

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
4/19/2019	2601	Vacant Unit	Began performing PFR Inspection	SP
4/22/2019	2601	Vacant Unit	Finished conducting PFR inspection	SP
4/23/2019	2601	Vacant Unit	Checked unit with Platter	SF
4/1/2019	2609	Vacant Unit	Replaced screens as needed	KM
4/1/2019	2609	Vacant Unit	Opened unit for flooring installers, swept floors	SP
4/1/2019	2609	Vacant Unit	Stopped by to check on flooring installation and see what was left to do	SF
4/2/2019	2609	Vacant Unit	Installed bi-fold door mounts, shelving, bathroom cabinet door, and door bumpers, hung door	KM
4/2/2019	2609	Vacant Unit	Opened unit for flooring installers, cleaned and installed shelving, installed door knobs, wiped down doors	SP
4/3/2019	2609	Vacant Unit	Installed blind hardware, cut blinds, located knobs for bi-fold doors, put away tools, cleaned up	KM
4/3/2019	2609	Vacant Unit	Touched up paint, installed and adjusted bi-fold doors, cleaned off counters, returned tools to van, installed door knobs, painted back door	SP
4/4/2019	2609	Vacant Unit	Installed bi-fold door knobs, installed support brackets and blinds, assisted with installing blind on sliding glass door, cleaned up	KM
4/4/2019	2609	Vacant Unit	Installed toe kick, base trim, paper holder, towel bar, and door blind	SP
4/4/2019	2609	Vacant Unit	Stopped by to check on progress of unit	SF
4/5/2019	2609	Vacant Unit	Cut and installed trim, installed sliding glass door slats	SP
4/5/2019	2609	Vacant Unit	Finished installing blinds, removed kitchen cabinet trim	KM
4/8/2019	2609	Vacant Unit	Caulked around toilet, shower, and sink, filled holes in garage	KM
4/8/2019	2609	Vacant Unit	Painted back door, installed door blocks, cleaned out tools	SP
4/9/2019	2609	Vacant Unit	Finished trim, cleaned out trash, installed display in stove, wiped down cabinets, loaded up unused tools	SP
4/9/2019	2609	Vacant Unit	Loaded up unused tools	KM
4/9/2019	2609	Vacant Unit	Removed and replaced hose bibs, installed new blocks of wood, caulked and sealed	SF
4/10/2019	2609	Vacant Unit	Caulked holes in siding, around windows, and around trim, dug up plants in front along walkway, replaced gutter downspout and painted to match, replaced exterior light fixtures, touched up paint on some trim in front, helped clean up garage, blew out under refrigerator, swept cobwebs, lubed garage door, secured water heater	SF
4/10/2019	2609	Vacant Unit	Painted garage	SP
4/10/2019	2609	Vacant Unit	Swept out garage, hauled trash and water heater to dumpster, removed unneeded tools, wiped down fridge	KM
4/11/2019	2609	Vacant Unit	Finished painting garage and cut-in, tested stove	SP
4/11/2019	2609	Vacant Unit	Painted door blocks and installed door bumpers, vacuumed floors, painted breaker panel, installed cover plates in garage, cleaned and installed glass shelves in refrigerator	KM

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4/12/2019	2609	Vacant Unit	Changed glass unit in sliding glass door, cleaned out unit, swept floors, cleaned kitchen sink, made keys	SP
4/12/2019	2609	Vacant Unit	Loaded up rest of tools from unit	KM
4/12/2019	2609	Vacant Unit	Removed block from front yard	SF
4/12/2019	2609	Vacant Unit	Ready for occupancy	
4/16/2019	2620B	Vacant Unit	Scraped floors, removed staples, cleaned up, spackled nail holes, prepped for paint, replaced bulbs	SF
4/16/2019	2620B	Vacant Unit	Tested garage door remote programming	SP
4/17/2019	2620B	Vacant Unit	Removed and replaced water heater, spackled and prepped for paint, primed window sills	SF
4/18/2019	2620B	Vacant Unit	Interior painting	SF
4/19/2019	2620B	Vacant Unit	Interior painting	SF
4/23/2019	2620B	Vacant Unit	Painted bedroom, hall, entry, bathroom, and closets	SF
4/24/2019	2620B	Vacant Unit	Painted kitchen, put stuff together, cleaned in bathroom, finished pressure relief drain for water heater, soldered and installed flex connector, met with carpet contractor for measurements	SF
4/10/2019	2639	Vacant Unit	Unloaded tools	KM
4/16/2019	2639	Vacant Unit	Installed cabinet over range, wired and installed range hood	SF
4/16/2019	2639	Vacant Unit	Unloaded tools, swept floors, moved items to garage in prep for paint	KM
4/16/2019	2639	Vacant Unit	Walked through to assess remaining work needed	SP
4/17/2019	2639	Vacant Unit	Swept floors, cleaned off kitchen counter, moved everything to garage in prep for paint	KM
4/18/2019	2639	Vacant Unit	Swept floors in bedrooms, nailed windowsill plates and filled holes, started on front door trim, cleaned up	KM
4/23/2019	2639	Vacant Unit	Cut and installed trim, removed old trim from around sliding glass door, mudded drywall patches, caulked trim	SP
4/23/2019	2639	Vacant Unit	Prepped windows for trim, cut trim, sanded spackling in kitchen and laundry room	KM
4/24/2019	2639	Vacant Unit	Removed window trim, back door trim, caulk around laundry and kitchen windows, sanded spackled holes in bedroom, cleaned up	KM
4/25/2019	2639	Vacant Unit	Sanded patches, worked on wrapping windows	KM
4/26/2019	2639	Vacant Unit	Trimmed MDF to go around windows, sanded sheetrock between windows, cleaned up	KM
4/30/2019	2639	Vacant Unit	Finished prepping and installed trim for windows, sanded spackled holes in walls, cleaned up, began prepping for primer in bathroom	KM
4/4/2019	2670A	Vacant Unit	Stopped by to see what needs done	SF
4/9/2019	2670A	Vacant Unit	Performed PFR inspection, made some minor repairs, met with cleaner, set up air mover	SF
4/11/2019	2670A	Vacant Unit	Made minor repairs, drained water heater, checked electrical, lubed garage door, replaced bulbs	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/12/2019	2670A	Vacant Unit	Changed mailbox lock, programmed garage door remote	SF
4/11/2019	2670A	Vacant Unit	Ready for occupancy	
<b>Work Orders</b>				
4/17/2019	502	Work Order	Performed Interior APM inspection, took apart and repaired range, cleaned refrigerator coils, touched up paint on outside, caulked holes and painted at front door	SF
4/24/2019	512	Work Order	Performed interior APM inspection, replaced GFCI in kitchen, installed new screws for window lock, unplugged tub and sink drains, cleaned refrigerator coils, replaced stove drip pans	SF
4/24/2019	2605	Work Order	Performed interior APM inspection, cleaned refrigerator coils, lubed door rails, hinges, and springs	SF
4/15/2019	2607	Work Order	Rekeyed and replaced worn out deadbolt and knob on front door	SP
4/15/2019	2609	Work Order	Mowed, weedeated, blew off sidewalk, removed plants, helped haul debris to burn pile	SP
4/15/2019	2609	Work Order	Performed exterior APM inspection, dug up and removed plants that were too close to unit, raked up and hauled brush to burn pile, weedeated lawn, removed lattice, edged driveway	SF
4/18/2019	2609	Work Order	Helped remove blocks from front yard	SF
4/18/2019	2609	Work Order	Loaded blocks from planter that were removed	SP
4/25/2019	2609	Work Order	Pressure washed home, sidewalks, deck, and part of driveway	SF
4/26/2019	2609	Work Order	Touched up painting and caulking	SF
4/29/2019	2609	Work Order	Cleaned up old planters in front yard AND next to sidewalk by front door, unloaded and loaded tractor	SP
4/23/2019	2617	Work Order	Looked at bedroom window trim, checked caulking	SF
4/8/2019	Playground	Work Order	Installed KRA doggie waste bag station on restroom	SF
4/17/2019	2620C	Work Order	Performed interior APM inspection, removed, replaced, and caulked hall tub, cleaned refrigerator coils, vacuumed heaters	SF
4/8/2019	2627	Work Order	Removed and installed a new toilet in master bathroom, replaced a part on the garage door	SF
4/3/2019	2629	Work Order	Replaced knob on bedroom door	SF
4/30/2019	2636	Work Order	Repaired bi-fold door issue	SP
4/18/2019	2646B	Work Order	Performed APM inspection, cleaned refrigerator coils, replaced stove drip pans, vacuumed heaters, lubricated window tracks as needed, repaired bi-fold roller guide, lubed hinges and springs on garage door, replaced blinds in bedroom	SF
4/23/2019	2660	Work Order	Performed APM inspection, removed and installed new sink and faucet, worked on shower and plumbing under sink	SF
4/25/2019	2670B	Work Order	Performed interior APM inspection, caulked tub area	SF
<b>Routine Activities</b>				
4/1/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP

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4/1/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
4/1/2019	Office	Routine	Completed paperwork	SP
4/1/2019	Office	Routine	Gathered fuel slips, brought mail to office, worked on supply list, researched products, completed paperwork	SF
4/1/2019	Shop	Routine	Emptied trash can, checked fluid level on golf cart	KM
4/1/2019	Shop	Routine	Put away supplies, cleaned trash from van	SF
4/1/2019	Shop	Routine	Unloaded scaffolding, helped change batteries in door locks	SP
4/2/2019	Office	Routine	Completed paperwork	KM
4/2/2019	Office	Routine	Scheduled inspections, reviewed outstanding work orders, completed paperwork	SF
4/2/2019	Shop	Routine	Installed screen material on a couple screens, installed a different antenna on gate, cleaned out van	SF
4/3/2019	Housing Area	Routine	Dropped off trailer for resident to load yard waste	SP
4/3/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/3/2019	Office	Routine	Completed paperwork	SP
4/3/2019	Office	Routine	Completed paperwork	KM
4/3/2019	Office	Routine	Worked on adding items needed for the shop APM inspection checklist, read up on maintenance of some equipment and appliances, called residents to schedule interior APM inspections	SF
4/3/2019	Shop	Routine	Checked warehouse for items to add to APM checklist	SF
4/3/2019	Town	Routine	Dumped trash and debris from trailer	SP
4/4/2019	Housing Area	Routine	Picked up rent from elders	KM
4/4/2019	Office	Routine	Completed paperwork	SP
4/4/2019	Office	Routine	Completed paperwork	KM
4/4/2019	Office	Routine	Worked on APM checklist for shop, looked up parts, researched maintenance tips	SF
4/4/2019	Shop	Routine	Tested batteries and hooked up charger on diesel truck	SP
4/4/2019	Shop	Routine	Worked on gates	SF
4/5/2019	Office	Routine	Completed paperwork	KM
4/5/2019	Office	Routine	Completed paperwork	SP
4/5/2019	Office	Routine	Finished going through binders to locate specifics of maintenance for shop items, completed paperwork	SF
4/5/2019	Office	Routine	Watered plants, checked lights	SP
4/5/2019	Shop	Routine	Replaced and tested batteries in Ford Truck	SP
4/5/2019	Town	Routine	Dropped off grounds equipment to be serviced and picked up ones that were complete	KM
4/5/2019	Town	Routine	Picked up supplies	SP
4/8/2019	2607	Routine	Cleaned gutters	SP
4/8/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
4/8/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/8/2019	Office	Routine	Completed paperwork	SF
4/8/2019	Shop	Routine	Checked fluid level on golf cart	KM
4/8/2019	Shop	Routine	Cleaned up, organized, put away tools	SP
4/8/2019	Shop	Routine	Cleaned up, organized, put away tools	KM
4/8/2019	Shop	Routine	Cleaned up, put away materials, moved appliances to mezzanine	SF
4/8/2019	Town	Routine	Picked up grounds equipment from repair shop, picked up supplies	SF
4/9/2019	Office	Routine	Completed paperwork	SF
4/9/2019	Office	Routine	Completed paperwork	KM
4/9/2019	Shop	Routine	Unloaded and put away tools	SP
4/9/2019	Town	Routine	Picked up hose bibs	SF
4/10/2019	2636	Routine	Walked around with contractor to show how 504 compliant ramp and deck are to be built	SP
4/10/2019	Housing Area	Routine	Picked up rug cleaner after resident use	KM
4/10/2019	Office	Routine	Completed paperwork	KM
4/10/2019	Office	Routine	Completed paperwork	SF
4/10/2019	Office	Routine	Reviewed empty units and flooring needs with Lyman, completed paperwork	SP
4/10/2019	Shop	Routine	Hooked up dump trailer, unloaded trash from truck	SP
4/10/2019	Town	Routine	Picked up supplies	SP
4/11/2019	Office	Routine	Completed paperwork	KM
4/11/2019	Office	Routine	Completed paperwork	SP
4/11/2019	Office	Routine	Researched parts, completed paperwork	SF
4/11/2019	Shop	Routine	Cleaned out van, washed rags	SF
4/12/2019	Office	Routine	Completed paperwork	SF
4/12/2019	Office	Routine	Took out recycling, completed paperwork	KM
4/12/2019	Office	Routine	Watered plants, checked lights	SP
4/15/2019	Housing Area	Routine	Met with potential contractors for painting fourplexes	SP
4/15/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/15/2019	Office	Routine	Completed paperwork	KM
4/15/2019	Office	Routine	Researched parts, completed paperwork	SF
4/15/2019	Shop	Routine	Loaded and unloaded tools	SF
4/15/2019	Shop	Routine	Unloaded and put away tools, cleaned up work area, emptied trash cans	KM
4/15/2019	Town	Routine	Courier run	KM
4/16/2019	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
4/16/2019	Housing Area	Routine	Met with potential contractors for painting fourplexes	SP
4/16/2019	Office	Routine	Completed paperwork	KM
4/16/2019	Office	Routine	Made phone calls, completed paperwork	SP
4/16/2019	Office	Routine	Put together a supply order, completed paperwork	SF
4/16/2019	Shop	Routine	Cleaned out van	SP

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4/16/2019	Town	Routine	Fueled van, picked up supplies	SF
4/17/2019	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
4/17/2019	Office	Routine	Completed paperwork	KM
4/17/2019	Office	Routine	Made phone calls, reviewed flooring bids with Lyman, moved items in office, completed paperwork	SP
4/17/2019	Office	Routine	Ordered supplies, completed paperwork	SF
4/17/2019	Shop	Routine	Cleaned out van, loaded needed supplies	SF
4/17/2019	Town	Routine	Picked up paint for 2639	SP
4/18/2019	Housing Area	Routine	Dropped off lawn equipment	KM
4/18/2019	Housing Area	Routine	Hauled brush to burn pile	SP
4/18/2019	Office	Routine	Completed paperwork	KM
4/18/2019	Office	Routine	Completed paperwork	SF
4/19/2019	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
4/19/2019	Housing Area	Routine	Gathered mail from vacant unit mailboxes to office	SP
4/19/2019	Housing Area	Routine	Met with potential contractors for painting fourplexes	SP
4/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
4/19/2019	Office	Routine	Gathered numbers for storage lot, completed paperwork	SF
4/19/2019	Office	Routine	Repaired screens in Anne's office	KM
4/19/2019	Office	Routine	Tightened screws on conference room tables and chairs	SF
4/19/2019	Office	Routine	Watered plants, checked lights, completed paperwork	SP
4/19/2019	Shop	Routine	Changed gate wheel	SP
4/19/2019	Shop	Routine	Performed maintenance on mowers, listed parts needed	KM
4/22/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
4/22/2019	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
4/22/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
4/22/2019	Shop	Routine	Checked fluid level on golf cart	KM
4/22/2019	Shop	Routine	Cleaned and washed JD mower deck and tractor, sprayed weed killer around shop, storage lot, pole building, and cracks in sidewalks	SP
4/22/2019	Shop	Routine	Cleaned out back of S-10, swept, put ramp in to load lawn equipment	KM
4/23/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/23/2019	Office	Routine	Completed paperwork	KM
4/23/2019	Office	Routine	Completed paperwork	SF
4/23/2019	Office	Routine	Made phone calls, completed paperwork	SP
4/23/2019	Office	Routine	Went through supply order, completed paperwork	SF
4/23/2019	Shop	Routine	Cleaned mowers, checked in tools	KM
4/23/2019	Shop	Routine	Looked at plumbing for water storage tanks to replace check valves and making changes to water lines	SF
4/23/2019	Shop	Routine	Put away supply order, cleaned out van, loaded supplies	SF
4/23/2019	Shop	Routine	Rinsed out spray tank, cut wood for floor patch at Elders House, loaded supplies	SP

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4/23/2019	Town	Routine	Picked up supplies	SF
4/24/2019	Housing Area	Routine	Dropped off trailer for resident to load yard waste	SP
4/24/2019	Office	Routine	Helped hang calendars and test video conferencing options	SP
4/24/2019	Office	Routine	Completed paperwork	KM
4/24/2019	Office	Routine	Researched parts, completed paperwork	SF
4/24/2019	Shop	Routine	Emptied trash from back of van, put away tools	KM
4/24/2019	Shop	Routine	Loaded and unloaded supplies	SF
4/24/2019	Shop	Routine	Unloaded pallets, dumped brush on burn pile	SP
4/24/2019	Town	Routine	Picked up supplies, hauled pallets from The Mill	SP
4/25/2019	Housing Area	Routine	Dropped off and picked up lawn equipment	KM
4/25/2019	Housing Area	Routine	Picked up dump trailer and hauled brush to pile	SP
4/25/2019	Housing Area	Routine	Posted pest control notices	KM
4/25/2019	Office	Routine	Attended Board meeting	SF
4/25/2019	Office	Routine	Attended Board meeting	SP
4/25/2019	Office	Routine	Brought mail to office, completed paperwork	KM
4/25/2019	Office	Routine	Completed paperwork	SF
4/25/2019	Shop	Routine	Cleaned up and washed Toro mower, removed battery, cleaned out van	SP
4/25/2019	Shop	Routine	Cleaned up lawn equipment, loaded battery from riding mower to get a new one	KM
4/25/2019	Shop	Routine	Loaded equipment and supplies	SF
4/26/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/26/2019	Office	Routine	Completed paperwork	SP
4/26/2019	Office	Routine	Completed paperwork	SF
4/26/2019	Office	Routine	Completed paperwork	KM
4/26/2019	Office	Routine	Loaded and unloaded van	SF
4/26/2019	Shop	Routine	Helped unload and put away unused supplies from 2606	KM
4/26/2019	Shop	Routine	Cleaned out van, put away supplies	SP
4/29/2019	Housing Area	Routine	Hauled brush to burn pile	SP
4/29/2019	Shop	Routine	Loaded tractor into dump trailer, put battery charger on Ford truck, aired up tires on John Deere	SP
4/30/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/30/2019	Office	Routine	Completed paperwork	KM
4/30/2019	Office	Routine	Completed paperwork	SP
4/30/2019	Shop	Routine	Cleaned out van, put away tools	SP
<b>Projects</b>				
4/1/2019	Plankhouse	Project	Set up tables for NWIHA luncheon	SP
4/1/2019	Town	Project	Helped put together gift bags for NWIHA event	SF
4/2/2019	Plankhouse	Project	Helped clean up and put away tables and chairs	KM
4/2/2019	Plankhouse	Project	Set up chairs for luncheon, cleaned up afterwards, put away tables and chairs	SP

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4/2/2019	Town	Project	Met bus driver for transportation for NWIHA event	SF
4/1/2019	Town	Project	Picked up lighting fixtures and bulbs for Elders House	SP
4/3/2019	Elders House	Project	Hooked up dump trailer, loaded debris	SP
4/9/2019	Elders House	Project	Loaded up unused tools	SP
4/9/2019	Elders House	Project	Took tools back to shop and loaded needed tools, patched sheetrock	KM
4/10/2019	Elders House	Project	Dropped off trailer, walked through unit with Lyman and contractor, dropped off supplies	SP
4/11/2019	Elders House	Project	Cut and capped off water lines and drain line for shower	SF
4/11/2019	Elders House	Project	Picked up supplies in town, unloaded at unit, and checked on contractor progress	SP
4/12/2019	Town	Project	Picked up supplies and special order 504 compliant cabinets	SF
4/12/2019	Town	Project	Picked up supplies for Elders House	SP
4/15/2019	Shop	Project	Unloaded and moved cabinets for Elders House to mezzanine until unit is ready for them	SF
4/15/2019	Town	Project	Picked up supplies for Elders House	SP
4/16/2019	Elders House	Project	Dropped off supplies to contractor	SP
4/16/2019	Shop	Project	Loaded deck supplies for Elders House	SP
4/16/2019	Town	Project	Picked up supplies for Elders House	SP
4/19/2019	Town	Project	Picked up supplies and materials for Elders House	SP
4/23/2019	Town	Project	Picked up supplies for Elders House	SP
4/24/2019	Elders House	Project	Dropped off post blocks and supplies, hauled off dump trailer	SP
4/25/2019	Elders House	Project	Dropped off supplies, checked on contractor	SP
4/26/2019	Elders House	Project	Dropped off supplies, returned unneeded supplies to shop	SP
4/29/2019	Elders House	Project	Performed Davis Bacon interviews on contractor's employees	SP
4/30/2019	Elders House	Project	Dropped off supplies, checked on contractor	SP
4/30/2019	Town	Project	Picked up supplies for Elders House	SP
<b>Groundskeeping</b>				
4/1/2019	Housing Area	Grounds	Mowed common areas	SP
4/1/2019	Housing Area	Grounds	Trash pickup	KM
4/2/2019	Housing Area	Grounds	Trash pickup	KM
4/3/2019	Housing Area	Grounds	Trash pickup	KM
4/4/2019	Housing Area	Grounds	Trash pickup	KM
4/5/2019	Housing Area	Grounds	Picked up brush and hauled it to the burn pile	SP
4/5/2019	Housing Area	Grounds	Trash pickup	KM
4/8/2019	Housing Area	Grounds	Trash pickup	KM
4/9/2019	Housing Area	Grounds	Trash pickup	KM
4/10/2019	Housing Area	Grounds	Trash pickup	KM
4/11/2019	Housing Area	Grounds	Trash pickup	KM
4/12/2019	Housing Area	Grounds	Trash pickup	KM
4/15/2019	Housing Area	Grounds	Trash pickup	KM



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4/16/2019	Housing Area	Grounds	Trash pickup	KM
4/17/2019	Housing Area	Grounds	Mowed common areas	SP
4/17/2019	Housing Area	Grounds	Trash pickup	KM
4/18/2019	Housing Area	Grounds	Mowed common areas	SP
4/18/2019	Housing Area	Grounds	Trash pickup	KM
4/19/2019	Housing Area	Grounds	Trash pickup	KM
4/22/2019	Housing Area	Grounds	Trash pickup	KM
4/23/2019	Housing Area	Grounds	Trash pickup	KM
4/24/2019	Housing Area	Grounds	Trash pickup	KM
4/25/2019	2659	Grounds	Mowed and weedeated yard	SP
4/25/2019	Housing Area	Grounds	Trash pickup	KM
4/26/2019	Housing Area	Grounds	Trash pickup	KM
4/30/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
4/1/2019	Town	Admin	Courier run	SF
4/2/2019	510	Admin	Performed 90-day inspection	SF
4/2/2019	2659	Admin	Performed annual inspection	SF
4/2/2019	Town	Admin	Courier run	SF
4/3/2019	Town	Admin	Courier run	SF
4/4/2019	2617	Admin	Performed annual inspection	SF
4/4/2019	Town	Admin	Courier run	SF
4/5/2019	Town	Admin	Courier run	KM
4/8/2019	2638	Admin	Performed annual inspection	SF
4/11/2019	Town	Admin	Courier run	KM
4/12/2019	Town	Admin	Courier run	KM
4/17/2019	Town	Admin	Courier run	KM
4/18/2019	2613	Admin	Performed annual inspection	SF
4/18/2019	Town	Admin	Courier run	KM
4/19/2019	2646C	Admin	Performed annual inspection	SF
4/19/2019	Town	Admin	Courier run	KM
4/22/2019	Town	Admin	Courier run	KM
4/23/2019	Town	Admin	Courier run	KM
4/24/2019	Town	Admin	Courier run	KM
4/25/2019	Town	Admin	Courier run	KM
4/26/2019	Town	Admin	Courier run	KM
4/30/2019	504	Admin	Performed annual inspection	SP
4/30/2019	710	Admin	Performed annual inspection	SP
4/30/2019	2636	Admin	Performed annual inspection	SP
4/30/2019	2620A	Admin	Performed annual inspection	SP
4/30/2019	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Staff Time Off</b>				
4/23/2019			Part day PTO	SF
4/26/2019			Part day PTO	SF
4/29/2019			Part day PTO	SP
4/29/2019			PTO	KM
4/29/2019			PTO	SF
4/30/2019			PTO	SF