

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
10/1/2019	506	Vacant Unit	Walked through unit and completed PFR checklist, rekeyed all locks, hauled trash to dumpster	SF
10/8/2019	506	Vacant Unit	Performed PFR inspection, replaced light fixture, smoke alarm batteries, and mirror; repaired faucets, blew out heaters, bathroom fans, and refrigerator coils; switched swing on the door	SF
10/9/2019	506	Vacant Unit	Drained, removed, and replaced water heater, replaced front door lock and adjusted strike plates, hooked up and extended dryer connection for venting, cleaned up	SF
10/10/2019	506	Vacant Unit	Cut out and recaulked around power meter	KM
10/11/2019	506	Vacant Unit	Cleaned out shed and hauled items to dumpster, spackled holes, attempted to repair threshold	SF
10/15/2019	506	Vacant Unit	Installed blinds, scraped and recaulked sink	SF
10/16/2019	506	Vacant Unit	Cleaned light globes, removed slider to clean tracks, lubed rollers and wiped down edges of door, repaired and installed bifold door, removed and cleaned solar tube lenses, cleaned up	SF
10/17/2019	506	Vacant Unit	Helped load tools back into van	KM
10/17/2019	506	Vacant Unit	Touched up interior and exterior paint, wiped down bathroom walls, met with cleaner, removed cobwebs, cleaned up	SF
10/18/2019	506	Vacant Unit	Replaced range oven door and burners, wiped cove base in dining, entry, bathroom, and utility room, adjusted refrigerator, set up ozone generator	SF
10/21/2019	506	Vacant Unit	Caulked lap siding and around windows and doors	KM
10/22/2019	506	Vacant Unit	Aired unit out after running ozone generator, swept carport storage, checked on motion light in carport not working	SF
10/22/2019	506	Vacant Unit	Cut out and recaulked siding seams and windows	KM
10/23/2019	506	Vacant Unit	Cut out and recaulked siding seams and windows	KM
10/30/2019	506	Vacant Unit	Cut out and recaulked siding seams and windows	KM
10/31/2019	506	Vacant Unit	Replaced motion sensor in carport	SF
10/10/2019	708	Vacant Unit	Met with CITPD regarding unauthorized parking and use of power at unoccupied unit	SP
10/1/2019	2646D	Vacant Unit	Washed dishes and put away, touched up paint, cleaned out cabinet, cleaned table, installed carbon monoxide detector	KM
10/2/2019	2646D	Vacant Unit	Helped arrange emergency housing furniture	SF
10/2/2019	2646D	Vacant Unit	Finished cleaning kitchen cabinets, put away dishes, wiped down counters, helped move TVs, cleaned out nightstand	KM
10/2/2019	2646D	Vacant Unit	Met movers to unload furniture, set up unit	SP
10/3/2019	2646D	Vacant Unit	Moved unneeded furniture out of unit, gathered linens to wash, finished prep for reoccupancy	SP
10/4/2019	2646D	Vacant Unit	Folded and put away towels, ready for occupancy	SP
Work Orders				
10/8/2019	506/508	Work Order	Cut out and recaulked around windows and doors	KM
10/10/2019	508	Work Order	Cut out and recaulked around power meter	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/22/2019	508	Work Order	Cut out and recaulked siding seams and windows	KM
10/23/2019	508	Work Order	Cut out and recaulked siding seams and windows	KM
10/30/2019	508	Work Order	Cut out and recaulked siding seams and windows	KM
10/9/2019	709	Work Order	Sprayed moss on roof	SF
10/7/2019	706	Work Order	Installed carbon monoxide detector	SF
10/9/2019	CITPD	Work Order	Painted trim on shed, cleaned gutter downspouts	SP
10/10/2019	CITPD	Work Order	Painted exterior trim	SP
10/9/2019	2605	Work Order	Replaced foundation vent and window screens as needed	KM
10/9/2019	2607	Work Order	Inspected damaged roof ridge cap, planned for repair	SF
10/9/2019	2607	Work Order	Sprayed moss on roof	SF
10/10/2019	2607	Work Order	Repaired ridge cap, replaced exterior outlet covers	SF
10/7/2019	2616	Work Order	Installed carbon monoxide detector	SF
10/30/2019	2616	Work Order	Ran snake down kitchen drain to unclog	SF
10/1/2019	2620	Work Order	Finished deck board replacement, cleaned up	SF
10/10/2019	2620	Work Order	Sprayed moss on roof, sealed a couple shingles, removed bird nest from dryer ducting, replaced dryer hood, rebuilt living room window screen, installed foundation screen	SF
10/22/2019	2620	Work Order	Began replacing railing with plastic lumber	SF
10/23/2019	2620	Work Order	Worked on replacing handrails with plastic lumber	SF
10/14/2019	2624	Work Order	Removed door and trim on side of garage, prepped, installed, trimmed, and caulked new garage door	SF
10/15/2019	2624	Work Order	Painted interior of side garage door and trim, installed wood under threshold, rekeyed and installed new locks, caulked trim	SF
10/7/2019	2625	Work Order	Removed and installed refrigerator and dishwasher	SF
10/9/2019	2627	Work Order	Sprayed moss on roof	SF
10/9/2019	2629	Work Order	Sprayed moss on roof	SF
10/29/2019	2631	Work Order	Installed carbon monoxide detector	SF
10/1/2019	2636	Work Order	Cleaned gutters	SF
10/7/2019	2646	Work Order	Checked on paint contractor completion of work	SF
10/8/2019	2646C	Work Order	Reattached gutter downspout	SF
10/14/2019	2646D	Work Order	Installed a flip lock on front door, lubed mailbox lock	SF
10/29/2019	2651	Work Order	Installed carbon monoxide detector	SF
10/10/2019	2660	Work Order	Replaced bedroom door knob	SF
10/28/2019	2660	Work Order	Spoke with resident about rodent issue, crawled under home and set out traps	SF
10/9/2019	2664	Work Order	Picked up trash and hauled to dumpster	SP
Routine Activities				
10/1/2019	Housing Area	Routine	Picked up rug cleaner after resident use	KM
10/1/2019	Office	Routine	Gathered fuel slips, brought mail to office, completed paperwork	KM
10/1/2019	Office	Routine	Ordered supplies, completed paperwork	SF
10/1/2019	Shop	Routine	Cleaned out van, painted coat of deck correct on boards	SF
10/2/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/2/2019	Office	Routine	Helped move office furniture	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/2/2019	Office	Routine	Helped move office furniture	SP
10/2/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/2/2019	Shop	Routine	Met movers to load furniture for emergency housing	SP
10/2/2019	Shop	Routine	Wiped down furniture for emergency housing	SF
10/3/2019	Shop	Routine	Washed linens and towels for emergency unit	SP
10/4/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	SP
10/4/2019	Office	Routine	Watered plants, checked lights, completed paperwork	SP
10/4/2019	Shop	Routine	Made keys for emergency housing unit	SP
10/7/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
10/7/2019	Office	Routine	Made phone calls, completed paperwork	SF
10/7/2019	Shop	Routine	Helped load appliances, emptied trash, put away tools, loaded supplies, checked fluid level on golf cart	KM
10/7/2019	Shop	Routine	Loaded appliances, cleaned out van, put away supplies	SF
10/7/2019	Town	Routine	Picked up supplies and plastic lumber	SF
10/8/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/8/2019	Office	Routine	Made phone calls, completed paperwork	SF
10/8/2019	Office	Routine	Made phone calls, procured supplies, planned excavation projects, completed paperwork	SP
10/8/2019	Shop	Routine	Hooked up dump trailer, unloaded truck	SP
10/8/2019	Shop	Routine	Unloaded trash, cleaned up, loaded supplies	SF
10/9/2019	Duplexes	Routine	Sprayed asphalt along the carports to remove moss	SF
10/9/2019	Housing Area	Routine	Picked up rent from elder, delivered notices for Resident Services, and marked utility locates for excavation projects	SP
10/9/2019	Office	Routine	Billed for trash removal, made phone calls for utility locates, met with Tribal maintenance about coordinating work for projects, completed paperwork	SP
10/9/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/9/2019	Office	Routine	Completed paperwork	SF
10/9/2019	Shop	Routine	Helped move appliances downstairs, moved dump trailer, cleaned up paint tools	SP
10/9/2019	Shop	Routine	Cut screens for foundation vents	KM
10/10/2019	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
10/10/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/10/2019	Office	Routine	Completed paperwork	SP
10/10/2019	Office	Routine	Started supply order, completed paperwork	SF
10/10/2019	Shop	Routine	Emptied trash, restocked trash bags in golf cart	KM
10/10/2019	Shop	Routine	Hooked up utility trailer, emptied trash from van	SP
10/10/2019	Shop	Routine	Sprayed and wiped stainless steel boxes, flashings, all door knobs, and locks, tested all exterior GFCIs	SF
10/11/2019	Housing Area	Routine	Checked on parking issue	SP
10/11/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/11/2019	Office	Routine	Brought mail to office, completed paperwork	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/11/2019	Office	Routine	Met with Marcy about inventory, completed paperwork	SF
10/11/2019	Office	Routine	Watered plants, checked lights, completed paperwork	SP
10/11/2019	Playground	Routine	Swept webs from bus wait shelter	SF
10/11/2019	Shop	Routine	Cleaned out van, inventoried supplies	SF
10/11/2019	Shop	Routine	Inventoried supplies available for Front Yard Makeover	SP
10/11/2019	Town	Routine	Picked up supplies	SP
10/14/2019	Housing Area	Routine	Met with landscape contractor for questions on RFQ	SP
10/14/2019	Office	Routine	Completed paperwork	SF
10/14/2019	Shop	Routine	Loaded tools and supplies into van, adjusted gate	SF
10/15/2019	Housing Area	Routine	Hauled brush to burn pile, got backhoe and five yard dump truck for project work	SP
10/15/2019	Office	Routine	Completed paperwork	SF
10/15/2019	Office	Routine	Reviewed landscape maintenance RFQ addendum items	SP
10/15/2019	Shop	Routine	Cleaned out van, hauled trash to dumpster, put away supplies and tools, painted heater grills, cut blinds	SF
10/16/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
10/16/2019	Office	Routine	Completed paperwork	SF
10/16/2019	Shop	Routine	Checked fluid level in golf carts, emptied trash from van, put away tools, loaded supplies	KM
10/16/2019	Shop	Routine	Painted one side of exterior doors for 2646, cleaned out van, inventoried supplies	SF
10/16/2019	Town	Routine	Picked up fuel	SP
10/17/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/17/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/17/2019	Office	Routine	Completed paperwork	SF
10/17/2019	Shop	Routine	Painted second coat on exterior doors for 2646	SF
10/17/2019	Shop	Routine	Put away tools, organized van, cleaned work area, folded shop towels	KM
10/18/2019	Office	Routine	Completed paperwork	SF
10/18/2019	Office	Routine	Completed paperwork	KM
10/18/2019	Office	Routine	Watered plants, checked lights, completed paperwork	SP
10/18/2019	Shop	Routine	Cleaned up van	SF
10/18/2019	Shop	Routine	Folded and put away towels	KM
10/18/2019	Town	Routine	Picked up supplies	SP
10/21/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
10/21/2019	Shop	Routine	Emptied trash from golf cart and back of van, loaded supplies, gathered cones for traffic control during excavation work	KM
10/22/2019	Housing Area	Routine	Sorted rocks for Front Yard Makeover and 2611 retaining wall	SP
10/22/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/22/2019	Office	Routine	Researched parts, compiled supply order, completed paperwork	SF
10/22/2019	Shop	Routine	Cleaned up, worked on supply order	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/22/2019	Town	Routine	Picked up fuel	SP
10/22/2019	Tribal Shop	Routine	Warmed up loader, looked at Tribe's potential auction items for anything of interest to CIHA	SP
10/23/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/23/2019	Office	Routine	Completed paperwork	SF
10/23/2019	Shop	Routine	Loaded tools and supplies into van, changed mower attachment to loader bucket on John Deere tractor, cleaned out van	SF
10/24/2019	Housing Area	Routine	Posted pest control notices and flyers for resident services	KM
10/24/2019	Office	Routine	Completed paperwork	SP
10/24/2019	Office	Routine	Completed paperwork	KM
10/24/2019	Office	Routine	Made phone calls, completed paperwork	SF
10/24/2019	Shop	Routine	Cleaned out back of van, vacuumed plastic lumber debris, spray primed soffit vents	SF
10/24/2019	Town	Routine	Fueled van, picked up appliances	SF
10/25/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/25/2019	Office	Routine	Made phone calls, scheduled interior APM inspections, helped reconcile inventory, met pest control vendor for follow-up work	SF
10/25/2019	Office	Routine	Watered plants, checked lights, completed paperwork	SP
10/25/2019	Shop	Routine	Cleaned out diesel truck	SP
10/28/2019	Office	Routine	Completed paperwork	SP
10/28/2019	Office	Routine	Researched parts, compiled supply order, completed paperwork	SF
10/28/2019	Office	Routine	Took out recycling, checked oil in backup generator, completed paperwork	KM
10/28/2019	Shop	Routine	Helped move appliances upstairs	SP
10/28/2019	Shop	Routine	Cleaned out back of van, put items away, checked fluid level on golf cart, emptied trash cans from cart	KM
10/28/2019	Shop	Routine	Unloaded supplies and appliances from van, hauled paint upstairs, sprayed gate chains, cleaned up	SF
10/29/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
10/29/2019	Office	Routine	Made phone calls, completed paperwork	SP
10/29/2019	Office	Routine	Researched parts, made phone calls, and completed paperwork	SF
10/29/2019	Shop	Routine	Pressure washed and started all lawn mowers, ordered rear safety rock guards	SF
10/30/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/30/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/30/2019	Office	Routine	Completed paperwork	SP
10/30/2019	Office	Routine	Made phone calls, completed paperwork	SF
10/30/2019	Town	Routine	Picked up grounds fuel	SP
10/31/2019	Comm. Garden	Routine	Pulled brush and tall weeds from around concrete slab near garden in prep for moving recycle bin to the pad	SF
10/31/2019	Housing Area	Routine	Posted flyers for resident services	KM
10/31/2019	Office	Routine	Brought mail to office, completed paperwork	KM
10/31/2019	Office	Routine	Completed paperwork	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/31/2019	Shop	Routine	Gathered materials, cleaned out van	KM
10/31/2019	Shop	Routine	Unloaded logs	SP
10/31/2019	Shop	Routine	Worked on lawn equipment, pressurewashed and cleaned lawn mowers, swept shop, cleaned up	SF
10/31/2019	Town	Routine	Fueled van	SP
10/31/2019	Town	Routine	Had oil changed in GMC 3500 van	KM
Projects				
10/4/2019	701	Project	Reviewed Front Yard Makeover (FYM) plans with resident	SP
10/10/2019	Town	Project	Picked up supplies for FYM	SP
10/11/2019	701	Project	Measure for snap edge	SP
10/14/2019	701	Project	Met with landscape contractor for layout of yard	SP
10/21/2019	701	Project	Prepped area for FYM	SP
10/22/2019	701	Project	Helped move rocks for FYM, returned loader to shop	KM
10/22/2019	701	Project	Hauled soil to location for FYM	SP
10/23/2019	701	Project	Installed FYM	SP
10/14/2019	2600	Project	Limbed trees, removed dead tree, used excavator to dig out and prep for mailbox concrete, hauled brush and tree to burn pile	SP
10/15/2019	2600	Project	Finished prep work and grading for mailbox concrete	SP
10/29/2019	2600	Project	Hauled and spread gravel for parking area	SP
10/15/2019	Elders	Project	Removed asphalt driveway in prep for contractor to repour	SP
10/16/2019	Elders	Project	Finished digging out for driveway repair and grading	SP
10/17/2019	SCINT	Project	Removed brush along road and hauled to burn pile, began digging out front yard along road for parking area	SP
10/21/2019	SCINT	Project	Finished digging out for parking area with excavator	SP
10/22/2019	SCINT	Project	Began constructing retaining wall	SP
10/23/2019	SCINT	Project	Built retaining wall for parking area	SP
10/24/2019	SCINT	Project	Helped move rocks for FYM, returned loader to shop	KM
10/28/2019	SCINT	Project	Hauled and spread gravel for parking area	SP
10/8/2019	Town	Project	Picked up rock	SP
10/14/2019	Town	Project	Picked up boulders for FYM and SCINT retaining wall	SP
10/15/2019	Shop	Project	Loaded gravel from material bins into dump truck for projects	SP
Groundskeeping				
10/1/2019	Housing Area	Grounds	Trash pickup	KM
10/2/2019	Housing Area	Grounds	Trash pickup	KM
10/3/2019	706	Grounds	Met tree service for tree removal	SP
10/3/2019	2636	Grounds	Met tree service for tree removal	SP
10/7/2019	Housing Area	Grounds	Trash pickup	KM
10/8/2019	Housing Area	Grounds	Trash pickup	KM
10/9/2019	Housing Area	Grounds	Trash pickup	KM
10/10/2019	Housing Area	Grounds	Trash pickup	KM
10/16/2019	Housing Area	Grounds	Trash pickup	KM
10/17/2019	Housing Area	Grounds	Trash pickup	KM
10/18/2019	Housing Area	Grounds	Trash pickup	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/21/2019	Housing Area	Grounds	Trash pickup	KM
10/22/2019	Housing Area	Grounds	Trash pickup	KM
10/23/2019	Housing Area	Grounds	Trash pickup	KM
10/24/2019	Housing Area	Grounds	Trash pickup	KM
10/25/2019	Housing Area	Grounds	Trash pickup	KM
10/28/2019	Housing Area	Grounds	Trash pickup	KM
10/30/2019	Housing Area	Grounds	Helped remove trees, brush, and logs, hauled to burn pile	SF
10/30/2019	Housing Area	Grounds	Removed brush and trees at 2627, 2629, and 2636, hauled to burn pile	SP
10/30/2019	Housing Area	Grounds	Trash pickup	KM
10/31/2019	Housing Area	Grounds	Helped load and haul brush to the burn pile, swept brush debris from road and sidewalks	SF
10/31/2019	Housing Area	Grounds	Cleared and hauled brush to burn pile	SP
10/31/2019	Housing Area	Grounds	Trash pickup	KM
Admin Support				
10/31/2019	Town	Admin	Courier run	KM
10/29/2019	2631	Admin	Performed annual inspection	SF
10/29/2019	2651	Admin	Performed annual inspection	SF
10/28/2019	Town	Admin	Courier run	SF
10/25/2019	711	Admin	Performed annual inspection	SF
10/25/2019	Town	Admin	Courier run	KM
10/24/2019	Town	Admin	Courier run	SF
10/23/2019	Town	Admin	Courier run	KM
10/22/2019	Town	Admin	Courier run	KM
10/21/2019	Town	Admin	Courier run	KM
10/18/2019	Town	Admin	Courier run	KM
10/17/2019	Town	Admin	Courier run	KM
10/11/2019	Town	Admin	Courier run	KM
10/10/2019	Town	Admin	Courier run	KM
10/9/2019	Town	Admin	Courier run	KM
10/8/2019	Town	Admin	Courier run	KM
10/7/2019	706	Admin	Performed annual inspection	SF
10/7/2019	2616	Admin	Performed annual inspection	SF
10/7/2019	Town	Admin	Courier run	KM
10/4/2019	Town	Admin	Dropped off deposit	SP
10/2/2019	2625	Admin	Performed annual inspection	SF
10/2/2019	Town	Admin	Courier run	KM
10/1/2019	2624	Admin	Performed annual inspection	SF
10/1/2019	2626	Admin	Performed annual inspection	SF
10/1/2019	Town	Admin	Courier run	KM
Staff Time Off				
10/1/2019			PTO	SP
10/2/2019			Part day PTO	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/3/2019			PTO	SF
10/3/2019			PTO	KM
10/4/2019			PTO	KM
10/4/2019			PTO	SF
10/7/2019			Part day PTO	SF
10/7/2019			PTO	SP
10/14/2019			PTO	KM
10/15/2019			PTO	KM
10/16/2019			Part day PTO	KM
10/21/2019			PTO	SF
10/23/2019			Part day PTO	SF
10/28/2019			Part day PTO	KM
10/29/2019			Part day PTO	SP
10/29/2019			PTO	KM
10/30/2019			Part day PTO	SF