

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
6/12/2019	2620B	Vacant Unit	Swept and mopped floors, swept garage, pressure washed deck and stairs	SF
6/13/2019	2620B	Vacant Unit	Checked mailbox, duplicated keys, programmed garage remote	SF
6/4/2019	2659	Vacant Unit	Performed move out inspection	SP
6/11/2019	2659	Vacant Unit	Helped clean up trash left in unit by former resident	KM
6/11/2019	2659	Vacant Unit	Cleaned up trash left in unit by former resident, hauled to dump	SP
6/18/2019	2659	Vacant Unit	Made exterior repairs from APM inspection, refastened outlet near back door, cut away old caulking around window trim, renailed trim	KM
6/19/2019	2659	Vacant Unit	Removed and replaced caulking around windows	KM
6/20/2019	2659	Vacant Unit	Cut out old caulking from around windows and trim, cleaned up	KM
6/24/2019	2659	Vacant Unit	Removed old caulking, caulked windows and trim	KM
6/26/2019	2659	Vacant Unit	Removed shelving from walls	KM
<b>Work Orders</b>				
6/5/2019	508	Work Order	Changed and raised shower rod	SF
6/21/2019	706	Work Order	Limbed tree, loaded debris	SP
6/4/2019	710	Work Order	Unplugged kitchen sink	SP
6/26/2019	Elders House	Work Order	Performed exterior APM inspection, sealed gutters, replaced foundation vents, cleaned up backyard, hauled off trash, replaced outside light bulbs with LED and wiped globes, lubed garage door, replaced light fixture in garage, raked up rock and concrete around yard, swept garage, made adjustments to front door lock	SF
6/10/2019	2609	Work Order	Repaired fence	SF
6/10/2019	2611	Work Order	Performed interior APM inspection, vacuumed heaters, adjusted latch on garage door	SF
6/20/2019	2616	Work Order	Cut and installed new living room blind	SF
6/13/2019	2617	Work Order	Removed carpet bar from kitchen and dining room entries, replaced with flat bar	SF
6/12/2019	2620D	Work Order	Pressure washed deck, installed screen for bedroom	SF
6/5/2019	2628	Work Order	Met contractor, dropped off paint	SP
6/21/2019	2639	Work Order	Helped install	SF
6/21/2019	2639	Work Order	Removed old gate and installed new one	SP
6/18/2019	2640	Work Order	Performed interior APM inspection, cleaned refrigerator coils, vacuumed heaters, repaired towel bar in hall bathroom, lubed sliding glass door	SF
6/18/2019	2640	Work Order	Performed exterior APM inspection, scraped small amount of moss from roof, put caulk seal in corner over the steps, touched up paint where needed	SF
6/12/2019	2660	Work Order	Replaced front door lock	SF
6/24/2019	2670	Work Order	Brushed rust off garage doors, primed and painted	SF
<b>Routine Activities</b>				
6/3/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
6/3/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM

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6/3/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/3/2019	Office	Routine	Completed paperwork	SP
6/3/2019	Shop	Routine	Checked fluid level on golf cart	KM
6/3/2019	Shop	Routine	Removed bucket from tractor and installed mower deck, mixed fuel for grounds and added fuel stabilizer	SP
6/3/2019	Shop	Routine	Unloaded and put away tools and unused supplies, cleaned out van	KM
6/3/2019	Town	Routine	Picked up grounds fuel and mix oil	SP
6/4/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/4/2019	Office	Routine	Gathered fuel slips, completed paperwork	KM
6/4/2019	Office	Routine	Made phone calls, completed paperwork	SP
6/4/2019	Shop	Routine	Helped unload items donated by The Mill Casino	SP
6/4/2019	Shop	Routine	Built screens for Elders House, put away trim, finished cleaning out van	KM
6/5/2019	2670	Routine	Delivered notices about upcoming exterior prep and paint	SP
6/5/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/5/2019	Office	Routine	Completed paperwork	KM
6/5/2019	Office	Routine	Completed paperwork	SF
6/5/2019	Shop	Routine	Cleaned out van and work area	KM
6/5/2019	Shop	Routine	Unloaded and put away tools and unused supplies, cleaned out van	SF
6/6/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/6/2019	Office	Routine	Attended Board meeting	SF
6/6/2019	Office	Routine	Attended Board meeting	SP
6/6/2019	Office	Routine	Completed paperwork	SF
6/6/2019	Office	Routine	Completed paperwork	KM
6/6/2019	Office	Routine	Made phone calls, completed paperwork	SP
6/6/2019	Shop	Routine	Cleaned out back of van, stained trim	KM
6/6/2019	Shop	Routine	Cleaned out van, hauled out trash, put away tools	SF
6/6/2019	Shop	Routine	Repaired adjustable foot on dump trailer	SP
6/6/2019	Town	Routine	Fueled van and picked up supplies	SF
6/7/2019	2640	Routine	Measured lot lines with Lyman	SP
6/7/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
6/7/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/7/2019	Office	Routine	Met with Marcy about inventory, made phone calls, completed paperwork	SF
6/7/2019	Office	Routine	Watered plants, checked light bulbs	SP
6/7/2019	Shop	Routine	Inventoried underlayment, cleaned up, removed parts from refrigerators prior to disposal	SF
6/7/2019	Shop	Routine	Unloaded van, hooked up utility trailer	SP
6/7/2019	Town	Routine	Picked up paint and supplies	SP
6/10/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/10/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/10/2019	Office	Routine	Ordered supplies, completed paperwork	SF
6/10/2019	Shop	Routine	Cleaned out van, put away tools and supplies	SF

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6/10/2019	Shop	Routine	Cleaned up work area, put away tools, checked golf cart fluid levels	KM
6/10/2019	Shop	Routine	Cleaned work area, put away tools and supplies	SP
6/11/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/11/2019	Office	Routine	Completed paperwork	SP
6/11/2019	Office	Routine	Completed paperwork	KM
6/11/2019	Office	Routine	Completed paperwork	SF
6/11/2019	Shop	Routine	Cleaned up, unloaded van	SF
6/11/2019	Town	Routine	Picked up locks for Elders House	SF
6/11/2019	Town	Routine	Picked up paint	SP
6/12/2019	Housing Area	Routine	Delivered landscape contest flyers to all residents	KM
6/12/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/12/2019	Office	Routine	Completed paperwork	SF
6/13/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/13/2019	Office	Routine	Completed paperwork	KM
6/13/2019	Office	Routine	Reviewed open work orders, completed paperwork	SF
6/13/2019	Shop	Routine	Unloaded van, cleaned up, loaded supplies	SF
6/14/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/14/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
6/14/2019	Office	Routine	Ordered glass, completed paperwork	SF
6/14/2019	Playground	Routine	Blew rubber bark from sidewalks and ball court, cleaned and stocked restroom, raked bark around swings and merry-go-round, cut away loose felt	SF
6/14/2019	Shop	Routine	Cleaned out van, put away tools	SF
6/17/2019	2670	Routine	Checked on painting contractor	SP
6/17/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/17/2019	Office	Routine	Completed paperwork	SP
6/17/2019	Office	Routine	Completed paperwork	SF
6/17/2019	Office	Routine	Took recycling to bins, checked oil in backup generator, brought mail to office, completed paperwork	KM
6/17/2019	Shop	Routine	Emptied trash from van, put tools away, checked golf cart fluid levels	KM
6/17/2019	Shop	Routine	Hauled gravel for Colt Signs to reinstall repaired sign, put away tools	SP
6/17/2019	Shop	Routine	Rebuilt drawer, cleaned up van, loaded supplies	SF
6/18/2019	2670	Routine	Checked on painting contractor	SP
6/18/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/18/2019	Office	Routine	Completed paperwork	KM
6/18/2019	Office	Routine	Cut and installed new blind for Marcy's office, completed paperwork	SF
6/18/2019	Office	Routine	Made phone calls, completed paperwork	SP
6/18/2019	Shop	Routine	Cleaned and organized work area	SF
6/18/2019	Shop	Routine	Loaded old appliances and water heaters for scrap, unloaded paint, cleaned up	SP

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6/18/2019	Town	Routine	Dropped off scrap at recyclers, picked up paint	SP
6/19/2019	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/19/2019	Office	Routine	Completed paperwork	KM
6/19/2019	Office	Routine	Completed paperwork	SF
6/19/2019	Shop	Routine	Blew off Toro mower	SP
6/19/2019	Shop	Routine	Loaded items to take to Elders House, cleaned out van	SF
6/20/2019	Office	Routine	Completed paperwork	KM
6/20/2019	Office	Routine	Researched blinds, ordered supplies	SF
6/20/2019	Town	Routine	Picked up additional paint for exterior of 2606, dropped weed eater off for repairs	SP
6/21/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/21/2019	Office	Routine	Completed paperwork	KM
6/21/2019	Office	Routine	Ordered supplies, completed paperwork	SF
6/21/2019	Office	Routine	Watered plants, checked light bulbs	SP
6/21/2019	Shop	Routine	Unloaded trailer, rebuilt screens	SP
6/24/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
6/24/2019	Housing Area	Routine	Dropped off trailer for resident to load yard debris	SP
6/24/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/24/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/24/2019	Office	Routine	Completed paperwork	SF
6/24/2019	Shop	Routine	Cleaned out back of van, checked fluid level on golf cart	KM
6/24/2019	Shop	Routine	Filled planters with river rock, placed boulders	SP
6/25/2019	Housing Area	Routine	Picked up dump trailer and hauled brush to burn pile, cleaned up triangle bed in front of Learning Center	SP
6/25/2019	Office	Routine	Completed paperwork	SF
6/25/2019	Office	Routine	Completed paperwork	KM
6/25/2019	Shop	Routine	Cleaned up van, put away supplies, cleaned paint brushes	SF
6/25/2019	Shop	Routine	Emptied trash cans, put away unused trim	KM
6/25/2019	Shop	Routine	Washed new river rock, placed in planters, cleaned up John Deere mower deck	SP
6/26/2019	Housing Area	Routine	Replaced solar light and panel at mailbox structure	SF
6/26/2019	Office	Routine	Completed paperwork	KM
6/26/2019	Office	Routine	Completed paperwork	SF
6/26/2019	Office	Routine	Met with Marcy about appliance disposals, met with Anne about time capsule dedication	SP
6/26/2019	Shop	Routine	Cleaned out golf cart, unloaded trash from loop cans	KM
6/26/2019	Shop	Routine	Cleaned up van, put away tools and brushes, picked up and wiped down refrigerator from rental unit	SF
6/26/2019	Shop	Routine	Greased mower deck and reinstalled, rebuilt screens	SP
6/26/2019	Town	Routine	Ordered replacement light fixture	SP
6/27/2019	Shop	Routine	Cleaned up, put away tools	SP
6/27/2019	Shop	Routine	Cleaned up workstation area, put things away, sanded, stained, and varnished on bathroom cabinet	SF

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6/28/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
6/28/2019	Office	Routine	Watered plants, checked light bulbs	SP
6/28/2019	Shop	Routine	Prepped for time capsule dedication	SP
<b>Projects</b>				
6/5/2019	Elders House	Project	Built and installed screens, began staining oak trim for cabinets	KM
6/5/2019	Elders House	Project	Cut and installed backsplash tile, installed piping for water heater pan to drain outside	SF
6/6/2019	Elders House	Project	Finished installing trim and filled nail holes, cut and installed blinds	KM
6/6/2019	Elders House	Project	Installed backsplash in both bathrooms, brought lumber down for contractor	SF
6/7/2019	Elders House	Project	Removed tools and lumber, cleaned up garage, caulked around bathroom sinks and tile	SF
6/10/2019	Elders House	Project	Helped move furniture from shop	KM
6/10/2019	Elders House	Project	Helped move furniture from shop	SP
6/10/2019	Elders House	Project	Replaced exterior door locks	SF
6/11/2019	Elders House	Project	Installed and keyed locks, installed box to cover plumbing under kitchen sink, wiped down counters	SF
6/12/2019	Elders House	Project	Pressure washed deck, back, front, and side of home, and part of the driveway, finished box for under sink	SF
6/13/2019	Elders House	Project	Measured for glass unit replacements on four windows, pulled dishwasher out to do some finish work on toe kick, installed trim, hooked dishwasher back up	SF
6/17/2019	Elders House	Project	Installed soap and paper towel dispensers	SP
6/17/2019	Elders House	Project	Painted exterior	SF
6/18/2019	Elders House	Project	Painted exterior trim	SF
6/19/2019	Elders House	Project	Helped load and unload additional furniture	KM
6/19/2019	Elders House	Project	Painted exterior of home, hauled furniture inside from garage	SF
6/19/2019	Elders House	Project	Removed concrete from back yard, hauled off extra dirt and soil	SP
6/20/2019	Elders House	Project	Painted exterior body and trim, did some caulking	SF
6/20/2019	Elders House	Project	Restacked blocks on new pallets, moved to shop compound	SP
6/24/2019	Elders House	Project	Helped move furniture from shop	SP
6/24/2019	Elders House	Project	Painted exterior body and trim, helped move furniture	SF
6/25/2019	Elders House	Project	Finished painting and caulking, scraped out and replaced caulking in gutter corners	SF
6/26/2019	Elders House	Project	Installed key lock box	SP
<b>Groundskeeping</b>				
6/3/2019	Housing Area	Grounds	Mowed grass	SP
6/3/2019	Housing Area	Grounds	Trash pickup	KM
6/4/2019	Housing Area	Grounds	Mowed grass and common areas	SP
6/4/2019	Housing Area	Grounds	Trash pickup	KM
6/5/2019	Housing Area	Grounds	Mowed grass and common areas	SP
6/5/2019	Housing Area	Grounds	Trash pickup	KM
6/6/2019	Housing Area	Grounds	Mowed in common areas and vacant lots	SP

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6/6/2019	Housing Area	Grounds	Trash pickup	KM
6/7/2019	Housing Area	Grounds	Trash pickup	KM
6/7/2019	Housing Area	Grounds	Weedeated at entrance	KM
6/10/2019	Housing Area	Grounds	Trash pickup	KM
6/11/2019	Housing Area	Grounds	Placed river rock in rental unit planters as needed	SP
6/11/2019	Housing Area	Grounds	Trash pickup	KM
6/12/2019	Housing Area	Grounds	Mowed vacant unit and lot	KM
6/12/2019	Housing Area	Grounds	Trash pickup	KM
6/13/2019	Housing Area	Grounds	Trash pickup	KM
6/13/2019	Housing Area	Grounds	Weedeated around poles, utility boxes, and along Miluk	KM
6/14/2019	Housing Area	Grounds	Trash pickup	KM
6/14/2019	Housing Area	Grounds	Weedeated around poles, utility boxes, and CIHA office	KM
6/17/2019	Housing Area	Grounds	Trash pickup	KM
6/18/2019	Housing Area	Grounds	Trash pickup	KM
6/19/2019	2601	Grounds	Weedeated front yard	KM
6/19/2019	Housing Area	Grounds	Mowed grass	SP
6/19/2019	Housing Area	Grounds	Trash pickup	KM
6/20/2019	Housing Area	Grounds	Trash pickup	KM
6/20/2019	Housing Area	Grounds	Removed bush near entrance	SP
6/21/2019	Housing Area	Grounds	Trash pickup	KM
6/24/2019	Housing Area	Grounds	Hauled brush to burn pile	SP
6/24/2019	Housing Area	Grounds	Trash pickup	KM
6/25/2019	Housing Area	Grounds	Trash pickup	KM
6/26/2019	Housing Area	Grounds	Mowed common areas	SP
6/26/2019	Housing Area	Grounds	Trash pickup	KM
6/27/2019	Housing Area	Grounds	Mowed vacant units and common areas	SP
6/27/2019	Housing Area	Grounds	Weedeated entrance, sides of road, gravel area to the duplexes, and around garden area	SF
<b>Admin Support</b>				
6/3/2019	Town	Admin	Courier run	KM
6/4/2019	Town	Admin	Courier run	KM
6/5/2019	508	Admin	Performed 90-day inspection	SF
6/5/2019	Town	Admin	Courier run	KM
6/6/2019	Town	Admin	Courier run	KM
6/7/2019	Town	Admin	Courier run	SP
6/10/2019	704	Admin	Performed annual inspection	SF
6/11/2019	Town	Admin	Courier run	KM
6/12/2019	Town	Admin	Courier run	KM
6/14/2019	Town	Admin	Courier run	KM
6/17/2019	Housing Area	Admin	Delivered notices for Resident Services	SP
6/17/2019	Town	Admin	Courier run	KM
6/19/2019	Town	Admin	Courier run	KM
6/21/2019	Town	Admin	Courier run	KM
6/25/2019	Town	Admin	Courier run	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Staff Time Off</b>				
6/3/2019			PTO	SF
6/4/2019			PTO	SF
6/10/2019			Part day PTO	SP
6/12/2019			PTO	SP
6/13/2019			PTO	SP
6/14/2019			PTO	SP
6/18/2019			Part day PTO	SP
6/20/2019			Part day PTO	SP
6/21/2019			Part day PTO	SF
6/21/2019			Part day PTO	SP
6/25/2019			Helped clean fish for Restoration Celebration	KM
6/26/2019			Part day PTO	KM
6/27/2019			PTO	KM
6/28/2019			Part day PTO	SP
6/28/2019			PTO	SF
6/28/2019			PTO	KM