

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

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|---------------------|----------|--------------|---|-----|
| Vacant Units | | | | |
| 8/19/2019 | 2620B | Vacant Unit | Walked through unit before new resident moved in | SP |
| 8/20/2019 | 2646D | Vacant Unit | Secured unit, changed locks | SP |
| 8/26/2019 | 2646D | Vacant Unit | Met Tribal Police for dog training in vacant unit | SP |
| 8/28/2019 | 2646D | Vacant Unit | Helped remove trash | SP |
| 8/28/2019 | 2646D | Vacant Unit | Loaded dishes, hauled out trash, cleaned up garbage by garage | SF |
| 8/1/2019 | 2659 | Vacant Unit | Recaluled lap siding | KM |
| 8/5/2019 | 2659 | Vacant Unit | Recaluled siding seams | KM |
| 8/6/2019 | 2659 | Vacant Unit | Finished caulking lap siding and around bathroom window | KM |
| 8/7/2019 | 2659 | Vacant Unit | Finished exterior APM work | KM |
| 8/8/2019 | 2659 | Vacant Unit | Loaded tools to take back to shop | KM |
| Work Orders | | | | |
| 8/26/2019 | 502 | Work Order | Performed exterior APM inspection | KM |
| 8/26/2019 | 504 | Work Order | Performed exterior APM inspection | KM |
| 8/27/2019 | 506/508 | Work Order | Performed exterior APM inspection | KM |
| 8/9/2019 | 508 | Work Order | Replaced shower head arm | SF |
| 8/27/2019 | 510/512 | Work Order | Performed exterior APM inspection | KM |
| 8/27/2019 | 514/516 | Work Order | Performed exterior APM inspection | KM |
| 8/27/2019 | 518/520 | Work Order | Performed exterior APM inspection | KM |
| 8/28/2019 | 518/520 | Work Order | Finished exterior APM inspection, installed gutter fastener | KM |
| 8/6/2019 | 701 | Work Order | Scrubbed tile flooring in kitchen, dining, and entryway, applied two coats of wax, replaced five outlets | SF |
| 8/28/2019 | 704 | Work Order | Performed exterior APM inspection | SF |
| 8/13/2019 | 709 | Work Order | Performed exterior APM inspection | KM |
| 8/15/2019 | 709 | Work Order | Sanded rails on deck and ramp, added extra screws to the corners, caulked railing as needed, painted railing and most of the deck with deck correct, removed roof from ramp and pulled nails, swept, cleaned up | SF |
| 8/16/2019 | 709 | Work Order | Pressure washed deck and ramp | SF |
| 8/26/2019 | 709 | Work Order | Painted part of deck and ramp and two coats on the rails | SF |
| 8/27/2019 | 709 | Work Order | Painted second coat of deck correct on front deck and ramp | SF |
| 8/1/2019 | CITPD | Work Order | Helped remove signs, scraped corner gutter seal and resealed | SF |
| 8/1/2019 | CITPD | Work Order | Removed signs, cut out caulking and recaluled | SP |
| 8/7/2019 | CITPD | Work Order | Caulked seams in siding and trim | SP |
| 8/8/2019 | CITPD | Work Order | Removed trim around garage roll up door, caulked in prep for paint | SP |
| 8/8/2019 | CITPD | Work Order | Worked on exterior APM items, removed rotten trim from around garage door area, replaced some lumber, soffit vents, and stair/ramp handrails | SF |
| 8/9/2019 | CITPD | Work Order | Looked into rot and siding issues with Lyman and Platter, caulked seams, sanded rails | SF |
| 8/9/2019 | CITPD | Work Order | Went over rot issues with Lyman and Felton | SP |
| 8/12/2019 | CITPD | Work Order | Removed siding and cut out rotten part of garage header, removed and replaced trim boards | SF |
| 8/12/2019 | CITPD | Work Order | Worked on rot repairs around overhead garage door | SP |

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| 8/13/2019 | CITPD | Work Order | Installed felt, flashing, and trim around overhead garage door, adjusted garage surround, cut and installed siding, planed and back-cut cedar trim boards | SF |
| 8/13/2019 | CITPD | Work Order | Worked on rot repairs around overhead garage door | SP |
| 8/14/2019 | CITPD | Work Order | Finished installing and caulked trim, adjusted garage door and lubed hinges, rollers, and springs, upgraded garage light fixture to LED, finished installing, sanded, and painted handrails | SF |
| 8/14/2019 | CITPD | Work Order | Finished rot repair, installed trim, caulked | SP |
| 8/15/2019 | CITPD | Work Order | Cleaned up and loaded lumber to take back to shop | SF |
| 8/15/2019 | CITPD | Work Order | Pressure washed unit and deck | SP |
| 8/19/2019 | CITPD | Work Order | Primed areas and began exterior painting | SP |
| 8/23/2019 | CITPD | Work Order | Painted and installed garage door weather seal | SP |
| 8/26/2019 | CITPD | Work Order | Painted exterior of unit | SP |
| 8/26/2019 | CITPD | Work Order | Painted front deck and ramp | SF |
| 8/27/2019 | CITPD | Work Order | Painted exterior of unit | SP |
| 8/27/2019 | CITPD | Work Order | Painted two coats of deck correct on back deck and steps | SF |
| 8/28/2019 | CITPD | Work Order | Helped reinstall sign after exterior painting | SF |
| 8/28/2019 | CITPD | Work Order | Painted exterior of unit | SP |
| 8/20/2019 | 2605 | Work Order | Performed exterior APM inspection | KM |
| 8/5/2019 | 2607 | Work Order | Helped carry old dishwasher out of unit and new dishwasher in | SP |
| 8/5/2019 | 2607 | Work Order | Checked on dishwasher leak, removed and replaced | SF |
| 8/26/2019 | 2607 | Work Order | Looked into issue with doors, scheduled exterior APM Inspection | SF |
| 8/27/2019 | 2607 | Work Order | Performed exterior APM inspection | SF |
| 8/28/2019 | 2607 | Work Order | Marked areas on house plans that needed exterior work | SF |
| 8/1/2019 | 2624 | Work Order | Painted two coats of deck correct | SF |
| 8/7/2019 | 2624 | Work Order | Removed and replaced rotten deck railing, supported deck with jacks, replaced 4X4 support post, painted railing with deck correct | SF |
| 8/29/2019 | 2624 | Work Order | Performed exterior APM inspection | SF |
| 8/6/2019 | 2629 | Work Order | Replaced leaking faucet | SF |
| 8/21/2019 | 2629 | Work Order | Rebuilt bathroom sink faucet, tightened front door knob and deadbolt | SP |
| 8/29/2019 | 2629 | Work Order | Performed exterior APM inspection | SF |
| 8/7/2019 | 2631 | Work Order | Rekeyed all locks | SF |
| 8/14/2019 | 2636 | Work Order | Performed exterior APM inspection | KM |
| 8/15/2019 | 2636 | Work Order | Finished up exterior APM inspection | KM |
| 8/21/2019 | 2646B | Work Order | Rebuilt and installed screens | SP |
| Routine Activities | | | | |
| 8/1/2019 | Miluk Drive | Routine | Programmed gate code for Sheriff's Office | SF |
| 8/1/2019 | Office | Routine | Attended Board meeting, completed paperwork | SF |
| 8/1/2019 | Office | Routine | Completed paperwork | KM |
| 8/1/2019 | Playground | Routine | Pressure washed bus shelter and restroom | SF |
| 8/1/2019 | Shop | Routine | Emptied trash from golf cart | KM |
| 8/1/2019 | Town | Routine | Fueled van | SF |
| 8/1/2019 | Town | Routine | Picked up one trailer and dropped off another trailer for preventive maintenance | SP |

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| 8/2/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/2/2019 | Housing Area | Routine | Made list of units with parking or lawn issues | SP |
| 8/2/2019 | Office | Routine | Gathered fuel slips, completed paperwork | KM |
| 8/2/2019 | Office | Routine | Repaired conference table, completed paperwork | SF |
| 8/2/2019 | Office | Routine | Watered plants, checked light bulbs | SP |
| 8/2/2019 | Playground | Routine | Cleaned restroom | SF |
| 8/2/2019 | Shop | Routine | Cleaned up, vacuumed floors, hauled trash to dumpster | SF |
| 8/2/2019 | Shop | Routine | Moved cabinet to upstairs storage, performed maintenance on grounds equipment | SP |
| 8/2/2019 | Town | Routine | Fueled truck, dropped off saw chains to be sharpened | SP |
| 8/5/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/5/2019 | Housing Area | Routine | Hung community garage sale sign | SF |
| 8/5/2019 | Office | Routine | Helped rearrange Tracey's office | SP |
| 8/5/2019 | Office | Routine | Checked oil in backup generator, completed paperwork | KM |
| 8/5/2019 | Office | Routine | Completed paperwork | SF |
| 8/5/2019 | Shop | Routine | Checked golf cart fluid level | KM |
| 8/5/2019 | Shop | Routine | Serviced John Deere mower deck, changed mower blades, loaded dishwasher, cleaned up spray tank | SP |
| 8/5/2019 | Shop | Routine | Vacuumed concrete floor, cleaned refrigerator from a unit, cleaned up | SF |
| 8/6/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/6/2019 | Office | Routine | Completed paperwork | KM |
| 8/6/2019 | Office | Routine | Completed paperwork | SF |
| 8/6/2019 | Office | Routine | Made phone calls, completed paperwork | SP |
| 8/6/2019 | Shop | Routine | Installed new deflector guard on JD mower deck, hooked up dump trailer, put away tools | SP |
| 8/6/2019 | Shop | Routine | Loaded supplies | SF |
| 8/6/2019 | Town | Routine | Helped pick up lumber | SF |
| 8/6/2019 | Town | Routine | Picked up supplies, fueled van | SP |
| 8/7/2019 | Housing Area | Routine | Picked up lawn equipment after resident use | KM |
| 8/7/2019 | Office | Routine | Completed paperwork | KM |
| 8/7/2019 | Office | Routine | Researched parts, completed paperwork | SF |
| 8/7/2019 | Shop | Routine | Loaded tools and supplies | KM |
| 8/7/2019 | Shop | Routine | Unloaded plastic lumber | SP |
| 8/7/2019 | Shop | Routine | Unloaded tools, lumber, and equipment, cleaned floor scrubber | SF |
| 8/7/2019 | Town | Routine | Picked up supplies, dropped off cement mixer for repairs | SP |
| 8/8/2019 | Office | Routine | Completed paperwork | KM |
| 8/8/2019 | Office | Routine | Ordered glass unit, researched parts, completed paperwork | SF |
| 8/8/2019 | Shop | Routine | Cleaned out van, loaded fan, tools, and supplies | KM |
| 8/8/2019 | Shop | Routine | Cleaned out van, loaded supplies, and cleaned spare refrigerator | SF |
| 8/8/2019 | Shop | Routine | Unloaded tools and supplies | SP |
| 8/9/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/9/2019 | Office | Routine | Completed paperwork | SF |
| 8/9/2019 | Office | Routine | Completed paperwork | KM |
| 8/9/2019 | Office | Routine | Watered plants, checked light bulbs | SP |

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| 8/9/2019 | Shop | Routine | Returned trailer, cleaned out van | SP |
| 8/9/2019 | Town | Routine | Picked up trailer after service and maintenance | SP |
| 8/12/2019 | Housing Area | Routine | Checked lights in mailbox structures, ran water in vacant units | SP |
| 8/12/2019 | Office | Routine | Completed paperwork | SF |
| 8/12/2019 | Shop | Routine | Locating and loading supplies | SF |
| 8/12/2019 | Town | Routine | Picked up supplies | SP |
| 8/13/2019 | Housing Area | Routine | Picked up and dropped off lawn equipment for resident use | KM |
| 8/13/2019 | Office | Routine | Checked oil in backup generator, completed paperwork | KM |
| 8/13/2019 | Shop | Routine | Loaded tools, checked golf cart fluid level | KM |
| 8/14/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/14/2019 | Office | Routine | Completed paperwork | KM |
| 8/14/2019 | Office | Routine | Completed paperwork | SF |
| 8/14/2019 | Shop | Routine | Loaded supplies | KM |
| 8/15/2019 | Housing Area | Routine | Dropped off and picked up lawn equipment for resident use | KM |
| 8/15/2019 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 8/15/2019 | Office | Routine | Met with Debbie about open work orders, made phone calls, completed paperwork | SF |
| 8/15/2019 | Shop | Routine | Cleaned out van, loaded tools, and checked oil in all lawn mowers | KM |
| 8/15/2019 | Shop | Routine | Cleaned out van, put away tool and supplies | SF |
| 8/15/2019 | Shop | Routine | Cleaned out van, put away tools, loaded and unloaded pressure washer | SP |
| 8/16/2019 | Office | Routine | Helped move KRA shed to warehouse, completed paperwork | SF |
| 8/16/2019 | Office | Routine | Replaced insurance cards in vehicles, completed paperwork | KM |
| 8/16/2019 | Playground | Routine | Raised two swings and cut chains | SF |
| 8/16/2019 | Shop | Routine | Cleaned out van, put away tools and supplies, loaded pressure washer | SF |
| 8/19/2019 | Housing Area | Routine | Checked lights in mailbox structures, ran water in vacant units | SP |
| 8/19/2019 | Housing Area | Routine | Delivered notices | SP |
| 8/19/2019 | Housing Area | Routine | Picked up lawn equipment after resident use | KM |
| 8/19/2019 | Office | Routine | Completed paperwork | SP |
| 8/19/2019 | Office | Routine | Took out recycling, checked oil in backup generator, completed paperwork | KM |
| 8/19/2019 | Shop | Routine | Cleaned out van, put away tools and supplies, checked golf cart fluid level | KM |
| 8/19/2019 | Shop | Routine | Unloaded dump trailer, put away trailers, loaded tools and supplies | SP |
| 8/20/2019 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 8/20/2019 | Housing Area | Routine | Met bark installer, delivered notices | SP |
| 8/20/2019 | Office | Routine | Completed paperwork | KM |
| 8/20/2019 | Office | Routine | Made phone calls, completed paperwork | SP |
| 8/20/2019 | Shop | Routine | Cleaned up work area, put away tools | KM |
| 8/20/2019 | Shop | Routine | Put away tools and supplies | SP |
| 8/21/2019 | Housing Area | Routine | Delivered notices | KM |
| 8/21/2019 | Office | Routine | Completed paperwork | KM |
| 8/21/2019 | Shop | Routine | Helped install shelving and organize trim | KM |

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| 8/21/2019 | Shop | Routine | Installed shelving, organized trim, rebuilt screens | SP |
| 8/23/2019 | Office | Routine | Returned items from training day | KM |
| 8/23/2019 | Office | Routine | Watered plants, checked light bulbs | SP |
| 8/23/2019 | Town | Routine | Courier run | SP |
| 8/26/2019 | Housing Area | Routine | Checked community clean up dumpsters, ordered new ones | SF |
| 8/26/2019 | Housing Area | Routine | Checked out backhoe from Tribe, crushed trash in dumpster | SP |
| 8/26/2019 | Housing Area | Routine | Dropped off and picked up lawn equipment for resident use | KM |
| 8/26/2019 | Office | Routine | Checked oil in backup generator, completed paperwork | KM |
| 8/26/2019 | Office | Routine | Made phone calls, completed paperwork | SF |
| 8/26/2019 | Shop | Routine | Checked golf cart fluid level | KM |
| 8/26/2019 | Shop | Routine | Cleaned out van and put away tools and supplies | SF |
| 8/27/2019 | Office | Routine | Answered phones during Self-Monitoring while Debbie picked up lunch | SP |
| 8/27/2019 | Office | Routine | Completed paperwork | KM |
| 8/27/2019 | Shop | Routine | Cleaned up tools | SP |
| 8/27/2019 | Shop | Routine | Unloaded dishwasher, loaded supplies | SF |
| 8/28/2019 | Housing Area | Routine | Worked on getting dumpster back doors closed and latched | SF |
| 8/28/2019 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 8/28/2019 | Office | Routine | Installed new shock on screen door | KM |
| 8/28/2019 | Office | Routine | Researched window parts, replaced glass unit on Tracey's window, reviewed exterior APM and house plans with Debbie | SF |
| 8/28/2019 | Shop | Routine | Cleaned out van | KM |
| 8/28/2019 | Shop | Routine | Cleaned up tools | SP |
| 8/29/2019 | Housing Area | Routine | Checked on resident | SP |
| 8/29/2019 | Housing Area | Routine | Crushed trash in community dumpsters | SP |
| 8/29/2019 | Housing Area | Routine | Posted pest control notices | KM |
| 8/29/2019 | Office | Routine | Completed paperwork | KM |
| 8/29/2019 | Office | Routine | Researched parts, completed paperwork | SF |
| 8/29/2019 | Office | Routine | Watered plants, checked light bulbs | SP |
| 8/29/2019 | Playground | Routine | Blew bark from sidewalks, ball court, and parking areas, dewebbed busstop, cleaned restroom, picked up trash, cut out fabric trip hazard around swings and merry-go-round, raked bark back around swings, installed new basketball nets | SF |
| 8/29/2019 | Shop | Routine | Cleaned out van | SF |
| 8/29/2019 | Shop | Routine | Cleaned up painting equipment, organized work area | SP |
| 8/29/2019 | Shop | Routine | Loaded tools and supplies | KM |
| 8/29/2019 | Town | Routine | Picked up supplies | SP |
| Projects | | | | |
| 8/6/2019 | 701 | Project | Met with resident about Front Yard Makeover | SP |
| 8/13/2019 | 701 | Project | Met with resident about Front Yard Makeover | SP |
| Groundskeeping | | | | |
| 8/1/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/2/2019 | Housing Area | Grounds | Mowed grass in common areas | SP |
| 8/2/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/5/2019 | Housing Area | Grounds | Sprayed weed control | SP |

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| 8/5/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/6/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/7/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/8/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/9/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/13/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/14/2019 | Housing Area | Grounds | Mowed grass in common areas | SP |
| 8/14/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/15/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/16/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/19/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/20/2019 | Housing Area | Grounds | Met with landscape maintenance about no water at cultural garden | SP |
| 8/20/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/21/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/26/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/27/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/28/2019 | Housing Area | Grounds | Trash pickup | KM |
| 8/29/2019 | Housing Area | Grounds | Trash pickup | KM |
| Admin Support | | | | |
| 8/1/2019 | Town | Admin | Courier run | KM |
| 8/2/2019 | Town | Admin | Courier run | KM |
| 8/5/2019 | Town | Admin | Courier run | KM |
| 8/6/2019 | Town | Admin | Courier run | KM |
| 8/7/2019 | Town | Admin | Courier run | KM |
| 8/14/2019 | Town | Admin | Courier run | KM |
| 8/15/2019 | Town | Admin | Courier run | KM |
| 8/16/2019 | Town | Admin | Courier run | KM |
| 8/19/2019 | Town | Admin | Courier run | KM |
| 8/20/2019 | Housing Area | Admin | Performed annual inspections | SP |
| 8/20/2019 | Town | Admin | Courier run | KM |
| 8/21/2019 | Town | Admin | Courier run | SP |
| 8/26/2019 | Town | Admin | Courier run | SF |
| 8/28/2019 | Town | Admin | Courier run | KM |
| 8/29/2019 | Town | Admin | Courier run | KM |
| Staff Time Off | | | | |
| 8/1/2019 | | | Part day PTO | SP |
| 8/1/2019 | | | Part day PTO | KM |
| 8/2/2019 | | | Part day PTO | KM |
| 8/5/2019 | | | Part day PTO | SF |
| 8/7/2019 | | | Part day PTO | SP |
| 8/9/2019 | | | Part day PTO | SF |
| 8/12/2019 | | | PTO | KM |
| 8/14/2019 | | | Part day PTO | SF |
| 8/15/2019 | | | Part day PTO | SP |

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| 8/19/2019 | | | PTO | SF |
| 8/20/2019 | | | PTO | SF |
| 8/21/2019 | | | PTO | SF |
| 8/22/2019 | | | Annual training | KM |
| 8/22/2019 | | | Annual training | SP |
| 8/22/2019 | | | PTO | SF |
| 8/23/2019 | | | PTO | SF |
| 8/27/2019 | | | Part day PTO | SF |
| 8/28/2019 | | | Part day PTO | SF |
| 8/30/2019 | | | Admin leave for Labor Day holiday | SF |
| 8/30/2019 | | | Admin leave for Labor Day holiday | SP |
| 8/30/2019 | | | Admin leave for Labor Day holiday | KM |