

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
12/2/2019	508	Vacant	Cleaned kitchen, wiped cabinets, caulked front door area, cleaned the carpet, rekeyed storage lock, set up blower	SF
12/5/2019	508	Vacant	Gathered tools, cleaned up	SF
12/6/2019	508	Vacant	Swept and mopped floors	SF
12/9/2019	508	Vacant	Washed interior and exterior of windows, removed tools and materials; ready for occupancy	SF
12/27/2019	708	Vacant	Vacuumed all carpeting, pretreated and scrubbed stains, cleaned some areas of carpet	SF
12/2/2019	2646D	Vacant	Closed window and secured unit	KM
12/10/2019	2646D	Vacant	Repaired gutter downspout, rekeyed locks, began cleaning unit, vacuumed floors, cleaned master bathroom	SF
12/10/2019	2646D	Vacant	Helped with downspout repairs	SP
12/11/2019	2646D	Vacant	Removed, installed, caulked, and trimmed new garage side door	SF
12/11/2019	2646D	Vacant	Helped with door	SP
12/12/2019	2646D	Vacant	Cleaned hall bathroom, began cleaning kitchen appliances, caulked trim on interior garage door, unplugged tub drain	SF
12/13/2019	2646D	Vacant	Removed tools, ladder, and door materials, hauled trash to dumpster	SF
12/16/2019	2646D	Vacant	Painted exterior trim around garage door, cleaned interior of unit	SF
12/18/2019	2646D	Vacant	Vacuumed and cleaned carpet	SF
12/19/2019	2646D	Vacant	Washed linens	SF
12/23/2019	2646D	Vacant	Finished laundry and made both beds	SF
12/27/2019	2646D	Vacant	Swept and mopped floors	SF
12/30/2019	2646D	Vacant	Cleaned up, installed new shower head in hall bath, programmed TV remotes, removed all items from unit; ready for occupancy	SF
12/11/2019	2664	Vacant	Walked through home with Dale and Platter to secure home	SF
12/11/2019	2664	Vacant	Secured unit, shut off water, rekeyed locks	SP
12/18/2019	2664	Vacant	Hauled trash from house and garage to dumpster	SF
<b>Work Orders</b>				
12/10/2019	510	Work Order	Performed interior APM inspection, lubed bathroom fan, cleaned refrigerator coils, replaced stove burner pans, vacuumed heaters	SF
12/29/2019	2620A	Work Order	Snaked kitchen sink drain and checked vent	SF
12/9/2019	2624	Work Order	Checked on water heater issue, tested elements and thermostats, replaced bottom thermostat, tightened screws on bedroom heater	SF
12/4/2019	2638	Work Order	Removed and replaced 2x6, removed trim around garage door, cut out rot under the siding above garage, installed felt paper and flashing, installed new 2x6	SF
12/5/2019	2638	Work Order	Trimmed, flashed, and caulked garage door area after rot repair	SF
12/9/2019	2638	Work Order	Painted trim around garage door	SF

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12/20/2019	2639	Work Order	Checked and took pictures of fence that blew over in the wind storm, bent over nails that were sticking up	SF
12/23/2019	2639	Work Order	Removed back fence	SF
12/30/2019	2639	Work Order	Helped remove fence	KM
12/30/2019	2639	Work Order	Loaded materials, removed concrete from posts and ground	SF
12/16/2019	2660	Work Order	Repaired kitchen drawer and bathroom doorknob, checked and reset rodent traps	SF
12/6/2019	2670B	Work Order	Performed interior APM inspection, lubed and cleaned bathroom fans, replaced tub drain insert, tightened door hinges as needed	SF
<b>Routine Activities</b>				
12/2/2019	Office	Routine	De-webbed stairs, checked oil in backup generator, brought mail to office, completed paperwork	KM
12/2/2019	Office	Routine	Made phone calls, completed paperwork	SF
12/2/2019	Shop	Routine	Emptied trash cans, researched mower parts, completed preventive maintenance on one mower, checked fluid level on golf cart	KM
12/2/2019	Shop	Routine	Unloaded supplies from van, cleaned up	SF
12/3/2019	Office	Routine	Helped install new office sign, completed paperwork, reviewed projects with Lyman	SP
12/3/2019	Office	Routine	Gathered fuel slips, brought mail to office, completed paperwork	KM
12/3/2019	Shop	Routine	Cleaned out van	SP
12/3/2019	Shop	Routine	Completed mower maintenance, cleaned up	KM
12/3/2019	Town	Routine	Picked up supplies	SP
12/4/2019	510/512	Routine	Caulked seams and around windows and doors	KM
12/4/2019	Comm. Garden	Routine	Piled soil	SP
12/4/2019	Housing Area	Routine	Replaced speed limit signs	SP
12/4/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/4/2019	Office	Routine	Completed paperwork	SF
12/4/2019	Office	Routine	Completed paperwork	SP
12/4/2019	Pole Building	Routine	Washed down backhoe after use	SP
12/4/2019	Shop	Routine	Loaded materials	KM
12/4/2019	Shop	Routine	Loaded supplies, tools, and lumber, cleaned out van	SF
12/4/2019	Shop	Routine	Reviewed items in inventory with Marcy, loaded tools into van	SP
12/4/2019	Town	Routine	Picked up supplies	SP
12/5/2019	510/512	Routine	Removed cobwebs, cut out and recaulked siding and windows	KM
12/5/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/5/2019	Office	Routine	Moved boxes to back office, hung up Christmas lights, completed paperwork	SP
12/5/2019	Office	Routine	Researched lights for playground, completed paperwork	SF
12/5/2019	Shop	Routine	Loaded supplies, unloaded tools	SF
12/5/2019	Shop	Routine	Unloaded lumber, moved upstairs, cleaned up tools and work area	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
12/6/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/6/2019	Office	Routine	Made phone calls, procured materials, watered plants, checked lights, completed paperwork	SP
12/6/2019	Office	Routine	Researched parts, completed paperwork	SF
12/6/2019	Shop	Routine	Installed new pins and guard on one lawn mower	KM
12/6/2019	Shop	Routine	Unhooked and put away dump trailer	SP
12/6/2019	Shop	Routine	Unloaded tools, lumber, and trash from van, finished replacing batteries in thermostats	SF
12/9/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/9/2019	Housing Area	Routine	Cleaned up mud along curb at duplexes	SP
12/9/2019	Housing Area	Routine	Picked up lawn equipment after resident use	KM
12/9/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/9/2019	Office	Routine	Ordered materials for preventive maintenance on pole building, helped with heat ducting issue, reviewed projects with Lyman, made phone calls	SP
12/9/2019	Office	Routine	Shoveled out crawl space, crawled under building to check for leaks, put together a supply order, completed paperwork	SF
12/9/2019	Shop	Routine	Cleaned out van, built window screens, put together supply order	SF
12/9/2019	Shop	Routine	Emptied trash cans, put away mowers and tools, checked fluid level on golf cart	KM
12/10/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/10/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/10/2019	Office	Routine	Completed paperwork	SF
12/10/2019	Office	Routine	Met with Anne, reviewed items ordered with Debbie, completed paperwork	SP
12/10/2019	Shop	Routine	Washed and folded shop towels, put away tools, cleaned up around shop and work area	KM
12/10/2019	Town	Routine	Picked up supplies	SP
12/11/2019	2620	Routine	Met with landscaper	SP
12/11/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/11/2019	Office	Routine	Checked mailbox for 508, gave Dale new keys to unit, completed paperwork	SF
12/11/2019	Office	Routine	Met with Lyman, made phone calls, helped move boxes	SP
12/11/2019	Shop	Routine	Folded shop towels, swept floor, unloaded van, cleaned up around mowers	KM
12/11/2019	Shop	Routine	Loaded toilet and supplies, cut trim and lumber for door installation	SF
12/11/2019	Town	Routine	Returned doors to vendor for replacement	SP
12/12/2019	514/516	Routine	Helped reattach gutters	KM
12/12/2019	518/520	Routine	Helped reattach gutters	KM

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12/12/2019	Duplexes	Routine	Mounted gutters	SF
12/12/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/12/2019	Office	Routine	Made phone calls, completed paperwork	SP
12/12/2019	Office	Routine	Researched lights for sign, completed paperwork	SF
12/12/2019	Shop	Routine	Added and tested new codes for storage lot	SF
12/13/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/13/2019	Office	Routine	Completed paperwork	SF
12/13/2019	Office	Routine	Watered plants, checked lights in office	SP
12/13/2019	Shop	Routine	Cleaned up work area	SP
12/13/2019	Shop	Routine	Loaded and unloaded tools and supplies	SF
12/13/2019	Town	Routine	Fueled van and purchased new battery for Chevy box van	SF
12/13/2019	Town	Routine	Picked up supplies, helped with dead battery on box van	SP
12/16/2019	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
12/16/2019	Office	Routine	Ordered supplies, completed paperwork	SF
12/16/2019	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
12/16/2019	Shop	Routine	Checked fluid levels and cleaned terminals on golf cart	KM
12/16/2019	Shop	Routine	Closed out projects, put away tools, cleaned out van	SP
12/16/2019	Shop	Routine	Replaced battery in box van, cleaned carpet shampooer, unloaded supplies	SF
12/17/2019	Office	Routine	Brought mail to office, attended meeting, completed paperwork	KM
12/17/2019	Shop	Routine	Emptied trash from golf carts, cleaned van, helped load generator	KM
12/17/2019	Shop	Routine	Vacuumed out van, collected personal items, cleaned windows in van, cleaned up around shop	SP
12/17/2019	Town	Routine	Picked up doors	SP
12/18/2019	Housing Area	Routine	Checked meter base at gravel entrance to garden area	SF
12/18/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/18/2019	Office	Routine	Cleaned out desk, completed paperwork	SP
12/18/2019	Office	Routine	Met with Anne, completed paperwork	SF
12/18/2019	Shop	Routine	Checked oil in vehicles, unloaded and put away generator, greased front ends and cleaned cables for golf carts, restocked materials in van, cleaned up rug shampooer	KM
12/18/2019	Shop	Routine	Cleaned the carpet shampooer, loaded and unloaded supplies, reviewed items with Platter	SF
12/18/2019	Shop	Routine	Loaded doors, cleaned up	SP
12/18/2019	Town	Routine	Dropped off doors, picked up supplies	SP
12/19/2019	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/19/2019	Office	Routine	Brought mail to office, completed paperwork	KM
12/19/2019	Office	Routine	Finished cleaning out desk and work area, reviewed items with Debbie and Lyman	SP

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12/19/2019	Office	Routine	Found lights for playground, reviewed items with Platter, completed paperwork	SF
12/19/2019	Shop	Routine	Finished cleaning up work area	SP
12/19/2019	Shop	Routine	Performed routine maintenance on lawn equipment, greased golf carts, cleaned up	KM
12/19/2019	Shop	Routine	Reviewed items with Platter, organized van, took apart and cleaned emergency housing vacuum cleaner	SF
12/19/2019	Town	Routine	Dropped off van for repairs	SF
12/20/2019	Office	Routine	Watered plants, replaced office sign light fixture	SF
12/20/2019	Shop	Routine	Organized supplies, cleaned up van	SF
12/20/2019	Town	Routine	Picked up van after repairs	SF
12/23/2019	Office	Routine	Replaced light fixture for sign, completed paperwork	SF
12/23/2019	Shop	Routine	Sorted and organized tools in van, finished appliances inventory	SF
12/23/2019	Town	Routine	Picked up van from repair shop	SF
12/26/2019	Housing Area	Routine	Posted notices for resident services	KM
12/27/2019	Office	Routine	Completed paperwork	KM
12/27/2019	Office	Routine	Took down Christmas lights, watered plants, checked lights in office, completed paperwork	SF
12/27/2019	Shop	Routine	Cleaned and blew out vacuum, sorted items in van, began inventory of extension cords, cleaned up	SF
12/27/2019	Shop	Routine	Emptied trash from golf carts and back of van	KM
12/30/2019	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/30/2019	Office	Routine	Completed paperwork	SF
12/30/2019	Shop	Routine	Emptied trash, checked padlock keys	KM
12/30/2019	Shop	Routine	Inventoried, marked, and tagged extension cords	SF
12/31/2019	Office	Routine	Brought mail to office, completed paperwork	KM
<b>Projects</b>				
12/3/2019	Pole Building	Project	Measured for replacement of polycarbonate panels	SP
12/6/2019	Pole Building	Project	Measured for replacement of polycarbonate panels	SP
12/9/2019	2600	Project	Spread rock around new mailbox structure pad	SP
<b>Groundskeeping</b>				
12/2/2019	Housing Area	Grounds	Trash pickup	KM
12/3/2019	Housing Area	Grounds	Trash pickup	KM
12/4/2019	Housing Area	Grounds	Trash pickup	KM
12/5/2019	Housing Area	Grounds	Trash pickup	KM
12/6/2019	Housing Area	Grounds	Trash pickup	KM
12/9/2019	Housing Area	Grounds	Trash pickup	KM
12/10/2019	Housing Area	Grounds	Trash pickup	KM
12/11/2019	Housing Area	Grounds	Trash pickup	KM

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12/12/2019	Housing Area	Grounds	Trash pickup	KM
12/13/2019	Housing Area	Grounds	Trash pickup	KM
12/16/2019	Housing Area	Grounds	Trash pickup	KM
12/17/2019	Housing Area	Grounds	Trash pickup	KM
12/18/2019	Housing Area	Grounds	Trash pickup	KM
12/19/2019	Housing Area	Grounds	Trash pickup	KM
12/20/2019	Housing Area	Grounds	Trash pickup	KM
12/26/2019	Housing Area	Grounds	Trash pickup	KM
12/27/2019	Housing Area	Grounds	Trash pickup	KM
12/30/2019	Housing Area	Grounds	Trash pickup	KM
12/31/2019	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
12/2/2019	Town	Admin	Courier run	KM
12/3/2019	Town	Admin	Courier run	KM
12/4/2019	Town	Admin	Courier run	KM
12/5/2019	709	Admin	Performed annual inspection, installed carbon monoxide detector	SF
12/5/2019	Town	Admin	Courier run	KM
12/6/2019	Town	Admin	Courier run	KM
12/9/2019	Town	Admin	Courier run	KM
12/10/2019	2605	Admin	Performed annual inspection, installed carbon monoxide detector	SF
12/10/2019	2628	Admin	Performed annual inspection, installed carbon monoxide detector	SF
12/10/2019	Town	Admin	Courier run	KM
12/11/2019	Housing Area	Admin	Posted notices for resident services	SP
12/11/2019	Town	Admin	Courier run	KM
12/12/2019	The Mill	Admin	Helped set up for and attended Board meeting	SP
12/12/2019	The Mill	Admin	Attended Board meeting	SF
12/12/2019	The Mill	Admin	Attended Board meeting, helped pack up and load out meeting materials and equipment	KM
12/13/2019	Town	Admin	Courier run	KM
12/16/2019	705	Admin	Performed annual inspection, installed carbon monoxide detector	SF
12/17/2019	Town	Admin	Courier run	KM
12/18/2019	Town	Admin	Courier run	KM
12/19/2019	Town	Admin	Courier run	KM
12/20/2019	Town	Admin	Courier run	KM
12/30/2019	Town	Admin	Courier run	KM
12/31/2019	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
12/2/2019			Part day PTO	SF
12/2/2019			PTO	SP
12/3/2019			Part day PTO	SP

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12/3/2019			PTO	SF
12/9/2019			Part day PTO	KM
12/11/2019			Part day PTO	SF
12/16/2019			Part day PTO	SF
12/17/2019			PTO	SF
12/24/2019			Admin leave and PTO for Christmas holiday	KM
12/24/2019			Admin leave and PTO for Christmas holiday	SF
12/25/2019			Christmas holiday	KM
12/25/2019			Christmas holiday	SF
12/26/2019			Part day PTO	KM
12/26/2019			PTO	SF
12/27/2019			Part day PTO	SF
12/31/2019			Admin leave and PTO for New Year's Day holiday	SF
12/31/2019			Admin leave for New Year's Day holiday	KM