

**Coquille Indian Housing Authority
Maintenance Report
January 2020**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/2/2020	708	Vacant	Spackled nail holes	KM
1/7/2020	708	Vacant	Performed PFR inspection, removed heater covers, ran dishwasher, inventoried appliances	KM
1/8/2020	708	Vacant	Prepped for painting, removed light, outlet, and switch covers, scraped caulking from bathroom countertops along backsplash	SF
1/8/2020	708	Vacant	Worked on PFR inspection	KM
1/10/2020	708	Vacant	Began interior painting	SF
1/13/2020	708	Vacant	Finished PFR inspection, took down blinds, spackled holes, cleaned spots on walls	KM
1/14/2020	708	Vacant	Filled and sanded nail holes in walls, cleaned up	KM
1/14/2020	708	Vacant	Removed cove base from entry, dining, kitchen, and utility room, began interior painting	SF
1/15/2020	708	Vacant	Cleaned doors and some walls, sanded spackling, cleaned p-trap in hall bathroom, cleaned up	KM
1/15/2020	708	Vacant	Met flooring contractor for measurements, removed appliances and cove base, removed base trim from cabinets, vacuumed, cleaned up	SF
1/16/2020	708	Vacant	Wiped down doors and walls, touched up paint as needed	KM
1/21/2020	708	Vacant	Pulled up tiles	KM
1/21/2020	708	Vacant	Worked on flooring prep, scraped up tiles, removed carpet tacks, pulled back carpet	SF
1/22/2020	708	Vacant	Pulled up tiles, scraped floor, cleaned up	KM
1/22/2020	708	Vacant	Scraped up flooring in dining, utility, kitchen, and pantry, hauled debris to dumpster	SF
1/23/2020	708	Vacant	Pulled up tiles, scraped floor, cleaned up	KM
1/23/2020	708	Vacant	Scraped vinyl from entry, cleaned up, hauled debris to dumpster	SF
1/24/2020	708	Vacant	Cleaned up, continued floor prep, painted kitchen and dining room	SF
1/27/2020	708	Vacant	Touched up paint, swept floor, cleaned up	KM
1/28/2020	708	Vacant	Touched up paint, cleaned doors	KM
1/28/2020	708	Vacant	Touched up paint, removed dishwasher, scraped up flooring under cabinet, removed drywall and insulation under window in utility room, cleaned up	SF
1/29/2020	708	Vacant	Moved appliances to garage for new flooring, cleaned up, researched water leak, measured glass unit to be replaced, checked attic	SF
1/29/2020	708	Vacant	Touched up painting, cleaned, swept floors in prep for new flooring, wiped down doors and jambs	KM
1/30/2020	708	Vacant	Drained and flushed water heater, reinstalled dishwasher, met with flooring installers, set up dehumidifier in utility room, hung door, worked on garage door opener, lubed garage door rollers and chain and adjusted rail, vacuumed carpet	SF

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1/30/2020	708	Vacant	Sanded hall bathroom door, touched up paint, replaced blinds	KM
1/31/2020	708	Vacant	Cleaned and touched up paint on doors, jambs, and trim, sanded front door as needed, scraped hall bathroom door, cleaned up	KM
1/31/2020	708	Vacant	Removed kitchen light fixture to repair, installed dishwasher	SF
1/6/2020	2646D	Vacant	Inventoried items in unit	SF
1/27/2020	2664	Vacant	Opened unit for former resident to pick up items and relocked	KM
Work Orders				
1/14/2020	514	Work Order	Tested oven element, unpacked and installed new stove and power cord, delivered and set up dehumidifier	SF
1/29/2020	514	Work Order	Replaced smoke alarm batteries, unplugged bathroom sink	SF
1/8/2020	709	Work Order	Worked on garage door opener, changed batteries in remote, adjusted sensors	SF
1/15/2020	709	Work Order	Replaced sump pump, cleaned gutter downspout	SF
1/16/2020	709	Work Order	Crawled under house to replace sump pump hose, fixed vapor barrier, reinstalled floor insulation as needed	SF
1/29/2020	709	Work Order	Replaced front door weather strip, adjusted door latch	SF
1/10/2020	2611	Work Order	Sprayed deck cleaner on the ramp, scrubbed, hosed off	SF
1/9/2020	2616	Work Order	Replaced living room blind, repaired material on sliding screen door	SF
1/30/2020	2617	Work Order	Performed interior APM inspection, cleaned and lubed vent fans, replaced drip bowls and range hood filter, vacuumed heaters	SF
1/7/2020	2628	Work Order	Performed interior APM inspection, replaced water heater, valve, and connectors, cleaned refrigerator coils, replaced stove burner pans and range hood filter, vacuumed heaters	SF
1/2/2020	2639	Work Order	Installed new posts and reinstalled fencing, repair leaking dishwasher drain hose, set up dehumidifier	SF
1/3/2020	2639	Work Order	Finished repairing fence, removed dehumidifier from kitchen, placed fan in corner cabinet	SF
1/6/2020	2639	Work Order	Checked water damage in cabinets, hauled away old posts and lumber, raked up dirt	SF
1/21/2020	2660	Work Order	Met with pest control about rodent issue, crawled under home to check traps	SF
Routine Activities				
1/8/2020	Housing Area	Routine	Met landscape contractor to discuss trimming trees at duplexes	SF
1/10/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/14/2020	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/21/2020	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/23/2020	Housing Area	Routine	Hauled brush from dump trailer to burn pile	SF
1/30/2020	Housing Area	Routine	Picked up rug cleaner after resident use, posted pest control notices	KM
1/2/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/2/2020	Office	Routine	Completed paperwork	SF

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1/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/3/2020	Office	Routine	Watered plants, completed paperwork	SF
1/6/2020	Office	Routine	Gathered fuel slips, checked oil in backup generator, brought mail to office, completed paperwork	KM
1/6/2020	Office	Routine	Hauled Christmas decorations to shop, contacted electrician about playground lights, completed paperwork	SF
1/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/7/2020	Office	Routine	Completed paperwork	SF
1/8/2020	Office	Routine	Made phone calls, completed paperwork	SF
1/8/2020	Office	Routine	Made phone calls, brought mail to office, completed paperwork	KM
1/9/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/9/2020	Office	Routine	Made phone calls, completed paperwork	SF
1/10/2020	Office	Routine	Helped install projector, watered plants, completed paperwork	SF
1/10/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/13/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
1/13/2020	Office	Routine	Completed paperwork	SF
1/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/14/2020	Office	Routine	Made phone calls, completed paperwork	SF
1/15/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/15/2020	Office	Routine	Completed paperwork	SF
1/16/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/16/2020	Office	Routine	Completed paperwork	SF
1/17/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/17/2020	Office	Routine	Watered plants, completed paperwork	SF
1/21/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
1/21/2020	Office	Routine	Delivered notices, completed paperwork	SF
1/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/22/2020	Office	Routine	Completed paperwork	SF
1/23/2020	Office	Routine	Brought mail to office, completed paperwork	SF
1/24/2020	Office	Routine	Completed paperwork	SF
1/27/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
1/28/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/28/2020	Office	Routine	Completed paperwork	SF
1/29/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/29/2020	Office	Routine	Completed paperwork	SF
1/30/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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1/30/2020	Office	Routine	Replaced backporch lightbulb, put together supply order, completed paperwork	SF
1/31/2020	Office	Routine	Brought mail to office, completed paperwork	KM
1/31/2020	Office	Routine	Watered plants, completed paperwork	SF
1/6/2020	Playground	Routine	Blew rock from sidewalks and ball court, picked up trash and pest waste	SF
1/14/2020	Playground	Routine	Checked restrooms, adjusted lights and timers	SF
1/2/2020	Shop	Routine	Loaded and unloaded van	SF
1/6/2020	Shop	Routine	Cleaned materials, tools from van	SF
1/6/2020	Shop	Routine	Emptied trash, checked fluid level and cleaned batteries on golf carts	KM
1/7/2020	Shop	Routine	Loaded supplies and organized van	SF
1/8/2020	Shop	Routine	Gathered supplies for contractor	KM
1/8/2020	Shop	Routine	Met delivery truck, cleaned out van	SF
1/9/2020	Shop	Routine	Emptied trash, took recycling to bin	KM
1/9/2020	Shop	Routine	Met equipment rental delivery, emptied trash into dumpster, cleaned up, washed shop towels, took rented lift to Pole Building	SF
1/10/2020	Shop	Routine	Loaded tools, emptied trash from van and shop, took materials to Pole Building for contractor	KM
1/13/2020	Shop	Routine	Helped retrieve lift, checked fluid level in golf carts	KM
1/13/2020	Shop	Routine	Used lift to check gutters and remove cobwebs	SF
1/14/2020	Shop	Routine	Cleaned out van, recycled cardboard, put away tools	SF
1/14/2020	Shop	Routine	Unloaded and put away tools, loaded trash can for 708	KM
1/15/2020	Shop	Routine	Cleaned out van	SF
1/16/2020	Shop	Routine	Loaded air compressor and fuel cans, emptied trash	KM
1/16/2020	Shop	Routine	Used lift to check roof, gutters, and security cameras, fueled lift	SF
1/17/2020	Shop	Routine	Unloaded and put away tools, plugged in golf cart	KM
1/17/2020	Shop	Routine	Used lift to check cameras, removed and wiped lens cover, cleaned up van, painted door for 2628, moved lift to yard to be picked up	SF
1/21/2020	Shop	Routine	Checked fluid level in golf carts, emptied trash from van	KM
1/21/2020	Shop	Routine	Painted door for 2628 , loaded tools and equipment	SF
1/22/2020	Shop	Routine	Hauled dump trailer to duplexes for tree trimmings to be loaded by landscape contractor	SF
1/23/2020	Shop	Routine	Cleaned up work area	SF
1/27/2020	Shop	Routine	Checked fluid level in golf carts, emptied trash from van	KM
1/28/2020	Shop	Routine	Cleaned out van, loaded supplies, cleaned and blew out shop vac	SF
1/29/2020	Shop	Routine	Emptied trash from back of van, put away tools	KM
1/29/2020	Shop	Routine	Organized and marked tools	SF
1/30/2020	Shop	Routine	Unloaded tools and equipment from van, organized tools	SF
1/7/2020	Town	Routine	Picked up water heater	SF
1/15/2020	Town	Routine	Picked up doors and supplies, fueled van	SF

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Projects				
1/9/2020	Elders	Project	Filled along edge of driveway with soil, cleaned up concrete and hauled to dumpster	SF
1/9/2020	Playground	Project	Picked up and tested paint and primer for light poles	SF
1/13/2020	Playground	Project	Used lift to help electrician remove and install new lights, scraped and wiped poles	SF
1/9/2020	Pole Building	Project	Took materials to contractor	KM
1/15/2020	Pole Building	Project	Checked installation of new doors, searched for locks	SF
1/16/2020	Pole Building	Project	Rekeyed and installed new door locks, lubed and replaced parts in deadbolts, helped electrician with lights	SF
Groundskeeping				
1/2/2020	Housing Area	Grounds	Picked up Christmas trees, hauled to burn pile	SF
1/2/2020	Housing Area	Grounds	Trash pickup	KM
1/3/2020	Housing Area	Grounds	Trash pickup	KM
1/6/2020	Housing Area	Grounds	Picked up Christmas trees, hauled to burn pile	SF
1/6/2020	Housing Area	Grounds	Trash pickup	KM
1/7/2020	Housing Area	Grounds	Trash pickup	KM
1/8/2020	Housing Area	Grounds	Trash pickup	KM
1/9/2020	Housing Area	Grounds	Trash pickup	KM
1/10/2020	Housing Area	Grounds	Trash pickup	KM
1/13/2020	Housing Area	Grounds	Trash pickup	KM
1/14/2020	Housing Area	Grounds	Trash pickup	KM
1/15/2020	Housing Area	Grounds	Trash pickup	KM
1/16/2020	Housing Area	Grounds	Trash pickup	KM
1/17/2020	Housing Area	Grounds	Trash pickup	KM
1/21/2020	Housing Area	Grounds	Trash pickup	KM
1/22/2020	Housing Area	Grounds	Trash pickup	KM
1/23/2020	Housing Area	Grounds	Trash pickup	KM
1/27/2020	Housing Area	Grounds	Trash pickup	KM
1/28/2020	Housing Area	Grounds	Trash pickup	KM
1/29/2020	Housing Area	Grounds	Trash pickup	KM
1/30/2020	Housing Area	Grounds	Trash pickup	KM
1/31/2020	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/2/2020	Town	Admin	Courier run	KM
1/3/2020	Town	Admin	Courier run	KM
1/6/2020	Town	Admin	Courier run	KM
1/7/2020	2617	Admin	Performed annual inspection	SF
1/7/2020	Town	Admin	Courier run	KM
1/8/2020	Town	Admin	Courier run	KM

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1/9/2020	Town	Admin	Courier run	KM
1/10/2020	Town	Admin	Courier run	KM
1/13/2020	Town	Admin	Courier run	KM
1/14/2020	Town	Admin	Courier run	KM
1/15/2020	Town	Admin	Courier run	KM
1/16/2020	Town	Admin	Courier run	KM
1/17/2020	Town	Admin	Courier run	KM
1/21/2020	Town	Admin	Courier run	KM
1/22/2020	Town	Admin	Courier run	KM
1/24/2020	Town	Admin	Courier run	SF
1/27/2020	Town	Admin	Courier run	KM
1/28/2020	Town	Admin	Courier run	KM
1/29/2020	506	Admin	Performed 90-day inspection	SF
1/29/2020	514	Admin	Performed annual inspection	SF
1/29/2020	516	Admin	Performed annual inspection	SF
1/29/2020	518	Admin	Performed annual inspection	SF
1/29/2020	2650	Admin	Performed annual inspection	SF
1/29/2020	Town	Admin	Courier run	KM
1/30/2020	Town	Admin	Courier run	KM
1/31/2020	2603	Admin	Performed annual inspection	SF
1/31/2020	Town	Admin	Courier run	KM
Staff Time Off				
1/1/2020			New Year's Day holiday	KM
1/1/2020			New Year's Day holiday	SF
1/20/2020			Martin Luther King Jr. holiday	SF
1/20/2020			Martin Luther King Jr. holiday	KM
1/23/2020			Part day PTO	KM
1/24/2020			PTO	KM
1/27/2020			PTO	SF
1/28/2020			Part day PTO	SF