3/13/2019	Elders	Vacant Unit	Measured for cove base, unloaded doors	SP
3/18/2019	Elders	Vacant Unit	Dropped off dump trailer, reviewed scheduling with Lyman	SP
3/29/2019	Elders	Vacant Unit	Met electricians to move location of heater	SP
3/1/2019	2609	Vacant Unit	Primed walls, caulked around new doors	KM
3/4/2019	2609	Vacant Unit	Cleaned and blew out bathroom vents, rerouted ducting in the attic, replaced vent hood, drilled hole in soffit, made drywall repairs in utility room	SF
3/5/2019	2609	Vacant Unit	Helped measure floor for underlayment	SP
3/5/2019	2609	Vacant Unit	Measured floor for underlayment	SF
3/6/2019	2609	Vacant Unit	Primed walls	SP
3/6/2019	2609	Vacant Unit	Primed, cut in, patched utility room drywall, replaced dryer hood vent, caulked front windows, finished bathroom soffit venting	SF
3/6/2019	2609	Vacant Unit	Swept floors, caulked around new doors, set nails in trim	KM
3/7/2019	2609	Vacant Unit	Finished caulking and filling holes around new doors and trim	KM
3/7/2019	2609	Vacant Unit	Finished priming walls and started painting	SF
3/7/2019	2609	Vacant Unit	Painted interior	SP
3/8/2019	2609	Vacant Unit	Mix paint, painted, taped off door hinges	KM
3/8/2019	2609	Vacant Unit	Painted interior	SF
3/8/2019	2609	Vacant Unit	Painted interior	SP
3/11/2019	2609	Vacant Unit	Cut in paint	KM
3/11/2019	2609	Vacant Unit	Painted interior	SP
3/12/2019	2609	Vacant Unit	Caulked around bathroom windows, painted interior	KM
3/12/2019	2609	Vacant Unit	Painted and cut in walls and doors	SF
3/12/2019	2609	Vacant Unit	Painted interior	SP
3/13/2019	2609	Vacant Unit	Painted interior, moved unused tools to garage	SP
3/13/2019	2609	Vacant Unit	Touched up paint, painted doors	KM
3/13/2019	2609	Vacant Unit	Touched up paint, replaced bathroom faucet	SF
3/14/2019	2609	Vacant Unit	Painted doors	SP
3/14/2019	2609	Vacant Unit	Painted, cleaned doors in prep for paint	KM
3/14/2019	2609	Vacant Unit	Replaced washers on all shut off valves	SF
3/15/2019	2609	Vacant Unit	Cleaned switches and outlets, installed cover plates and light covers	KM

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3/18/2019	2609	Vacant Unit	Painted and primed inside and outside of front door, moved some items outside	SF
3/19/2019	2609	Vacant Unit	Cleaned heater covers, cleaned and installed shelving brackets	KM
3/20/2019	2609	Vacant Unit	Installed smoke alarms in bedrooms, cleaned and reinstalled shelf brackets, installed heater covers, cleaned up, returned tools to van	KM
3/20/2019	2609	Vacant Unit	Painted doors, bottom of walls, door jamb, new door in bathroom, and cut in paint as needed	SF
3/20/2019	2609	Vacant Unit	Painted interior doors, cut in around light fixtures, replaced thermostats, mounted doorbell transformer	SP
3/21/2019	2609	Vacant Unit	Helped install underlayment	KM
3/21/2019	2609	Vacant Unit	Swept in prep for underlayment, unloaded underlayment into garage, and began installing	SP
3/21/2019	2609	Vacant Unit	Touched up paint, put light fixtures back together, replaced caulking around backsplash, tub, sink, gathered supplies to replace hose bib	SF
3/22/2019	2609	Vacant Unit	Installed underlayment, cleaned up	KM
3/25/2019	2609	Vacant Unit	Cut and installed underlayment	SP
3/26/2019	2609	Vacant Unit	Cut and installed underlayment	SP
3/27/2019	2609	Vacant Unit	Finished cutting and installing underlayment	SP
3/27/2019	2609	Vacant Unit	Installed underlayment, cleaned up	KM
3/28/2019	2609	Vacant Unit	Painted doors	SP
3/28/2019	2609	Vacant Unit	Washed and installed shelving brackets, cleaned up	KM
3/29/2019	2609	Vacant Unit	Cleaned out trash from garage, took cardboard to recycling	KM
3/29/2019	2609	Vacant Unit	Moved items for flooring installation, installed mirrors	SP
3/11/2019	2670A	Vacant Unit	Cleaned out trash	SP
3/14/2019	2670A	Vacant Unit	Opened unit for former resident to pick up personal items	SP
3/20/2019	2670A	Vacant Unit	Opened unit for former resident to pick up personal items	SP
3/28/2019	2670A	Vacant Unit	Checked unit after former resident picked up items	SP
<b>Work Orders</b>				
3/21/2019	2616	Work Order	Unplugged kitchen sink, ran snake down drain line	SF
3/20/2019	2627	Work Order	Installed new blinds in bedrooms	SF
3/25/2019	2627	Work Order	Unplugged master bathroom toilet	SP
3/14/2019	2628	Work Order	Dropped off dump trailer, checked on contractor, assessed rot	SP
3/14/2019	2628	Work Order	Dropped off materials for contractor	SF
3/15/2019	2628	Work Order	Checked on contractor, unloaded materials	SP
3/18/2019	2628	Work Order	Dropped off materials, talked with resident about blind replacement	SF
3/18/2019	2628	Work Order	Dropped off supplies, checked on contractor, hauled off dump trailer	SP
3/19/2019	2628	Work Order	Inspected repairs and paint job	SP
3/19/2019	2628	Work Order	Replaced blinds in two bedrooms, scraped old caulking from bathroom windows, installed backer rod around windows, and filled with caulk	SF
3/13/2019	2629	Work Order	Repaired stove, replaced control panel, wiped down walls and windows in bedroom and bathroom with mildew, checked attic and under home for standing water, found rotten trim on outside corner	SF

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3/14/2019	2629	Work Order	Replaced exterior corner trim, reinstalled down spout	SF
3/19/2019	2629	Work Order	Primed bedroom, spackled, cleaned up	SF
3/10/2019	2631	Work Order	Kitchen sink backed up, took apart, snaked drain and line, put back together but still leaked	SF
3/11/2019	2631	Work Order	Picked up p-trap in town, snaked drain and clean outs under house, flushed drain line with hose, put back together, replaced p-trap under sink, cleaned up, replaced vent screens	SF
3/20/2019	2631	Work Order	Looked into window issue, installed new blinds in bedrooms	SF
3/20/2019	2636	Work Order	Installed new blinds in bedrooms	SF
3/20/2019	2638	Work Order	Installed new blinds in bedrooms	SF
3/29/2019	2650	Work Order	Helped replace bedroom blinds	SF
3/29/2019	2650	Work Order	Installed blinds	SP
3/18/2019	2659	Work Order	Spoke with resident about bathroom wall and trim repairs	SF
3/18/2019	2660	Work Order	Replaced cabinet door hinge, secured front door jamb, removed, replaced, and caulked interior trim, checked exterior trim	SF
3/22/2019	2664	Work Order	Replaced washer under leaking kitchen sink, replaced rubber stopper, cleaned gutters, removed and unplugged down spout	SF
3/27/2019	2664	Work Order	Helped repair kitchen sink leak	SF
3/27/2019	2664	Work Order	Replaced sink basket that was leaking	SP
<b>Routine Activities</b>				
3/1/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
3/1/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/1/2019	Office	Routine	Completed paperwork	SF
3/1/2019	Office	Routine	Reviewed cabinet and door quotes with Lyman	SP
3/1/2019	Shop	Routine	Cleaned out van, picked up supplies	KM
3/1/2019	Town	Routine	Picked out and ordered flooring	SP
3/4/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
3/4/2019	Housing Area	Routine	Gathered fuel slips from vehicles	KM
3/4/2019	Housing Area	Routine	Reviewed work to be done in vacant units with Lyman	SP
3/4/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
3/4/2019	Office	Routine	Completed paperwork	SF
3/4/2019	Office	Routine	Ordered doors and cabinets for Elders house, made phone calls, procured supplies, watered plants, completed paperwork	SP
3/4/2019	Shop	Routine	Checked fluid level in golf cart	KM
3/4/2019	Shop	Routine	Cleaned out and organized van, put away unused tools and building supplies	KM
3/4/2019	Shop	Routine	Cleaned out trash, unneeded tools, and supplies from van	KM
3/4/2019	Shop	Routine	Cleaned out van, put away tools	SF
3/4/2019	Shop	Routine	Loaded propane tanks, listed grounds equipment needing service	SP
3/4/2019	Town	Routine	Dropped off grounds equipment for servicing	KM
3/5/2019	Housing Area	Routine	Picked up rug cleaner after resident use	KM
3/5/2019	Housing Area	Routine	Replaced solar light and panel at the midway mailbox structure	SF

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3/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/5/2019	Office	Routine	Made phone calls, completed paperwork	SP
3/5/2019	Office	Routine	Ordered supplies and underlayment, organized desk, procured additional supplies, completed paperwork	SF
3/5/2019	Shop	Routine	Helped lube garage doors and unload items from dump trailer	SP
3/5/2019	Shop	Routine	Lubed garage door hinges, rollers, chains and rails, helped unload siding and lumber from dump trailer, worked on supply order	SF
3/5/2019	Town	Routine	Picked up lumber for Elders house ramp	SP
3/6/2019	Housing Area	Routine	Picked up rent from elder	KM
3/6/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/6/2019	Office	Routine	Worked on storage lot layout with Dale, completed paperwork	SF
3/6/2019	Town	Routine	Picked up dishwasher	SF
3/6/2019	Town	Routine	Picked up materials	SP
3/7/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/7/2019	Office	Routine	Completed paperwork	SF
3/7/2019	Office	Routine	Researched ADA stove options, completed paperwork	SP
3/8/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/8/2019	Office	Routine	Watered plants, checked lights	SP
3/8/2019	Town	Routine	Dropped off grounds equipment for servicing, picked up completed items	KM
3/11/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
3/11/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
3/11/2019	Office	Routine	Completed paperwork	SF
3/11/2019	Playground	Routine	Helped load trash can from playground to take to dumpster	SP
3/11/2019	Shop	Routine	Checked fluid level in golf cart	KM
3/11/2019	Shop	Routine	Cleaned up tools and hose, cleaned out van, prepared supply order	SF
3/11/2019	Shop	Routine	Unloaded grounds equipment that had been serviced, moved some first aid supplies to emergency supply shed	KM
3/12/2019	Office	Routine	Completed paperwork	SF
3/12/2019	Office	Routine	Completed paperwork	SP
3/12/2019	Office	Routine	Completed paperwork	KM
3/12/2019	Shop	Routine	Put away supplies, recycled cardboard	SF
3/12/2019	Shop	Routine	Unloaded and put away supplies	SP
3/12/2019	Town	Routine	Dropped off grounds equipment for servicing	KM
3/12/2019	Town	Routine	Picked up supplies, dropped off flooring contract	SP
3/13/2019	Office	Routine	Completed paperwork	SF
3/13/2019	Office	Routine	Completed paperwork	KM
3/13/2019	Office	Routine	Completed paperwork	SP
3/13/2019	Shop	Routine	Met Home Depot delivery truck, unloaded van	SF
3/13/2019	Town	Routine	Dropped off grounds equipment for servicing, picked up completed items	KM
3/13/2019	Town	Routine	Picked up doors, had primer tinted, picked out flooring	SF

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3/13/2019	Town	Routine	Picked up doors, supplies, cabinet, and cove base samples for 2606	SP
3/14/2019	Office	Routine	Completed paperwork	KM
3/14/2019	Office	Routine	Researched flooring materials, completed paperwork	SF
3/14/2019	Shop	Routine	Picked through trim stock, cut trim to size, planed, primed, and painted trim	SF
3/14/2019	Shop	Routine	Unloaded grounds equipment that had been serviced, aired tires and checked oil in S-10	KM
3/14/2019	Town	Routine	Dropped off samples	SP
3/15/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/15/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/15/2019	Office	Routine	Made phone calls, watered plants, checked lights	SP
3/15/2019	Office	Routine	Researched parts, completed paperwork	SF
3/15/2019	Shop	Routine	Assisted with cedar trim, hauled materials to 2628	SF
3/15/2019	Shop	Routine	Planed, cut, and primed trim for repairs at 2628	SP
3/15/2019	Town	Routine	Picked up materials	SP
3/18/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
3/18/2019	Office	Routine	Completed paperwork	SF
3/18/2019	Shop	Routine	Loaded supplies and tools, cleaned trash from van, looked into issues with cement mixer	SF
3/18/2019	Shop	Routine	Loaded supplies, worked on cement mixer, cleaned up water haul tanks and moved them into warehouse	SP
3/18/2019	Town	Routine	Picked up materials, paint, and painting supplies	SP
3/19/2019	2611	Routine	Helped SCINT install truck box	SP
3/19/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
3/19/2019	Office	Routine	Completed paperwork	SF
3/19/2019	Shop	Routine	Cut down and primed trim for 2660	SF
3/19/2019	Shop	Routine	Emptied trash can from back of van	KM
3/19/2019	Shop	Routine	Unloaded supplies	SP
3/19/2019	Town	Routine	Picked up supplies, exchanged paint mixed wrong color	SP
3/20/2019	Office	Routine	Completed paperwork	SF
3/20/2019	Office	Routine	Completed paperwork	KM
3/20/2019	Office	Routine	Lowered flag to half staff	SP
3/20/2019	Shop	Routine	Unloaded and put away materials, loaded supplies and blinds	SF
3/20/2019	Town	Routine	Dropped off grounds equipment for servicing, picked up completed items	KM
3/21/2019	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
3/21/2019	Office	Routine	Completed paperwork	KM
3/21/2019	Office	Routine	Made phone calls, completed paperwork, met with Lyman, attended Board meeting	SF
3/21/2019	Office	Routine	Made phone calls, ordered supplies, attended Board meeting, completed paperwork	SP
3/21/2019	Playground	Routine	Picked up trash, blew off basketball court and sidewalks	SF

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3/21/2019	Shop	Routine	Cut materials for screens, cleaned out back of van, put away tools, took out trash	SF
3/21/2019	Shop	Routine	Loaded underlayment, put away tools and supplies	SP
3/22/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/22/2019	Office	Routine	Completed paperwork	KM
3/22/2019	Office	Routine	Completed paperwork	SF
3/22/2019	Shop	Routine	Built window screens, worked on gate to extend antenna for better signal	SF
3/25/2019	Office	Routine	Watered plants, checked lights	SP
3/26/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	SP
3/26/2019	Office	Routine	Made phone calls	SP
3/26/2019	Office	Routine	Organized paperwork and desk area	SF
3/27/2019	Office	Routine	Cleaned desk area, organized office, researched products	SF
3/27/2019	Office	Routine	Completed paperwork	KM
3/27/2019	Shop	Routine	Cleaned out van, put away tools	SP
3/27/2019	Shop	Routine	Unwrapped and loaded underlayment, took trash to dumpster	KM
3/28/2019	Housing Area	Routine	Delivered pest control notices	KM
3/28/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/28/2019	Office	Routine	Completed paperwork	KM
3/28/2019	Office	Routine	Met with Lyman	SP
3/28/2019	Office	Routine	Ordered supplies, completed paperwork	SF
3/28/2019	Office	Routine	Raised flag to full staff	SP
3/28/2019	Shop	Routine	Replaced gate wheel, moved boxes	SP
3/28/2019	Shop	Routine	Worked on gate antenna for better signal, cleaned out back of van, made list of supplies to order	SF
3/28/2019	Town	Routine	Ordered lights, fueled van, filled grounds fuel cans, rescheduled flooring install at Elders house, picked up mirrors	SP
3/29/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/29/2019	Office	Routine	Completed paperwork	KM
3/29/2019	Office	Routine	Product research for parts and lights, completed paperwork	SF
3/29/2019	Office	Routine	Watered plants, checked lights	SP
3/29/2019	Shop	Routine	Extended antenna for gates for better signal, unloaded tools from van, helped unload stove from van	SF
<b>Groundskeeping</b>				
3/1/2019	Housing Area	Grounds	Trash pickup	KM
3/4/2019	Housing Area	Grounds	Trash pickup	KM
3/4/2019	Housing Area	Grounds	Trash pickup	KM
3/6/2019	Housing Area	Grounds	Trash pickup	KM
3/7/2019	Housing Area	Grounds	Trash pickup	KM
3/8/2019	Housing Area	Grounds	Trash pickup	KM
3/11/2019	Housing Area	Grounds	Trash pickup	KM
3/12/2019	Housing Area	Grounds	Trash pickup	KM
3/13/2019	Housing Area	Grounds	Trash pickup	KM

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3/14/2019	Housing Area	Grounds	Trash pickup	KM
3/15/2019	Housing Area	Grounds	Trash pickup	KM
3/19/2019	Housing Area	Grounds	Trash pickup	KM
3/20/2019	Housing Area	Grounds	Trash pickup	KM
3/21/2019	Housing Area	Grounds	Trash pickup	KM
3/22/2019	Housing Area	Grounds	Trash pickup	KM
3/27/2019	Housing Area	Grounds	Trash pickup	KM
3/28/2019	Housing Area	Grounds	Trash pickup	KM
3/29/2019	Housing Area	Grounds	Mowed common areas	SP
3/29/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
3/1/2019	Town	Admin	Courier run	KM
3/4/2019	Town	Admin	Courier run	KM
3/4/2019	Town	Admin	Courier run	KM
3/4/2019	Town	Admin	Took Felton to emergency room after injury	SP
3/4/2019	Town	Admin	Went to emergency room	SF
3/6/2019	Town	Admin	Courier run	KM
3/7/2019	Town	Admin	Courier run	KM
3/8/2019	Town	Admin	Courier run	KM
3/12/2019	Town	Admin	Courier run	KM
3/13/2019	Town	Admin	Courier run	KM
3/14/2019	Office	Admin	Completed contractor employee interviews	SP
3/14/2019	Town	Admin	Courier run	KM
3/21/2019	Town	Admin	Courier run	KM
3/22/2019	Town	Admin	Courier run	KM
3/26/2019	502	Admin	Performed annual inspection	SF
3/26/2019	2660	Admin	Performed annual inspection	SF
3/26/2019	2670C	Admin	Performed annual inspection	SF
3/27/2019	512	Admin	Performed annual inspection	SF
3/27/2019	2664	Admin	Performed 90-day inspection	SF
3/27/2019	Town	Admin	Courier run	SF
3/28/2019	707	Admin	Performed annual inspection	SF
3/28/2019	2634	Admin	Performed annual inspection	SF
3/28/2019	2677	Admin	Performed annual inspection	SF
3/28/2019	2620C	Admin	Performed annual inspection	SF
3/28/2019	2646B	Admin	Performed annual inspection	SF
3/28/2019	Town	Admin	Courier run	SF
3/29/2019	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
3/5/2019			Part day PTO	SP
3/6/2019			Part day PTO	SP
3/14/2019			Part day PTO	SF
3/15/2019			Part day PTO	SF

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3/18/2019			PTO	KM
3/19/2019			Part day PTO	SP
3/22/2019			Part day PTO	KM
3/22/2019			PTO	SP
3/25/2019			PTO	KM
3/25/2019			PTO	SF
3/26/2019			PTO	KM