

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
7/19/2019	2620B	Vacant Unit	Sanded railing, blew needles from decks, painted first coat of deck correct and deck and hand rails	SF
7/22/2019	2620B	Vacant Unit	Cleared debris and applied second coat of deck correct to deck and rails	SF
7/9/2019	2659	Vacant Unit	Removed carpet, cleaned up, cut caulking out around trim	KM
7/10/2019	2659	Vacant Unit	Cut out old caulking from siding	KM
7/11/2019	2659	Vacant Unit	Removed caulking and recaulked windows and trim	KM
7/15/2019	2659	Vacant Unit	Finished caulking around doors and trim, began prep for touch up painting	KM
7/16/2019	2659	Vacant Unit	Caulked and painted trim	KM
7/17/2019	2659	Vacant Unit	Painted trim, scraped paint around garage door and recaulked	KM
7/18/2019	2659	Vacant Unit	Painted trim, cleaned up	KM
7/22/2019	2659	Vacant Unit	Removed carpet, cleaned up	KM
7/24/2019	2659	Vacant Unit	Painted trim around exterior windows and doors	KM
7/25/2019	2659	Vacant Unit	Painted trim around windows and corner trim, recaulked door	KM
7/26/2019	2659	Vacant Unit	Painted trim around doors	KM
7/29/2019	2659	Vacant Unit	Finished painting trim, cleaned up, returned tools to van	KM
7/31/2019	2659	Vacant Unit	Began caulking lap siding	KM
<b>Work Orders</b>				
7/15/2019	701	Work Order	Installed carbon monoxide detector	SF
7/30/2019	709	Work Order	Pressure washed the deck, ramp, rails, north and west sides of home, cleaned gutters on north end	SF
7/29/2019	CITPD	Work Order	Trimmed limbs on trees behind unit, hauled brush to burn pile	SP
7/31/2019	CITPD	Work Order	Cleaned gutters, cut out old caulking around windows and siding, recaulked siding	SP
7/23/2019	Elders	Work Order	Cut and installed electrical outlet in front entry closet for cable and wi-fi	SF
7/30/2019	2624	Work Order	Repaired and replaced two rotten boards on deck steps, pressure washed deck and rails in prep for painting deck	SF
7/17/2019	2631	Work Order	Looked into issue with refrigerator	SF
7/18/2019	2631	Work Order	Removed and replaced refrigerator	SF
7/25/2019	2631	Work Order	Looked into refrigerator issue	SP
7/29/2019	2631	Work Order	Rechecked refrigerator frost issue	SP
7/8/2019	2636	Work Order	Repaired kitchen sink	KM
7/16/2019	2638	Work Order	Removed water heater, rebuilt stand, installed new valve and water heater, installed carbon monoxide alarm, replaced outlet in dining room	SF
7/11/2019	2660	Work Order	Looked into mildew issue in closet, set up dehumidifier	SF
<b>Routine Activities</b>				
7/1/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water vacant units	SP
7/1/2019	Town	Routine	Picked up supplies	SP
7/2/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/2/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
7/2/2019	Office	Routine	Completed paperwork	SF

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7/2/2019	Shop	Routine	Added fuel stabilizer to fuel, cleaned up	SP
7/2/2019	Shop	Routine	Cleaned out and organized van, sanded and varnished cabinet, cleaned up work area, hauled trash to dumpster, recycled cardboard	SF
7/2/2019	Shop	Routine	Emptied trash from van	KM
7/8/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/8/2019	Housing Area	Routine	Picked up lawn equipment after resident use	SF
7/8/2019	Office	Routine	Gathered fuel slips, checked oil in backup generator, completed paperwork	KM
7/8/2019	Office	Routine	Researched deck restore, completed paperwork	SF
7/8/2019	Shop	Routine	Cleaned out van, put away items	SF
7/8/2019	Shop	Routine	Emptied trash from van, checked fluid level on golf cart	KM
7/9/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/9/2019	Office	Routine	Completed paperwork	KM
7/9/2019	Office	Routine	Researched swing for playground, completed paperwork	SF
7/9/2019	Playground	Routine	Removed swing to be replaced and repaired another one	SF
7/9/2019	Shop	Routine	Helped rearrange furniture for preview and giveaway, stained and varnished one coat on cabinet, cleaned up	SF
7/9/2019	Shop	Routine	Cleaned out golf cart, helped with spray gun	KM
7/9/2019	Shop	Routine	Rearranged surplus furniture for preview and giveaway, assisted with preview, cleaned out and organized van, cleaned work areas, hung bulletin board and picture in shop office	SP
7/10/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/10/2019	Office	Routine	Completed paperwork	KM
7/10/2019	Office	Routine	Completed paperwork	SF
7/10/2019	Office	Routine	Moved box to file room, completed paperwork	SP
7/10/2019	Shop	Routine	Cut up and disposed of chairs from casino that were infested with powder post beetles, cleaned up, put away tools	SP
7/10/2019	Shop	Routine	Emptied trash from golf cart and back of van	KM
7/10/2019	Shop	Routine	Sanded and varnished cabinet doors, cleaned up	SF
7/10/2019	Town	Routine	Picked up glass units and supplies	SF
7/11/2019	Office	Routine	Ordered dumpsters, organized open work orders, completed paperwork	SF
7/11/2019	Shop	Routine	Helped load furniture for giveaway, cleaned up, organized and put away tools and supplies	KM
7/11/2019	Shop	Routine	Sanded and varnished cabinet doors, cleaned up	SF
7/11/2019	Shop	Routine	Staffed surplus hotel furniture giveaway, cleaned up and organized shop	SP
7/12/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/12/2019	Office	Routine	Helped cover phones, completed paperwork	SF
7/12/2019	Office	Routine	Completed paperwork	KM
7/12/2019	Office	Routine	Watered plants, checked lights	SP
7/12/2019	Shop	Routine	Helped load furniture for Elders House, organized work area, cleaned out van	SP
7/12/2019	Shop	Routine	Cleaned work area, emptied trash, put away tools	KM

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7/12/2019	Shop	Routine	Installed cabinet in first bathroom, cleaned up, glued sides to other cabinet, helped load furniture for Elders House	SF
7/15/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/15/2019	Housing Area	Routine	Made list of addresses with overgrown lawns	KM
7/15/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
7/15/2019	Office	Routine	Completed paperwork	SF
7/15/2019	Playground	Routine	Installed new swing seat	SF
7/15/2019	Shop	Routine	Checked golf cart fluid level	KM
7/15/2019	Shop	Routine	Met with resident to pick up chairs and lamps, installed knobs on cabinet in restroom, cleaned van, unloaded tools	SF
7/16/2019	Office	Routine	Completed paperwork	SF
7/16/2019	Office	Routine	Completed paperwork	KM
7/16/2019	Playground	Routine	Picked up trash and blew off rubber bark	SF
7/16/2019	Shop	Routine	Cleaned out van, loaded supplies	SF
7/17/2019	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
7/17/2019	Office	Routine	Completed paperwork	SF
7/17/2019	Office	Routine	Completed paperwork	KM
7/17/2019	Shop	Routine	Cleaned up spare refrigerator for 2631	SF
7/17/2019	Shop	Routine	Loaded furniture for elder, found paint for parking curbs	SF
7/18/2019	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
7/18/2019	Office	Routine	Completed paperwork	SF
7/18/2019	Office	Routine	Completed paperwork	KM
7/18/2019	Playground	Routine	Blew bark from sidewalks and parking area, picked up trash	SF
7/18/2019	Shop	Routine	Worked on pump for 20-gallon sprayer, sprayed weeds in storage lot, around maintenance lot, and in front along Miluk, put away supplies, cleaned up	SF
7/19/2019	Office	Routine	Completed paperwork	SF
7/19/2019	Shop	Routine	Cleaned out back of van, put away items	SF
7/22/2019	Housing Area	Routine	Helped Lyman measure duplexes	SF
7/22/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/22/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
7/22/2019	Office	Routine	Researched parts, watered plants, completed paperwork	SF
7/22/2019	Shop	Routine	Helped unload spray tank from golf cart, cleaned out van	KM
7/22/2019	Shop	Routine	Checked golf cart fluid level	KM
7/22/2019	Shop	Routine	Cleaned up, put away tools and materials, worked on storage gate	SF
7/23/2019	Office	Routine	Completed paperwork	KM
7/23/2019	Shop	Routine	Cleaned out back of van, put away tools, emptied trash	KM
7/23/2019	Shop	Routine	Completed paperwork	SF
7/23/2019	Shop	Routine	Gathered supplies, cleaned out front of van, set up and cut plastic lumber, loaded parking curbs	SF
7/24/2019	Housing Area	Routine	Delivered pest control flyers	KM
7/24/2019	Office	Routine	Completed paperwork	KM
7/24/2019	Office	Routine	Completed paperwork	SF
7/24/2019	Shop	Routine	Cut plastic lumber strips and cleaned up, lubed parts of the dump trailer, hauled trailer for resident to load brush	SF

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7/24/2019	Shop	Routine	Folded shop towels	KM
7/25/2019	Housing Area	Routine	Picked up trailer and hauled brush to burn pile	SP
7/25/2019	Office	Routine	Brought mail to office, completed paperwork	KM
7/25/2019	Office	Routine	Completed paperwork	SF
7/25/2019	Office	Routine	Made phone calls, caught up on emails after being gone, completed paperwork	SP
7/25/2019	Shop	Routine	Checked gate keypads, prepped for bathroom cabinet install, cleaned up, put away items, helped Debbie with cart	SF
7/25/2019	Shop	Routine	Put away tools and supplies	SP
7/26/2019	Housing Area	Routine	Helped Lyman measure duplexes	SP
7/26/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/26/2019	Office	Routine	Completed paperwork	SF
7/26/2019	Office	Routine	Completed paperwork	KM
7/26/2019	Office	Routine	Trimmed and repotted office plant, completed paperwork	SP
7/26/2019	Office	Routine	Watered plants, checked lights	SP
7/29/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water vacant units	SP
7/29/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/29/2019	Office	Routine	Checked oil in backup generator, completed paperwork	KM
7/29/2019	Office	Routine	Made phone calls, completed paperwork	SP
7/29/2019	Shop	Routine	Cleaned out back of van, emptied trash, and checked golf cart fluid level	KM
7/29/2019	Town	Routine	Dropped off dump trailer for service and maintenance	SP
7/30/2019	Office	Routine	Completed paperwork	SF
7/30/2019	Office	Routine	Completed paperwork	SP
7/30/2019	Shop	Routine	Cleaned up rug cleaner, loaded supplies and equipment, lubed roll up doors	SF
7/30/2019	Shop	Routine	Greased dump trailer, hooked up cargo trailer to take for servicing, helped lube warehouse roll up doors	SP
7/30/2019	Town	Routine	Picked up dump trailer after servicing, dropped off cargo trailer for servicing	SP
7/31/2019	Miluk Drive	Routine	Worked on gate going to upper Miluk Drive, attempted to program codes	SF
7/31/2019	Office	Routine	Completed paperwork	SF
7/31/2019	Office	Routine	Completed paperwork	KM
7/31/2019	Office	Routine	Made phone calls, completed paperwork	SP
7/31/2019	Playground	Routine	Cut out felt around the merry-go-round, raked bark, cut felt by swings and raked bark, unwrapped swing from top bar, cleaned restrooms, replaced light switch and repaired hand blower in restroom, blew bark from sidewalks and ball court, picked up trash, began pressure washing	SF
7/31/2019	Shop	Routine	Rebuilt screen for office kitchen window, loaded tools	SP
7/31/2019	Shop	Routine	Recycled cardboard, emptied trash	KM
7/31/2019	Town	Routine	Picked up supplies	SP
<b>Projects</b>				
7/10/2019	Elders	Project	Helped replace glass unit	SP

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7/10/2019	Elders	Project	Picked up hickory chairs infested with beetles to take to dumpster, removed and replaced four glass units	SF
7/11/2019	Elders	Project	Painted front railings, hauled old window glass to dumpster, repaired light fixture in kitchen	SF
7/15/2019	Elders	Project	Sanded deck and ramp rails and painted two coats	SF
7/16/2019	Elders	Project	Painted back deck and front ramp and deck	SF
7/17/2019	Elders	Project	Painted second coat on front ramp and deck, first coat on back ramp, and second coat on back deck and ramp	SF
7/23/2019	Elders	Project	Helped set and paint parking curbs	KM
7/23/2019	Elders	Project	Measured and placed parking curbs, painted rebar yellow, installed plastic lumber	SF
7/24/2019	Elders	Project	Dug out and vacuumed dirt from cracks in driveway, placed and pounded in plastic lumber strips	SF
<b>Groundskeeping</b>				
7/1/2019	Housing Area	Grounds	Mowed common areas	SP
7/2/2019	Housing Area	Grounds	Mowed common areas	SP
7/2/2019	Housing Area	Grounds	Trash pickup	KM
7/8/2019	Housing Area	Grounds	Trash pickup	KM
7/9/2019	Housing Area	Grounds	Met bark mulch installers	SP
7/9/2019	Housing Area	Grounds	Trash pickup	KM
7/10/2019	Housing Area	Grounds	Trash pickup	KM
7/11/2019	Housing Area	Grounds	Trash pickup	KM
7/12/2019	Housing Area	Grounds	Mowed common areas	SP
7/12/2019	Housing Area	Grounds	Trash pickup	KM
7/15/2019	Housing Area	Grounds	Trash pickup	KM
7/16/2019	Housing Area	Grounds	Trash pickup	KM
7/17/2019	Housing Area	Grounds	Trash pickup	KM
7/18/2019	Housing Area	Grounds	Trash pickup	KM
7/22/2019	Housing Area	Grounds	Trash pickup	KM
7/23/2019	Housing Area	Grounds	Trash pickup	KM
7/24/2019	Housing Area	Grounds	Met with landscape contractor about trimming rhodies at Killich entrance sign	SF
7/24/2019	Housing Area	Grounds	Trash pickup	KM
7/25/2019	Housing Area	Grounds	Trash pickup	KM
7/26/2019	Housing Area	Grounds	Mowed common areas	SP
7/26/2019	Housing Area	Grounds	Trash pickup	KM
7/29/2019	Housing Area	Grounds	Trash pickup	KM
7/31/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
7/2/2019	Town	Admin	Courier run	KM
7/8/2019	Town	Admin	Courier run	KM
7/10/2019	Town	Admin	Courier run	KM
7/11/2019	Town	Admin	Courier run	KM
7/15/2019	701	Admin	Performed annual inspection	SF
7/15/2019	Town	Admin	Courier run	KM

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7/16/2019	Town	Admin	Courier run	KM
7/17/2019	Town	Admin	Courier run	KM
7/18/2019	Town	Admin	Courier run	KM
7/22/2019	Town	Admin	Courier run	KM
7/23/2019	2609	Admin	Performed 90-day inspection	SF
7/23/2019	2648	Admin	Performed annual inspection	SF
7/23/2019	Town	Admin	Courier run	KM
7/24/2019	Town	Admin	Courier run	KM
7/25/2019	Town	Admin	Courier run	KM
7/29/2019	Town	Admin	Courier run	KM
7/30/2019	Town	Admin	Courier run	SP
7/31/2019	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
7/1/2019			PTO	KM
7/1/2019			PTO	SF
7/2/2019			Part day PTO	SF
7/2/2019			Part day PTO	SP
7/8/2019			Part day PTO	SF
7/8/2019			PTO	SP
7/10/2019			Part day PTO	SP
7/10/2019			Part day PTO	SF
7/15/2019			PTO	SP
7/16/2019			PTO	SP
7/17/2019			Part day PTO	SF
7/17/2019			PTO	SP
7/18/2019			PTO	SP
7/19/2019			Birthday award	KM
7/19/2019			Part day PTO	KM
7/19/2019			PTO	SP
7/22/2019			Part day PTO	SF
7/22/2019			PTO	SP
7/23/2019			PTO	SP
7/24/2019			Part day PTO	SF
7/24/2019			PTO	SP
7/25/2019			Part day PTO	SF
7/26/2019			Part day PTO	SF
7/26/2019			Part day PTO	KM
7/30/2019			PTO	KM
7/31/2019			Part day PTO	SF
7/31/2019			Part day PTO	KM