

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
5/13/2019	2601	Vacant Unit	Painted, removed and cleaned all light globes, washed heater grills, blew out heaters and vent fans, removed toilet from hall bath to prep for flooring and discovered it was wet, removed underlayment and set up dehumidifier, cleaned up	SF
5/14/2019	2601	Vacant Unit	Cut out rot along the tub, framed in and insulated, covered and installed underlayment, cleaned up	SF
5/15/2019	2601	Vacant Unit	Painted, finished floor prep for bathroom, caulked, installed cove base, cleaned bathroom fans, cleaned light fixtures, installed the glass globes, flushed water heater, cleaned up	SF
5/16/2019	2601	Vacant Unit	Installed toilet, fixed cove base around cabinet, reinstalled door, shampooed bedroom carpet	SF
5/17/2019	2601	Vacant Unit	Cleaned up, scraped and recaulked master bath, installed toilet seats, cleaned and spray painted heater grills	SF
5/20/2019	2601	Vacant Unit	Cleaned sink and tub drains, replaced tub insert in hall bathroom, installed tub caulk strip in master bath, rebuilt faucet, pressure washed concrete driveway, front of home, and sidewalk	SF
5/21/2019	2601	Vacant Unit	Made various repairs, edged along sidewalks and driveways, weedeated, blew off sidewalks	SF
5/22/2019	2601	Vacant Unit	Sprayed carpet deodorizer, hauled tools to shop	SF
5/23/2019	2601	Vacant Unit	Cut and installed new blinds in bedrooms, loaded up tools, sprayed carpet odor remover	SF
5/28/2019	2601	Vacant Unit	Installed towel bars, repaired blinds, weedeated back yard, cleared out unit for cleaning contractor	SF
5/30/2019	2601	Vacant Unit	Installed blinds, set up dehumidifier, moved fan	SF
5/31/2019	2601	Vacant Unit	Cleaned out garage, replaced glass unit	SF
5/2/2019	2620B	Vacant Unit	Prepped for paint, cleaned up, removed carpet bar	SF
5/3/2019	2620B	Vacant Unit	Painted walls, replaced light fixture in kitchen	SF
5/6/2019	2620B	Vacant Unit	Replaced and rekeyed all locks, cleaned up, installed light fixture, removed door during carpet install and reinstalled, blew out heaters and refrigerator coils, removed and replaced window unit in bedroom	SF
5/7/2019	2620B	Vacant Unit	Painted closet doors, put things together, replaced thermostats, touched up painting, cleaned drains, replaced light switch, installed closet bi-fold doors	SF
5/8/2019	2620B	Vacant Unit	Cut and installed blinds, caulked, adjusted doors	SF
5/9/2019	2620B	Vacant Unit	Cleaned up garage, hauled cardboard to recycling bin and trash to dumpster, touched up paint on doors and garage walls, swept off cobwebs, leveled stove	SF
5/10/2019	2620B	Vacant Unit	Painted garage walls, hauled remaining items to shop	SF

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5/2/2019	2639	Vacant Unit	Caulked around windows, mudded between windows, cleaned up, primed in bathrooms	KM
5/2/2019	2639	Vacant Unit	Removed trash	SP
5/3/2019	2639	Vacant Unit	Removed master bath toilet, primed both bathrooms, spot primed throughout unit, sanded drywall repairs, textured	SP
5/3/2019	2639	Vacant Unit	Trimmed and installed MDF boards for trim around sliding glass door, helped remove toilet	KM
5/6/2019	2639	Vacant Unit	Painted interior walls	SP
5/6/2019	2639	Vacant Unit	Trimmed out back door and windows, caulked around trim, spackled nails, pulled tack strips by back door, cleaned up	KM
5/7/2019	2639	Vacant Unit	Caulked around windows, spackled nails, sanded, began priming walls	KM
5/7/2019	2639	Vacant Unit	Painted interior walls	SP
5/8/2019	2639	Vacant Unit	Cut in painting, cleaned up	KM
5/8/2019	2639	Vacant Unit	Walked through with Lyman to assess progress, painted interior	SP
5/9/2019	2639	Vacant Unit	Painted interior walls	SP
5/10/2019	2639	Vacant Unit	Painted cut in, doors and jambs, cleaned up	KM
5/10/2019	2639	Vacant Unit	Painted interior walls	SP
5/13/2019	2639	Vacant Unit	Painted, removed tack strip throughout home, removed cabinet trim and toe kick from kitchen, installed main bathroom toilet, swept unit, pulled tack strip nails out of concrete, ground down old bolt heads in concrete floors, roto hammered rough concrete in prep for flooring	SP
5/13/2019	2639	Vacant Unit	Removed tack strip, cleaned out garage, took left over trim to shop, helped move in toilet	KM
5/14/2019	2639	Vacant Unit	Cleaned and painted doors, cleaned up	KM
5/14/2019	2639	Vacant Unit	Painted and cut in doors	SP
5/15/2019	2639	Vacant Unit	Cleaned outlets, switches, and covers, ran dishwasher	SP
5/15/2019	2639	Vacant Unit	Painted doors, touched up, cleaned back of bi-fold door prior to painting it, cleaned up	KM
5/16/2019	2639	Vacant Unit	Cleaned and painted doors, cleaned up	KM
5/16/2019	2639	Vacant Unit	Finished installing outlet and switch covers, heater covers, and light fixtures in bedrooms and laundry room, installed smoke detectors	SP
5/17/2019	2639	Vacant Unit	Cut in paint	SP
5/17/2019	2639	Vacant Unit	Painted interior walls	KM
5/20/2019	2639	Vacant Unit	Mowed and weedeated, installed shelf brackets, cleaned tools and extra supplies from counters	SP
5/20/2019	2639	Vacant Unit	Repaired drawers	KM
5/21/2019	2639	Vacant Unit	Cut door blocks, repaired drawers	KM
5/21/2019	2639	Vacant Unit	Finished painting doors, installed toilet, GFCI in main bathroom, cove base in master bathroom and closet, and cover plates in both bathrooms	SP

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5/22/2019	2639	Vacant Unit	Installed door blocks, door knobs, toilet seats, bi-fold door brackets and doors, toilet paper holders in both bathrooms, towel bar and GFCI in main bathroom, mirror, medicine cabinet, tub stoppers, shower rod in main bathroom, and finished installing shelf brackets	SP
5/22/2019	2639	Vacant Unit	Unloaded trim, installed blind brackets	KM
5/23/2019	2639	Vacant Unit	Cut and installed blinds and hardware, got shower rod and door bumpers from shop, loaded up screens for repairs, cleaned up	KM
5/23/2019	2639	Vacant Unit	Installed peep hole, cut in new deadbolt in front door, painted doors and door blocks, repainted window sills, began cleaning and installing shelving, replaced dryer vent	SP
5/24/2019	2639	Vacant Unit	Installed cabinet trim, cleaned out unit, swept and mopped, filled holes in yard, installed shelving and support brackets, cleaned out garage, changed range outlet, installed range and range cord	SP
5/24/2019	2639	Vacant Unit	Installed new blinds and brackets, cut and stained oak trim for under windows, installed sliding glass door blind, helped clean out unit and load tools and unused supplies into van	KM
5/24/2019	2639	Vacant Unit	Ready for occupancy	
5/28/2019	2639	Vacant Unit	Rebuilt screens	KM
5/6/2019	2646D	Vacant Unit	Opened unit for cleaner, set up air mover	SP
5/14/2019	2646D	Vacant Unit	Walked through with Lyman, inventoried kitchen items, cleaned marks from walls, ran laundry	SP
5/15/2019	2646D	Vacant Unit	Installed shower curtain, put away newly purchased kitchen items, checked mailbox	SP
Work Orders				
5/16/2019	504	Work Order	Replaced damaged screen material, vacuumed bathroom vent fans, replaced light switch in bedroom and bathroom, vacuumed heaters	SF
5/1/2019	2609	Work Order	Helped remove plants in front of garage	KM
5/1/2019	2609	Work Order	Touched up exterior paint, painted window and corner trim, replaced corner trim on back corner	SF
5/2/2019	2609	Work Order	Removed bushes from planters against house, finished digging out plants, filled planters with pea gravel, filled yard with soil	SP
5/2/2019	2617	Work Order	Performed interior APM inspection, removed and replaced caulking in bathroom, spray lubed bathroom vent fans, removed window sill in first bedroom to check for moisture underneath, tightened stair handrail, checked second bedroom light switch, installed knob and adjusted bi-fold closet door	SF
5/7/2019	2618	Work Order	Repaired front door lock	SF
5/21/2019	2618	Work Order	Performed interior APM inspection, cleaned and lubed vent fans, replaced spray diverter and faucet head in kitchen, vacuumed heaters, tightened hinges on doors, repaired front door knob	SF

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5/9/2019	2620A	Work Order	Performed interior APM inspection, replaced door bell chime and transformer, replaced broken light switch in bedroom, vacuumed heaters, cleaned refrigerator coils, replaced stove drip bowls, removed and replaced caulking around tub/shower	SF
5/6/2019	2620D	Work Order	Performed interior APM inspection, cleaned refrigerator coils, replaced large burner and drip pans on stove	SF
5/8/2019	2638	Work Order	Perform interior APM inspection, cleaned and lubed noisy fans, replaced light switch in master bathroom and GFCI in kitchen, vacuumed heaters, cleaned refrigerator coils, replaced stove drip bowls, cleaned bathroom drain	SF
5/22/2019	2638	Work Order	Removed cabinet for dishwasher, crawled under home to run electrical up through floor, replumbed under sink, installed dishwasher, removed and installed new toilet for hallway bathroom	SF
5/23/2019	2670C	Work Order	Helped move old refrigerator out and new refrigerator in	SP
5/23/2019	2670C	Work Order	Performed interior APM inspection, rebuilt kitchen faucet, replaced burner pans, lowered electrical outlet to accommodate shorter power cord on new refrigerator	SF
Routine Activities				
5/1/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/1/2019	Office	Routine	Completed paperwork	KM
5/1/2019	Office	Routine	Completed paperwork	SF
5/1/2019	Shop	Routine	Cleaned out van to be able to haul donated items if necessary	SF
5/1/2019	Shop	Routine	Gathered hand trucks and tie down straps to haul donated furniture	KM
5/1/2019	Town	Routine	Helped load furniture donated by The Mill	KM
5/1/2019	Town	Routine	Helped load furniture donated by The Mill	SF
5/2/2019	Office	Routine	Brought mail to office, completed paperwork	KM
5/2/2019	Office	Routine	Completed paperwork	SF
5/2/2019	Office	Routine	Reviewed projects with Lyman	SP
5/2/2019	Shop	Routine	Got backhoe running, unloaded tractor, put away tools	SP
5/2/2019	Shop	Routine	Loaded supplies in van	SF
5/2/2019	Town	Routine	Fueled and returned rental truck used to pick up donated items from The Mill, dropped off contract for flooring	SP
5/2/2019	Town	Routine	Picked up U-Haul truck, loaded and unloaded donated furniture at CIHA shop, made a second trip	SP
5/3/2019	Housing Area	Routine	Checked mailbox light near Health Center, swept cobwebs, wiped off top of mailboxes	SF
5/3/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/3/2019	Office	Routine	Brought mail to office, completed paperwork	KM
5/3/2019	Office	Routine	Completed paperwork	SP
5/3/2019	Office	Routine	Ordered supplies, completed paperwork	SF

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5/3/2019	Office	Routine	Watered plants, checked light bulbs in office	SP
5/3/2019	Playground	Routine	Cleaned restroom	SF
5/3/2019	Shop	Routine	Checked storage lot gate that wouldn't open	KM
5/3/2019	Shop	Routine	Unloaded supplies	SP
5/3/2019	Town	Routine	Picked up toilets for 2639, Elders House, and maintenance stock, picked up glass unit for 2620B	SP
5/6/2019	Office	Routine	Ordered supplies, completed paperwork	SF
5/6/2019	Office	Routine	Took out office recycling, checked oil in backup generator, completed paperwork	KM
5/6/2019	Shop	Routine	Checked fluid level in golf carts	KM
5/7/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/7/2019	Office	Routine	Completed paperwork	KM
5/7/2019	Office	Routine	Completed paperwork	SF
5/7/2019	Shop	Routine	Cleaned out van, cut, planed, and primed a piece of cedar for window sill at 2617	SF
5/7/2019	Town	Routine	Picked up supplies	SP
5/8/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/8/2019	Office	Routine	Completed paperwork	KM
5/9/2019	Office	Routine	Completed paperwork	SF
5/9/2019	Office	Routine	Made phone calls, completed paperwork	SP
5/9/2019	Shop	Routine	Cleaned out van, loaded supplies	SF
5/9/2019	Town	Routine	Researched countertop materials	SP
5/10/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/10/2019	Office	Routine	Completed paperwork	KM
5/10/2019	Office	Routine	Measured and ordered blinds for Marcy's office, completed paperwork	SF
5/10/2019	Shop	Routine	Hooked up trailer, loaded cabinets	SP
5/10/2019	Shop	Routine	Unloaded trash and supplies from van	SF
5/13/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/13/2019	Office	Routine	Completed paperwork	SP
5/13/2019	Office	Routine	Put together a supply order, completed paperwork	SF
5/13/2019	Shop	Routine	Checked fluid in golf carts, cleaned trash from van	KM
5/13/2019	Shop	Routine	Cleaned out van	SF
5/13/2019	Shop	Routine	Unloaded debris from truck, unloaded van, loaded tools	SP
5/13/2019	Town	Routine	Picked up countertop samples and supplies for Elder's House	SP
5/14/2019	Office	Routine	Completed paperwork	SF
5/14/2019	Office	Routine	Completed paperwork	KM
5/14/2019	Shop	Routine	Cleaned out van	SF
5/14/2019	Town	Routine	Dropped off countertop samples, ordered countertop materials	SP
5/15/2019	Office	Routine	Completed paperwork	KM

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5/15/2019	Office	Routine	Made phone calls, reviewed invoices and move out inspection sheet with Deb, completed paperwork	SP
5/15/2019	Office	Routine	Ordered supplies, completed paperwork	SF
5/16/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/16/2019	Office	Routine	Completed paperwork	SP
5/16/2019	Office	Routine	Completed paperwork	KM
5/16/2019	Office	Routine	Made phone calls, ordered supplies, researched blinds, completed paperwork	SF
5/16/2019	Shop	Routine	Emptied trash from back of van	KM
5/16/2019	Town	Routine	Picked up supplies	SP
5/17/2019	Office	Routine	Completed paperwork	KM
5/17/2019	Office	Routine	Installed mailbox for envelopes near front door, worked on supply order, completed paperwork	SF
5/17/2019	Office	Routine	Reviewed progress in vacant units with Lyman, watered plants, checked lights, completed paperwork	SP
5/20/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
5/20/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/20/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/20/2019	Office	Routine	Loaded supplies in van, completed paperwork	SF
5/20/2019	Shop	Routine	Checked fluid level in golf carts	KM
5/20/2019	Shop	Routine	Cut screen wood, cleaned up	KM
5/20/2019	Shop	Routine	Met Oak Harbor to receive delivery, put away supplies, sorted blinds, called HD Supply about replacing one damaged blind, cleaned out van and loaded equipment, worked on pressure washer	SF
5/20/2019	Shop	Routine	Put away tools from van, unloaded supplies	SP
5/20/2019	Town	Routine	Picked up supplies	SP
5/21/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/21/2019	Office	Routine	Completed paperwork	KM
5/21/2019	Office	Routine	Installed blinds in Marcy's office, completed paperwork	SF
5/21/2019	Shop	Routine	Cleaned out van	SF
5/21/2019	Shop	Routine	Cleaned up, returned tools to tool room	KM
5/21/2019	Shop	Routine	Loaded supplies	SP
5/21/2019	Town	Routine	Picked up Formica for countertops at Elder's House	SP
5/22/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/22/2019	Office	Routine	Completed paperwork	KM
5/22/2019	Office	Routine	Completed paperwork	SP
5/22/2019	Office	Routine	Completed paperwork	SF
5/22/2019	Town	Routine	Picked up supplies	KM
5/22/2019	Town	Routine	Went to town for supplies, fueled van	SF
5/23/2019	502	Routine	Set up dehumidifier in bedroom	SF

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5/23/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/23/2019	Office	Routine	Helped prep for carpet cleaning	SP
5/23/2019	Office	Routine	Brought mail to office, completed paperwork	KM
5/23/2019	Office	Routine	Completed paperwork	SF
5/23/2019	Shop	Routine	Cleaned out van	SF
5/24/2019	Shop	Routine	Opened up gate for Tribal maintenance staff due to power outage, unloaded trash from truck	SP
5/28/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/28/2019	Office	Routine	Helped move furniture and chair mats back after carpet cleaning, completed paperwork	SF
5/28/2019	Office	Routine	Completed paperwork	KM
5/28/2019	Shop	Routine	Cleaned out van, put away supplies and tools	SF
5/28/2019	Shop	Routine	Emptied trash from truck into dumpster, emptied van to pick up supplies	SP
5/28/2019	Shop	Routine	Unloaded tools and supplies from van	KM
5/28/2019	Town	Routine	Picked up supplies	SP
5/29/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/29/2019	Office	Routine	Completed paperwork	KM
5/29/2019	Town	Routine	Exchanged lock sets for Elders House, picked up supplies, hauled trash to dump	SP
5/30/2019	Shop	Routine	Cleaned out van, hauled off trash	SF
5/30/2019	Shop	Routine	Emptied out van	SP
5/30/2019	Town	Routine	Picked up supplies for Elders House	KM
5/30/2019	Town	Routine	Picked up supplies for Elders House	SP
5/31/2019	Office	Routine	Watered plants, checked light bulbs in office	SP
5/31/2019	Town	Routine	Picked up appliances and supplies for Elders House	SF
Projects				
5/2/2019	Elders House	Project	Worked on removing concrete	SP
5/3/2019	Elders House	Project	Unloaded ADA toilets	SP
5/6/2019	Elders House	Project	Set up dehumidifier for toilet overflow	SP
5/7/2019	Elders House	Project	Dropped off supplies, looked at bathroom sink needs with Felton	SP
5/7/2019	Elders House	Project	Measured bathrooms for ADA compliant toilets and sinks	SF
5/8/2019	Elders House	Project	Hauled off broken up concrete, dropped off supplies, checked on flooring installers	SP
5/10/2019	Elders House	Project	Dropped off cabinets, looked into range hood issue	SP
5/13/2019	Elders House	Project	Met with contractor for list of supplies needed	SP
5/14/2019	Elders House	Project	Met electrician, dropped off ramp materials	SP
5/28/2019	Elders House	Project	Began installing door blocks	KM
5/28/2019	Elders House	Project	Dropped off supplies, made list of supplies needed, installed interior door knobs, moved dump trailer to back yard to load extra lumber	SP

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5/28/2019	Elders House	Project	Installed blinds and toilets, helped make list of supplies needed	SF
5/29/2019	Elders House	Project	Installed door blocks, spackled holes in garage, helped clean out garage	KM
5/29/2019	Elders House	Project	Installed sink and toilet, began building countertops for kitchen, began installing sink for second bathroom, crawled under unit to bring wire through floor for the dishwasher	SF
5/29/2019	Elders House	Project	Loaded trash, returned extra lumber to shop	SP
5/30/2019	Elders House	Project	Finished building countertops in kitchen, installed sink and plumbing, dishwasher, laminate trim, cleaned up, sanded trim	SF
5/30/2019	Elders House	Project	Loaded trash and debris into dump trailer, loaded items to go to shop, finished cutting and installed blinds, installed mirrors, towel dispenser, and grab bar	SP
5/30/2019	Elders House	Project	Painted door blocks, caulked around door trim in garage, helped paint	KM
5/31/2019	Elders House	Project	Installed toe kick, stained and finished counter edges, installed mirror and grab bar in bathroom, installed toilet seat, cleaned our unit, swept floors	SP
5/31/2019	Elders House	Project	Installed two sinks and cabinets, plumbed, removed one sink and replace valve washers throughout, helped bring in appliances	SF
Groundskeeping				
5/1/2019	Housing Area	Grounds	Trash pickup	KM
5/2/2019	Housing Area	Grounds	Trash pickup	KM
5/3/2019	Housing Area	Grounds	Trash pickup	KM
5/6/2019	Housing Area	Grounds	Trash pickup	KM
5/7/2019	Housing Area	Grounds	Trash pickup	KM
5/8/2019	Housing Area	Grounds	Trash pickup	KM
5/10/2019	Housing Area	Grounds	Trash pickup	KM
5/13/2019	Housing Area	Grounds	Trash pickup	KM
5/14/2019	Housing Area	Grounds	Trash pickup	KM
5/15/2019	Housing Area	Grounds	Trash pickup	KM
5/16/2019	Housing Area	Grounds	Trash pickup	KM
5/17/2019	Housing Area	Grounds	Trash pickup	KM
5/20/2019	Housing Area	Grounds	Trash pickup	KM
5/21/2019	Housing Area	Grounds	Trash pickup	KM
5/28/2019	Housing Area	Grounds	Trash pickup	KM
5/29/2019	Housing Area	Grounds	Trash pickup	KM
5/30/2019	Housing Area	Grounds	Trash pickup	KM
5/31/2019	Housing Area	Grounds	Picked up trash and glass at CIHA shop entrance on Miluk	SF
Admin Support				
5/2/2019	Town	Admin	Courier run	KM
5/3/2019	Town	Admin	Courier run	KM
5/6/2019	Town	Admin	Courier run	KM

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5/7/2019	2618	Admin	Performed annual inspection	SF
5/7/2019	Town	Admin	Courier run	KM
5/8/2019	Town	Admin	Courier run	KM
5/13/2019	Town	Admin	Courier run	KM
5/14/2019	Town	Admin	Courier run	KM
5/15/2019	Town	Admin	Courier run	KM
5/16/2019	Town	Admin	Courier run	KM
5/17/2019	Town	Admin	Courier run	KM
5/20/2019	2666	Admin	Performed annual inspection	SF
5/20/2019	Town	Admin	Courier run	KM
5/23/2019	Town	Admin	Courier run	KM
5/28/2019	Town	Admin	Courier run	KM
5/30/2019	2640	Admin	Performed annual inspection	SF
Staff Time Off				
5/8/2019			Part day PTO	SF
5/9/2019			PTO	KM
5/10/2019			Part day PTO	SF
5/24/2019			Admin leave for Memorial Day holiday	SF
5/27/2019			Memorial Day holiday	SF
5/27/2019			Memorial Day holiday	SP
5/27/2019			Memorial Day holiday	KM
5/29/2019			Admin leave for Memorial Day holiday	SP
5/31/2019			Admin leave for Memorial Day holiday	KM