

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
9/23/2019	708	Vacant Unit	Rekeyed all locks	SF
9/18/2019	2646D	Vacant Unit	Inventoried items in Emergency Housing, reviewed missing items with Debbie, completed PFR inspection	SP
9/24/2019	2646D	Vacant Unit	Hauled off trash	SF
9/24/2019	2646D	Vacant Unit	Replaced GFCI, wiped down walls and doors, cleaned up trash, replaced drip pans on stove	KM
9/25/2019	2646D	Vacant Unit	Cleaned donated chairs	KM
9/25/2019	2646D	Vacant Unit	Measured, cut, and installed blinds	SF
9/26/2019	2646D	Vacant Unit	Cleaned master bathtub drain, cleaned walls in kitchen, cleaned doors, began touch up painting, rebuilt bedroom screens	KM
9/26/2019	2646D	Vacant Unit	Scheduled cleaners, moved furniture to make room for donated furniture to be moved in next week	SF
9/30/2019	2646D	Vacant Unit	Cleaned all light fixtures, checked and sprayed bathroom fan, removed stickers from mirrors, wiped some areas of walls, replaced light bulbs and smoke alarm batteries	SF
9/30/2019	2646D	Vacant Unit	Loaded, ran, and unloaded dishwasher, touched up paint	KM
<b>Work Orders</b>				
9/26/2019	518	Work Order	Dug up and replaced rotten post on back fencing	SF
9/12/2019	520	Work Order	Dug up old rotten fence post and replaced, filled hole, reinstalled fence boards	SF
9/12/2019	701	Work Order	Began exterior APM inspection	KM
9/13/2019	701	Work Order	Evaluated fence posts for replacement	SF
9/19/2019	701	Work Order	Finished exterior APM inspection	KM
9/5/2019	710	Work Order	Looked for leak in water line and spoke with resident about what could cause increased water bill	SF
9/3/2019	CITPD	Work Order	Continued painting exterior of unit	SP
9/3/2019	CITPD	Work Order	Painted deck correct on front deck and ramp	SF
9/4/2019	CITPD	Work Order	Painted exterior of unit	SP
9/5/2019	CITPD	Work Order	Looked into issue with ants and set out bait	SP
9/6/2019	Shop	Work Order	Painted gutter downspout straps for CITPD	SP
9/6/2019	CITPD	Work Order	Helped install downspout	SF
9/6/2019	CITPD	Work Order	Painted exterior, installed downspouts on front of unit	SP
9/11/2019	CITPD	Work Order	Painted exterior	SP
9/11/2019	CITPD	Work Order	Removed storm door from shed, painted trim and door jamb, put together and installed new storm door	SF
9/12/2019	CITPD	Work Order	Painted exterior	SP
9/19/2019	CITPD	Work Order	Painted exterior	SP
9/20/2019	CITPD	Work Order	Painted trim, installed down spouts	SP
9/24/2019	CITPD	Work Order	Installed garage door seal	SF
9/30/2019	CITPD	Work Order	Replaced HVAC filter	SF
9/6/2019	2603	Work Order	Replaced kitchen GFCI, looked into issue around deck, performed exterior APM inspection	SF
9/4/2019	Elders	Work Order	Removed and replaced broken living room window glass	SF

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9/18/2019	Elders	Work Order	Cut out hold in siding for light fixture	SF
9/18/2019	Elders	Work Order	Installed motion light on back deck, began installing shelving	SP
9/19/2019	Elders	Work Order	Installed shelving and motion light on side of garage	SP
9/24/2019	2608	Work Order	Pulled hose bib to get measurements	SF
9/11/2019	SCINT	Work Order	Performed exterior APM inspection	SF
9/20/2019	SCINT	Work Order	Cut and installed screen material for foundation vents	SF
9/23/2019	SCINT	Work Order	Dug up and replaced valve cover box for sewer cleanout	SF
9/3/2019	2616	Work Order	Performed exterior APM inspection	SF
9/25/2019	2616	Work Order	Replaced kitchen light globe and bulbs	SF
9/18/2019	2617	Work Order	Dug out under backflow device	SF
9/6/2019	2618	Work Order	Began exterior APM inspection	KM
9/9/2019	2618	Work Order	Finished exterior APM inspection	KM
9/3/2019	2620	Work Order	Looked at decks to be pressure washed, spoke with resident	SF
9/12/2019	2620	Work Order	Dug up old post and concrete block, replaced post, covered hole, reinstalled fence boards	SF
9/13/2019	2620	Work Order	Helped load concrete into dumpster	SP
9/13/2019	2620	Work Order	Picked up concrete and hauled to dumpster, measured front deck stair railing, looked into fence issue	SF
9/17/2019	2620	Work Order	Cleaned gutters	SF
9/18/2019	2620	Work Order	Removed roofing and nails from deck, pressure washed, began painting deck correct, reviewed rot issues with Lyman	SF
9/19/2019	2620	Work Order	Replaced deck boards on top front deck	SF
9/25/2019	2620	Work Order	Replaced a few deck boards in front	SF
9/12/2019	2620A	Work Order	Installed handrail on front of unit	SF
9/5/2019	2620A/2620C	Work Order	Pressure washed back decks and stairs	SF
9/12/2019	2627	Work Order	Performed exterior APM inspection	SF
9/25/2019	2627	Work Order	Installed splash block	SF
9/11/2019	2628	Work Order	Performed exterior APM inspection	KM
9/23/2019	2628	Work Order	Removed and replaced window screens	SF
9/11/2019	2629	Work Order	Performed interior APM inspection, replaced four light switches, adjusted front door, cleaned refrigerator coils, replaced burner pans and range hood filter, vacuumed heaters	SF
9/27/2019	2636	Work Order	Performed interior APM inspection, unplugged hall bath sink	SF
9/30/2019	2636	Work Order	Replaced two exterior light fixtures, repaired window screen	SF
9/3/2019	2638	Work Order	Performed exterior APM inspection	SF
9/5/2019	2638	Work Order	Lubed and adjusted garage door	SF
9/16/2019	2646	Work Order	Met painting contractor to make sure building was ready for pressure washing	SP
9/17/2019	2646	Work Order	Inspected unit after pressure washing	SP
9/19/2019	2646	Work Order	Checked on painting contractor	SP
9/17/2019	2646A	Work Order	Performed interior APM inspection, cleaned refrigerator coils, replaced stove drip pans, vacuumed heaters, repaired front door	SF
9/26/2019	2646B	Work Order	Replaced two exterior bulbs, reset exterior timer, spray lubed garage door and motor	SF
9/4/2019	2650	Work Order	Performed exterior APM inspection	KM
9/5/2019	2650	Work Order	Performed exterior APM inspection	KM

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9/26/2019	2660	Work Order	Removed and replaced toilet	SF
9/3/2019	2670C	Work Order	Rebuilt kitchen faucet	SF
9/18/2019	2670C	Work Order	Secured gutter downspouts	SF
9/17/2019	Office	Work Order	Repaired channel under conference table, repaired gutter by sliding door	SF
<b>Routine Activities</b>				
9/3/2019	Housing Area	Routine	Checked on community dumpsters	SF
9/3/2019	Housing Area	Routine	Crushed trash in community dumpster, checked lights in mailbox structures, ran water in vacant units	SP
9/3/2019	Office	Routine	Completed paperwork	SP
9/3/2019	Office	Routine	Removed cobwebs from stairs, building, and lights, attached chain to back door screen, checked oil in backup generator, took out recycling, brought mail to the office, completed paperwork	KM
9/3/2019	Office	Routine	Researched supplies, made phone calls, completed paperwork	SF
9/3/2019	Shop	Routine	Loaded supplies, checked fluid level on golf cart	KM
9/3/2019	Shop	Routine	Unloaded tools and supplies from van, cleaned up	SF
9/4/2019	Housing Area	Routine	Gathered fuel slips, picked up rent from elder	KM
9/4/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/4/2019	Office	Routine	Researched supplies, made phone calls, completed paperwork	SF
9/4/2019	Playground	Routine	Raked bark, cleaned spider webs from lights and bus stop	SF
9/4/2019	Shop	Routine	Cleaned out van, put away tools and supplies, located exterior trim needed, loaded supplies	SF
9/4/2019	Shop	Routine	Emptied trash from golf cart	KM
9/4/2019	Town	Routine	Picked up glass units, fueled van, dropped off package	SF
9/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/5/2019	Office	Routine	Made phone calls, completed paperwork	SF
9/5/2019	Office	Routine	Reconciled billing issue with landscape bark	SP
9/5/2019	Shop	Routine	Emptied trash cans, cleaned up work area	KM
9/5/2019	Shop	Routine	Unloaded doors, cleaned up	SP
9/5/2019	Town	Routine	Picked up doors	SP
9/6/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/6/2019	Office	Routine	Completed paperwork	SF
9/6/2019	Office	Routine	Completed paperwork	KM
9/6/2019	Office	Routine	Watered plants, checked lights in office	SP
9/6/2019	Shop	Routine	Cleaned out back of van	SF
9/9/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/9/2019	Office	Routine	Checked oil in backup generator, brought mail to office, de-webbed stairs and lights, completed paperwork	KM
9/9/2019	Office	Routine	Made phone calls, completed paperwork	SF
9/9/2019	Office	Routine	Made phone calls, reviewed FY20 RFQs, completed paperwork	SP
9/9/2019	Shop	Routine	Helped install shelving and put away tools	SP
9/9/2019	Shop	Routine	Checked fluid level on golf cart	KM
9/9/2019	Shop	Routine	Cleaned up, helped install shelving and organize trim and materials, cleaned out van, unloaded supplies and materials	SF
9/9/2019	Shop	Routine	Unloaded van, put away tools and supplies	KM
9/9/2019	Town	Routine	Picked up materials and supplies	SF

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9/10/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/10/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/10/2019	Office	Routine	Completed paperwork	SF
9/10/2019	Office	Routine	Made phone calls, completed paperwork	SP
9/10/2019	Shop	Routine	Cleaned out back of van, cleaned up work area and around shop	KM
9/10/2019	Shop	Routine	Organized and cleaned up shop and van	SF
9/10/2019	Shop	Routine	Sorted and organized lumber on lumber racks, cleaned out van	SP
9/10/2019	Town	Routine	Fueled van, picked up flooring product information	SP
9/11/2019	Housing Area	Routine	Picked up rent from elder	KM
9/11/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/11/2019	Office	Routine	Lowered flags to half-staff, completed paperwork	SF
9/11/2019	Office	Routine	Met with painting contractor, reviewed upcoming project costs with Marcy	SP
9/11/2019	Shop	Routine	Loaded van with supplies and materials, emptied trash cans, cleaned out van	KM
9/11/2019	Shop	Routine	Organized and loaded van	SF
9/12/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/12/2019	Office	Routine	Completed paperwork	SF
9/12/2019	Office	Routine	Completed paperwork	SP
9/12/2019	Shop	Routine	Cleaned out van and loaded supplies	SF
9/12/2019	Shop	Routine	Unloaded van, put away tools, emptied golf cart	KM
9/12/2019	Town	Routine	Picked up supplies, checked on concrete mixer repairs, ordered tires and scheduled alignment for GMC 2500 van	SP
9/13/2019	Housing Area	Routine	De-webbed mailbox and bus stop shelters	SP
9/13/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/13/2019	Office	Routine	Completed paperwork	KM
9/13/2019	Office	Routine	Researched blinds, completed paperwork	SF
9/13/2019	Office	Routine	Watered plants, checked lights in office	SP
9/13/2019	Shop	Routine	Checked out equipment, organized van	SP
9/13/2019	Shop	Routine	Emptied trash cans	KM
9/13/2019	Shop	Routine	Unloaded tools and supplies from van, cleaned up	SF
9/16/2019	2670	Routine	Attached gutter and downspout	SP
9/16/2019	Elders	Routine	Installed and programmed exterior light timer	SP
9/16/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
9/16/2019	Office	Routine	Review projects with Debbie, completed paperwork	SP
9/16/2019	Town	Routine	Picked up supplies	SP
9/17/2019	Elders	Routine	Installed exterior motion light on back deck, assisted Felton with electrical	SP
9/17/2019	Office	Routine	Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed	SF
9/17/2019	Shop	Routine	Cleaned out van, cleaned up and put away painting tools	SP
9/17/2019	Shop	Routine	Emptied trash can in van, emptied golf cart, unloaded ladder from van	KM
9/17/2019	Shop	Routine	Painted deck boards for 2620, loaded and unloaded van, researched parts	SF
9/18/2019	Office	Routine	Brought mail to office, completed paperwork	KM

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9/18/2019	Office	Routine	Completed paperwork	SP
9/18/2019	Office	Routine	Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed	KM
9/18/2019	Office	Routine	Met with Lyman, Debbie, and maintenance staff to go over exterior APM work to be completed	SP
9/18/2019	Office	Routine	Researched backflows, completed paperwork	SF
9/18/2019	Shop	Routine	Cleaned shelving	SP
9/18/2019	Shop	Routine	Cleaned up, loaded supplies in van	KM
9/18/2019	Town	Routine	Picked up supplies	SP
9/19/2019	Housing Area	Routine	Delivered Bicycle Rodeo flyers	KM
9/19/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/19/2019	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
9/19/2019	Shop	Routine	Cleaned out van, loaded supplies, began painting new door for 2624	SF
9/19/2019	Shop	Routine	Gathered supplies	SP
9/19/2019	Shop	Routine	Put away supplies	KM
9/19/2019	Town	Routine	Picked up supplies	SP
9/19/2019	Town	Routine	Picked ups lumber, paint, and supplies	SF
9/20/2019	Housing Area	Routine	Delivered notices for Resident Services	SP
9/20/2019	Housing Area	Routine	Removed wood bench by upper mailbox structure due to rot, checked remaining benches	SF
9/20/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2019	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
9/20/2019	Office	Routine	Watered plants, checked lights in office	SP
9/20/2019	Shop	Routine	Located supplies and parts for programmable door knob, cleaned out van	KM
9/20/2019	Shop	Routine	Put away tools and supplies from van	SP
9/20/2019	Shop	Routine	Unloaded lumber and spread out to dry, unloaded trash from van	SF
9/23/2019	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
9/23/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/23/2019	Office	Routine	Checked oil in backup generator, brought mail to office, de-webbed stairs and lights, took out office recycling, completed paperwork	KM
9/23/2019	Office	Routine	Completed paperwork	SF
9/23/2019	Shop	Routine	Emptied trash from golf cart and van, helped move lumber to sun to dry, checked fluid level in golf cart	KM
9/23/2019	Shop	Routine	Laid out pressure treated lumber in sun to dry and returned it at end of day, built and repaired screens, unloaded splash blocks	SF
9/23/2019	Town	Routine	Picked up splash block, dropped off mail, fueled van	SF
9/24/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/24/2019	Office	Routine	Ordered supplies, completed paperwork	SF
9/24/2019	Shop	Routine	Assisted with inventory	KM
9/24/2019	Shop	Routine	Painted deck boards for 2620, cleaned up	SF
9/24/2019	Town	Routine	Dropped off GMC 2500 Van for new tires	KM
9/24/2019	Town	Routine	Picked up Ken from dropping off van for new tires	SF
9/25/2019	Office	Routine	Brought mail to office, completed paperwork	KM

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9/25/2019	Office	Routine	Made phone calls, completed paperwork	SF
9/25/2019	Playground	Routine	Wiped down bathroom, swept cobwebs inside and outside of restroom and on the bus shelter	SF
9/25/2019	Shop	Routine	Inventoried tools in van and tool room	KM
9/25/2019	Shop	Routine	Inventoried tools in van and storage shed, laid out more lumber to dry and painted deck correct, cleaned out van	SF
9/26/2019	Housing Area	Routine	Delivered pest control notices	KM
9/26/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/26/2019	Office	Routine	Completed paperwork	SF
9/26/2019	Shop	Routine	Cleaned out van, painted deck boards, painted garage door	SF
9/27/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/27/2019	Office	Routine	Brought mail to office, completed paperwork	KM
9/27/2019	Office	Routine	Removed cord from conference table, watered plants, completed paperwork	SF
9/27/2019	Shop	Routine	Unloaded van, hauled trash to dumpster	SF
9/30/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/30/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/30/2019	Playground	Routine	Cleared sand out of backflow preventer valve box, called plumber to retest	SF
9/30/2019	Shop	Routine	Checked fluid level on golf cart	KM
9/30/2019	Shop	Routine	Cleaned out van	SF
9/30/2019	Shop	Routine	Removed and replaced backflow device, installed new pipe insulation	SF
<b>Projects</b>				
9/9/2019	701	Project	Met with resident for Front Yard Makeover	SP
9/12/2019	701	Project	Met with landscaper for Front Yard Makeover design	SP
9/13/2019	701	Project	Looked at utility locations for Front Yard Makeover	SP
<b>Groundskeeping</b>				
9/3/2019	Housing Area	Grounds	Trash pickup	KM
9/4/2019	Housing Area	Grounds	Reviewed trees to be removed with tree service company	SP
9/4/2019	Housing Area	Grounds	Trash pickup	KM
9/5/2019	Housing Area	Grounds	Trash pickup	KM
9/6/2019	Housing Area	Grounds	Trash pickup	KM
9/9/2019	Housing Area	Grounds	Trash pickup	KM
9/10/2019	Housing Area	Grounds	Trash pickup	KM
9/11/2019	Housing Area	Grounds	Trash pickup	KM
9/12/2019	Housing Area	Grounds	Trash pickup	KM
9/13/2019	Housing Area	Grounds	Trash pickup	KM
9/17/2019	Housing Area	Grounds	Trash pickup	KM
9/18/2019	Housing Area	Grounds	Trash pickup	KM
9/19/2019	Housing Area	Grounds	Trash pickup	KM
9/20/2019	Housing Area	Grounds	Trash pickup	KM
9/23/2019	Housing Area	Grounds	Trash pickup	KM
9/24/2019	Housing Area	Grounds	Trash pickup	KM
9/25/2019	Housing Area	Grounds	Trash pickup	KM

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9/26/2019	Housing Area	Grounds	Trash pickup	KM
9/27/2019	Housing Area	Grounds	Trash pickup	KM
9/30/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
9/3/2019	Town	Admin	Courier run	KM
9/4/2019	Town	Admin	Courier run	KM
9/5/2019	Town	Admin	Courier run	KM
9/6/2019	Town	Admin	Courier run	KM
9/9/2019	Town	Admin	Courier run	KM
9/10/2019	Town	Admin	Courier run	KM
9/11/2019	Town	Admin	Courier run	KM
9/12/2019	Town	Admin	Courier run	KM
9/18/2019	2625	Admin	Attempted to perform annual inspection	SF
9/18/2019	Town	Admin	Courier run	KM
9/24/2019	Town	Admin	Courier run	KM
9/25/2019	Town	Admin	Courier run	KM
9/26/2019	Office	Admin	Attended Board meeting	SF
9/26/2019	Town	Admin	Courier run	KM
9/30/2019	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
9/2/2019			Labor Day holiday	SF
9/2/2019			Labor Day holiday	SP
9/2/2019			Labor Day holiday	KM
9/4/2019			Part day PTO	SP
9/5/2019			Part day PTO	SP
9/5/2019			Part day PTO	SF
9/11/2019			Part day PTO	SP
9/16/2019			PTO	KM
9/16/2019			PTO	SF
9/17/2019			Part day PTO	SP
9/17/2019			Part day PTO	KM
9/23/2019			PTO	SP
9/24/2019			PTO	SP
9/25/2019			PTO	SP
9/26/2019			PTO	SP
9/27/2019			Admin leave for birthday award	SP
9/30/2019			Part day PTO	SF
9/30/2019			PTO	SP