

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
11/19/2019	508	Vacant Unit	Performed PFR inspection, changed locks, blew out heaters, replaced light switches in entry and bathroom	SF
11/21/2019	508	Vacant Unit	Painted front door and jamb, cleaned kitchen appliances, drains, bathroom, vent fans, and window frames, changed smoke alarm batteries, installed carbon monoxide detector	SF
11/27/2019	508	Vacant Unit	Removed and repaired sliding glass door, cleaned kitchen window track, removed, cleaned, and caulked grab bars, caulked toilet, cleaned tub, wiped down bathroom	SF
11/1/2019	2608	Vacant Unit	Measured for window parts	SF
<b>Work Orders</b>				
11/5/2019	506/508	Work Order	Cut out and recaulked lap siding on carport	KM
11/6/2019	506/508	Work Order	Caulked siding and trim on carports	KM
11/7/2019	506/508	Work Order	Caulked siding and trim on carports	KM
11/7/2019	510/512	Work Order	Began caulking seams on siding	KM
11/12/2019	510/512	Work Order	Cut out and recaulked siding	KM
11/13/2019	510/512	Work Order	Brushed cobwebs from walls, caulked siding seams	KM
11/12/2019	CITPD	Work Order	Replaced deadbolt and repaired front door lock, adjusted latch plate, replaced batteries in the lock	SF
11/6/2019	2607	Work Order	Cleaned gutters, sprayed moss on roof as needed	SF
11/21/2019	2607	Work Order	Looked at kitchen faucet and plumbing issues	SF
11/7/2019	SCINT	Work Order	Cleaned gutters, snaked kitchen sink drain	SF
11/13/2019	2616	Work Order	Performed interior APM inspection, cleaned bathroom vent fans, replaced chrome plates around toilet water supply valves, cleaned refrigerator coils, replaced stove drip pans, cleaned gutters	SF
11/6/2019	2618	Work Order	Cleaned gutters, tightened gutter clips as needed	SF
11/20/2019	2620B	Work Order	Performed 90-day inspection, installed carbon monoxide detector	SF
11/15/2019	2620D	Work Order	Replaced toilet fill valve	SF
11/18/2019	2624	Work Order	Performed interior APM inspection, removed and replaced caulking in both bathrooms, cleaned vent fans, cleaned refrigerator coils and replaced drip bowls, repaired dishwasher, replaced thermostats in hallway and living room, replaced both bathroom door knobs and tightened door hinges	SF
11/5/2019	2627	Work Order	Cut and replaced two bedroom blinds	SF
11/7/2019	2627	Work Order	Performed annual inspection, replaced hose bibs, cleaned gutters	SF
11/14/2019	2627	Work Order	Performed Interior APM inspection, replaced GFCI in hall bath, repaired dripping faucet in kitchen, vacuumed heaters, removed and replaced caulking in bathrooms, cleaned track and adjusted sliding glass door, measured kitchen window for replacement due to bad seal, repaired two small areas of drywall, replaced window screen material in kitchen	SF

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11/21/2019	2631	Work Order	Performed Interior APM inspection, replaced burner pans	SF
11/19/2019	2636	Work Order	Replaced vent screens, inspected under home for rodents	SF
11/6/2019	2638	Work Order	Cleaned gutters, replaced hose bib on back of home, dug out meter box in prep for changing valve	SF
11/7/2019	2638	Work Order	Replaced valve in meter box, installed flashing behind siding over garage door, caulked around garage area	SF
11/12/2019	2638	Work Order	Measured for trim materials around garage door	SF
11/13/2019	2651	Work Order	Performed interior APM inspection, cleaned and lubed bathroom vent fans, replaced stove drip pans, vacuumed heaters, replaced a GFCI, kitchen sprinkler sprayer head, and one light fixture, installed twelve LED bulbs	SF
11/5/2019	2660	Work Order	Checked rodent traps under unit, removed rodents, reset traps	SF
11/12/2019	2660	Work Order	Checked and reset rodent traps under unit, checked vent screens	SF
11/13/2019	2660	Work Order	Checked rodent traps under unit	SF
11/19/2019	2660	Work Order	Reset rodent traps under unit	SF
11/20/2019	2660	Work Order	Installed sliding glass door handle, rebuilt, painted, and installed new crawl space cover	SF
11/4/2019	2664	Work Order	Picked up trash can to unload into dumpster, gathered trash that had been scattered by crows, prepped tenant billing	SF
11/21/2019	2664	Work Order	Delivered notice, picked up trash from all over driveway	SF
11/22/2019	2670D	Work Order	Performed interior APM inspection, caulked tub in hall bath, replaced screen material on living room window and storm door	SF
<b>Routine Activities</b>				
11/1/2019	Housing Area	Routine	Moved excavator to shop	SP
11/1/2019	Housing Area	Routine	Picked up lawn equipment after resident use	SF
11/1/2019	Office	Routine	Completed paperwork	KM
11/1/2019	Office	Routine	Researched products, ordered supplies, completed paperwork	SF
11/1/2019	Office	Routine	Watered plants, checked light bulbs	SP
11/1/2019	Shop	Routine	Cleaned our back of van and S-10, aired tires on golf carts, added oil to S-10	KM
11/1/2019	Shop	Routine	Cleaned out van, organized work area	SF
11/1/2019	Shop	Routine	Looked into issue with Ford truck, hooked up battery charger	SP
11/1/2019	Town	Routine	Picked up supplies	SP
11/4/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/4/2019	Office	Routine	Checked oil in backup generator, gathered fuel slips	KM
11/4/2019	Office	Routine	Researched products, ordered supplies, completed paperwork	SF
11/4/2019	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, aired tires on golf carts and cleaned battery ends	KM
11/4/2019	Shop	Routine	Cleaned out van	SF
11/4/2019	Town	Routine	Informed Coos Bay Postmaster about relocation of mailboxes	SF
11/5/2019	Housing Area	Routine	Dropped off dump trailer for resident to load brush	SP

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11/5/2019	Housing Area	Routine	Picked up dump trailer after resident loaded brush	SP
11/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/5/2019	Office	Routine	Made phone calls, completed paperwork	SF
11/5/2019	Shop	Routine	Connected charger to 5-yard dump truck	SP
11/5/2019	Shop	Routine	Helped start dump truck, put away supplies, loaded materials in van, met fire extinguisher inspector	SF
11/6/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/6/2019	Office	Routine	Made phone calls, repaired drawer in bathroom, completed paperwork	SF
11/6/2019	Shop	Routine	Cleaned van, unloaded and put away supplies	SF
11/6/2019	Shop	Routine	Unloaded and put away tools from van	KM
11/6/2019	Town	Routine	Dropped off Ford truck at shop for repairs, picked up supplies	SP
11/6/2019	Town	Routine	Picked up Platter after dropping off truck for repair	SF
11/7/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/7/2019	Office	Routine	Attended Board meeting, completed paperwork	SF
11/7/2019	Office	Routine	Attended Board meeting, completed paperwork	SP
11/7/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/7/2019	Shop	Routine	Cleaned up excavator, loaded logs into dump trailer	SP
11/7/2019	Shop	Routine	Cleaned van, cut and routed blocks for hose bibs	SF
11/7/2019	Town	Routine	Dropped Platter off to pick up truck after repair	SF
11/8/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/8/2019	Office	Routine	Helped move furniture back after carpet cleaning, watered plants, checked light bulbs	SP
11/8/2019	Office	Routine	Helped move furniture back after carpet cleaning	KM
11/8/2019	Shop	Routine	Fueled excavator, cleaned up shop	SP
11/8/2019	Town	Routine	Picked up fuel	SP
11/12/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
11/12/2019	Office	Routine	Helped move furniture back after carpet cleaning, did paperwork	SF
11/12/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/12/2019	Shop	Routine	Hooked up trailer, put away tools and equipment, returned dump truck to Tribal shop	SP
11/12/2019	Shop	Routine	Planed trim, unloaded lumber from dump trailer, gathered supplies, and cleaned out van	SF
11/12/2019	Town	Routine	Hauled logs to Winter Lake Lumber for milling	SP
11/13/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/13/2019	Office	Routine	Completed paperwork	SF
11/13/2019	Office	Routine	Met with Debbie about work orders, completed paperwork	SP
11/13/2019	Playground	Routine	Adjusted light timers	SP
11/13/2019	Shop	Routine	Loaded items to be recycled or scrapped	SP
11/13/2019	Shop	Routine	Set up and primed cedar for trim, loaded supplies in van	SF
11/13/2019	Town	Routine	Dropped off items at scrap yard and the recycling center	SP

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11/14/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/14/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/14/2019	Office	Routine	Replaced Tribal flag, completed paperwork	SF
11/14/2019	Shop	Routine	Cut and installed 4x4 legs for the supply cabinets and moved them upstairs, cleaned out tools from van	SF
11/14/2019	Shop	Routine	Installed new blades, guards, and air filters and changed oil in mowers	KM
11/15/2019	Office	Routine	Completed paperwork	KM
11/15/2019	Office	Routine	Made phone calls, completed paperwork	SF
11/15/2019	Shop	Routine	Primed 2x6 lumber, cleaned up	SF
11/15/2019	Shop	Routine	Put away tools, aired golf cart tires, researched mower parts	KM
11/18/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/18/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/18/2019	Office	Routine	Researched products, completed paperwork	SF
11/18/2019	Shop	Routine	Painted trim, cleaned out van, loaded supplies	SF
11/18/2019	Shop	Routine	Put away tools from van, emptied trash cans, cleaned out and checked fluid level on golf cart	KM
11/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/19/2019	Office	Routine	Completed paperwork	SF
11/19/2019	Shop	Routine	Cleaned up around work bench area, performed maintenance on lawn equipment, installed key box near file room	KM
11/19/2019	Shop	Routine	Replaced batteries in heating thermostats, painted heater grills, unloaded van	SF
11/20/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/20/2019	Office	Routine	Completed paperwork	SF
11/20/2019	Shop	Routine	Cleaned up, changed batteries in thermostats throughout, cleaned up van, moved lumber	SF
11/20/2019	Shop	Routine	Performed maintenance on lawn equipment	KM
11/21/2019	Office	Routine	Researched lights for playground, completed paperwork	SF
11/22/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/22/2019	Office	Routine	Made phone calls, completed paperwork	SF
11/22/2019	Shop	Routine	Replaced air filter on one mower	KM
11/25/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
11/25/2019	Office	Routine	Brought mail to office, completed paperwork	KM
11/25/2019	Office	Routine	Checked oil in backup generator and powered down in prep for weather closure	KM
11/25/2019	Office	Routine	Removed projector for repair, replaced chairmat, made phone calls, completed paperwork, removed flags due to predicted winds	SP
11/25/2019	Shop	Routine	Checked fluid level in golf cart, repaired guard and changed filter on mowers, swept around work bench, cleaned up	KM

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11/25/2019	Town	Routine	Picked up lumber from sawmill, fueled truck, dropped off mail	SP
11/27/2019	Office	Routine	Researched playground lights, lowered flags to half staff, checked housing area for storm damage	SF
<b>Projects</b>				
11/5/2019	Office	Project	Removed sign in front of office, installed 4x4 post and screwed flag pole light to it	SF
11/5/2019	Comm. Garden	Project	Checked on work progress	SF
11/5/2019	Comm. Garden	Project	Cleaned out planting beds with excavator	SP
11/6/2019	Comm. Garden	Project	Removed debris and rotten planter boxes	SP
11/7/2019	Comm. Garden	Project	Finished removing soil and rotten planter boxes	SP
11/20/2019	Comm. Garden	Project	Finished preparing cement pad and gravel area for recycling bin to be relocated	SF
11/13/2019	SCINT	Project	Spread and raked dirt, hauled extra dirt to material bins	SP
<b>Groundskeeping</b>				
11/1/2019	Housing Area	Grounds	Trash pickup	KM
11/4/2019	Housing Area	Grounds	Removed and hauled brush to burn pile, began cleaning out beds at the Community Garden	SP
11/4/2019	Housing Area	Grounds	Trash pickup	KM
11/5/2019	Housing Area	Grounds	Trash pickup	KM
11/5/2019	Playground	Grounds	Blew rubber bark from sidewalks	SF
11/6/2019	Housing Area	Grounds	Trash pickup	KM
11/7/2019	Housing Area	Grounds	Trash pickup	KM
11/12/2019	Housing Area	Grounds	Trash pickup	KM
11/13/2019	Housing Area	Grounds	Trash pickup	KM
11/14/2019	Housing Area	Grounds	Cut brush along Miluk sidewalk near office, hauled to brush pile	SP
11/14/2019	Housing Area	Grounds	Picked up brush from concrete slab near community garden, hauled to brush pile	SF
11/14/2019	Housing Area	Grounds	Trash pickup	KM
11/15/2019	Housing Area	Grounds	Trash pickup	KM
11/18/2019	Housing Area	Grounds	Trash pickup	KM
11/19/2019	Housing Area	Grounds	Trash pickup	KM
11/20/2019	Housing Area	Grounds	Trash pickup	KM
11/22/2019	Housing Area	Grounds	Trash pickup	KM
11/25/2019	Housing Area	Grounds	Hauled yard debris to burn pile	SP
11/25/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
11/4/2019	Town	Admin	Courier run	KM
11/5/2019	Town	Admin	Courier run	KM
11/6/2019	Town	Admin	Courier run	KM
11/7/2019	Town	Admin	Courier run	KM
11/8/2019	Town	Admin	Courier run	KM

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11/12/2019	Town	Admin	Courier run	KM
11/13/2019	Town	Admin	Courier run	KM
11/14/2019	Town	Admin	Courier run	KM
11/18/2019	Town	Admin	Courier run	KM
11/19/2019	Town	Admin	Courier run	KM
11/20/2019	Town	Admin	Courier run	KM
11/22/2019	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
11/4/2019			Part day PTO	SF
11/6/2019			Part day PTO	SP
11/8/2019			Admin leave for birthday award	SF
11/11/2019			Veterans Day holiday	SF
11/11/2019			Veterans Day holiday	SP
11/11/2019			Veterans Day holiday	KM
11/12/2019			Part day PTO	KM
11/12/2019			Part day PTO	SP
11/14/2019			Part day PTO	SP
11/15/2019			PTO	SP
11/18/2019			PTO	SP
11/19/2019			PTO	SP
11/20/2019			Part day PTO	SF
11/20/2019			PTO	SP
11/21/2019			PTO	SP
11/21/2019			PTO	KM
11/22/2019			PTO	SP
11/25/2019			PTO	SF
11/26/2019			Office closed due to inclement weather	SF
11/26/2019			Office closed due to inclement weather	SP
11/26/2019			Office closed due to inclement weather	KM
11/27/2019			Admin leave and PTO	KM
11/27/2019			Admin leave and PTO	SP
11/28/2019			Thanksgiving holiday	SF
11/28/2019			Thanksgiving holiday	SP
11/28/2019			Thanksgiving holiday	KM
11/29/2019			Thanksgiving holiday	SF
11/29/2019			Thanksgiving holiday	SP
11/29/2019			Thanksgiving holiday	KM