

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
2/27/2020	704	Vacant Unit	Secured unit, replaced locks	SF
2/3/2020	708	Vacant Unit	Cleaned doors, touched up paint on doors and walls, cleaned p-trap in hall bathroom	KM
2/4/2020	708	Vacant Unit	Cleaned and touched up doors and walls, washed switch and outlet plates and light covers, began filling holes in garage	KM
2/4/2020	708	Vacant Unit	Crawled attic to repair wiring for kitchen light, spliced and added a junction box, installed new box and wires for fixture, added blocking for drywall	SF
2/5/2020	708	Vacant Unit	Repaired drywall, cleaned up, installed trim around kitchen	SF
2/5/2020	708	Vacant Unit	Sanded and painted front door, touched up paint in kitchen and laundry room, cleaned up	KM
2/6/2020	708	Vacant Unit	Repaired drywall, mudded and sanded in kitchen and entry, looked into moisture issue in utility room, hosed down side of home and checked plumbing, weedeated along foundation, began installing flashing on south side of home, cleaned up, began painting garage	SF
2/6/2020	708	Vacant Unit	Washed outlet, switch, and light covers, installed shelving	KM
2/7/2020	708	Vacant Unit	Cleaned shelving	KM
2/7/2020	708	Vacant Unit	Installed insulation and drywall in utility room	SF
2/10/2020	708	Vacant Unit	Assisted with rot repair, cleaned up	KM
2/10/2020	708	Vacant Unit	Cut out siding and plywood in rotten area on south wall, installed flashing and plywood, cut out and replaced bottom plate, cut and installed new siding, installed most of the battens, cleaned up	SF
2/11/2020	708	Vacant Unit	Caulked new siding and battens	KM
2/11/2020	708	Vacant Unit	Installed, taped, and mudded drywall repairs in utility room, sanded drywall repairs in kitchen and entry, finished installing battens on siding, replaced corner trim, and painted new siding and battens	SF
2/12/2020	708	Vacant Unit	Caulked and painted trim	KM
2/12/2020	708	Vacant Unit	Caulked siding	SF
2/13/2020	708	Vacant Unit	Cleaned shelving, loaded tools in van, touched up paint, cleaned up	KM
2/13/2020	708	Vacant Unit	Sanded drywall repairs, masked off and textured, cleaned up, caulked exterior	SF
2/14/2020	708	Vacant Unit	Primed drywall repairs	SF
2/18/2020	708	Vacant Unit	Painted above cove base and doors, cleaned up	KM
2/18/2020	708	Vacant Unit	Painted in unit	SF
2/19/2020	708	Vacant Unit	Replaced three light fixtures, cut cove base, cleaned up	SF
2/19/2020	708	Vacant Unit	Touched up paint, cleaned shelving and heater covers, cleaned up	KM
2/20/2020	708	Vacant Unit	Cleaned out garage, hauled trash to dumpster, installed cove base, brought in stove	SF
2/20/2020	708	Vacant Unit	Painted, spackled holes in wall, helped clean out garage	KM

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2/24/2020	708	Vacant Unit	Helped install range hood, pulled nails, filled holes, removed cobwebs in garage in prep for paint	KM
2/24/2020	708	Vacant Unit	Cleaned up kitchen, replaced range hood, scraped caulking from kitchen and bathroom counters, scraped kitchen counter edges	SF
2/25/2020	708	Vacant Unit	Primed part of garage walls, cleaned up, moved tools to garage in prep for unit cleaning, swept garage, returned tools to van	KM
2/25/2020	708	Vacant Unit	Removed cabinet backing and trim over bar, installed new skin and trim, removed trim around sliding glass door and reinstalled and caulked, took range oven door apart to clean glass and door, scraped counter edges, removed caulking from tubs and recaulked, hauled tools and materials to shop	SF
2/26/2020	708	Vacant Unit	Cleaned garage and utility room doors in prep for paint, sanded drywall patches, painted and installed heater covers	KM
2/26/2020	708	Vacant Unit	Installed new faucet, finished installing cove base, patched some drywall, painted garage, unplugged bathroom drain, removed toilet seats, blew out and lubed bathroom fans	SF
2/27/2020	708	Vacant Unit	Finished painting outside trim, touched up paint under master bedroom windows and on some battens on back side of house, cleaned up	KM
2/27/2020	708	Vacant Unit	Hung sliding glass door blinds, mowed yard, replaced glass in bedroom window, touched up paint, painted trim, installed toilet seats	SF
2/28/2020	708	Vacant Unit	Loaded tools, moved items to garage in prep for cleaning contractor	KM
Work Orders				
2/11/2020	514	Work Order	Performed interior APM inspection, cleaned refrigerator coils, repaired and replaced hinge on corner cabinet door, lubed window tracks as needed, adjusted sliding glass door	SF
2/18/2020	516	Work Order	Performed interior APM inspection, replaced drip pans on stove	SF
2/11/2020	518	Work Order	Performed interior APM inspection, replaced drip pans on stove	SF
2/11/2020	520	Work Order	Cleaned mildew from bedroom walls and ceiling, set up and started dehumidifier, cut and installed new blinds in bedroom	SF
2/4/2020	709	Work Order	Replaced and rekeyed front door lock	SF
2/4/2020	2603	Work Order	Replaced two infinite switches on stove	SF
2/20/2020	2603	Work Order	Performed interior APM inspection, replaced infinite switch and drip bowls on stove, cleaned refrigerator coils	SF
2/18/2020	2612	Work Order	Replaced mailbox lock	SF
2/4/2020	2620A	Work Order	Duplicated and tested house keys for resident	SF
2/6/2020	2625	Work Order	Replaced ridge vent shingles that had blow off	SF
2/13/2020	2629	Work Order	Repaired kitchen cupboard shelf and glued door, replaced bathroom blinds and tub drain stopper, replaced bathroom sink pop up drain assembly, added brackets to living room blinds	SF

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2/4/2020	2631	Work Order	Replaced broken drawer, took broken drawer to shop for repair	SF
2/19/2020	2650	Work Order	Performed interior APM inspection, cleaned refrigerator coils, cleaned bathroom vent fans, vacuumed heaters	SF
2/4/2020	2670C	Work Order	Looked into issue with kitchen faucet, tightened toilet seat	SF
2/5/2020	2670C	Work Order	Replaced kitchen faucet and exterior light fixture over garage	SF
Routine Activities				
2/3/2020	Office	Routine	Checked oil in backup generator, brought mail to office, gathered fuel slips, completed paperwork	KM
2/3/2020	Shop	Routine	Emptied trash from van and golf cart, checked golf cart fluid levels	KM
2/4/2020	Housing Area	Routine	Picked up rent from elder	KM
2/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/4/2020	Office	Routine	Made phone calls, completed paperwork	SF
2/4/2020	Shop	Routine	Worked on gate	SF
2/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/5/2020	Office	Routine	Ordered supplies, made phone calls, completed paperwork	SF
2/5/2020	Shop	Routine	Cleaned rug cleaner	KM
2/5/2020	Shop	Routine	Loaded supplies, prepared supply order	SF
2/6/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/6/2020	Office	Routine	Completed paperwork	SF
2/6/2020	Shop	Routine	Emptied trash from van, put away tools	KM
2/6/2020	Shop	Routine	Lubed gears and adjusted gates	SF
2/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/7/2020	Office	Routine	Completed paperwork	SF
2/7/2020	Shop	Routine	Checked for materials needed for repairs at 708, unloaded tools, loaded supplies	SF
2/7/2020	Shop	Routine	Made list of materials needed, loaded tools in van	KM
2/10/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/10/2020	Office	Routine	Completed paperwork	SF
2/10/2020	Shop	Routine	Loaded supplies	SF
2/11/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/11/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/11/2020	Office	Routine	Completed paperwork	SF
2/11/2020	Shop	Routine	Emptied trash from van, loaded supplies	KM
2/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/12/2020	Office	Routine	Moved file cabinets, loaded three to take to shop, did paperwork	SF
2/12/2020	Shop	Routine	Helped move file cabinets in secure file room	KM
2/12/2020	Shop	Routine	Unloaded file cabinets, loaded one to go to office, cleaned up van	SF
2/13/2020	Housing Area	Routine	Checked for and measured stop signs that need replaced, delivered notices regarding relocation of mailbox	KM
2/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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2/13/2020	Office	Routine	Unpacked and inventoried new dehumidifiers, loaded items to go to shop in van, completed paperwork	SF
2/13/2020	Shop	Routine	Unloaded and put away tools and materials from van	SF
2/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/14/2020	Office	Routine	Watered plants, completed paperwork	SF
2/14/2020	Shop	Routine	Unloaded and put away tools, emptied trash into dumpster	KM
2/14/2020	Shop	Routine	Unloaded lights to pallets to store on pallet racks, hauled trash to dumpster and cardboard to recycling, unloaded doors and plastic panels from truck	SF
2/18/2020	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/18/2020	Housing Area	Routine	Rearranged contents and compacted dumpsters, cleaned up	SF
2/18/2020	Office	Routine	Completed paperwork	SF
2/18/2020	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
2/18/2020	Shop	Routine	Checked fluids in golf cart, emptied trash, put away tools, cleaned up around table saw	KM
2/19/2020	Housing Area	Routine	Helped clean up around dumpsters	KM
2/19/2020	Housing Area	Routine	Cleaned up around dumpsters, hauled mattress and dresser from lower dumpster to upper dumpster, threw chairs and box spring into dumpster	SF
2/19/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/19/2020	Office	Routine	Moved shelving from shop to office, made phone calls, did paperwork	SF
2/20/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/20/2020	Office	Routine	Spoke with Anne about dumpsters, helped move office items, secured cables, repaired cork board	SF
2/20/2020	Shop	Routine	Helped install lock, mounted lock box in secure file room	KM
2/20/2020	Shop	Routine	Took shelving upstairs to tool room, helped arrange file room	SF
2/21/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/21/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/21/2020	Office	Routine	Watered plants, completed paperwork	SF
2/21/2020	Shop	Routine	Cleaned out van, worked on getting backhoe started to use to crush trash in dumpster	SF
2/21/2020	Shop	Routine	Put away tools, emptied trash from van and golf cart	KM
2/21/2020	Town	Routine	Fueled van, picked up supplies	SF
2/24/2020	Housing Area	Routine	Sorted out dumpsters moving items to other dumpsters to level out, called to have dumpsters picked up, put up signs not to use dumpsters, loaded extra in truck and trailer to be hauled to dump	SF
2/24/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/24/2020	Office	Routine	Completed paperwork	SF

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2/24/2020	Shop	Routine	Checked fluids in golf cart	KM
2/25/2020	Housing Area	Routine	Cleaned up around dumpsters, shifted garbage around in dumpsters, met driver to pick up dumpsters	SF
2/25/2020	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/25/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/25/2020	Office	Routine	Completed paperwork	SF
2/25/2020	Shop	Routine	Unloaded and put away tools	KM
2/26/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/26/2020	Housing Area	Routine	Replaced stop sign	KM
2/26/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/26/2020	Office	Routine	Installed white board in guest office	SF
2/26/2020	Shop	Routine	Gathered tools and supplies to replace stop sign	KM
2/27/2020	Housing Area	Routine	Posted pest control notices	KM
2/27/2020	Office	Routine	Helped load boxes, reinstalled letter on CIHA office sign	SF
2/27/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/27/2020	Shop	Routine	Unloaded van, put away tools, took trash to dumpster, restocked van with supplies	KM
2/28/2020	Office	Routine	Brought mail to office, completed paperwork	KM
2/28/2020	Office	Routine	Watered plants, completed paperwork	SF
2/28/2020	Shop	Routine	Cleaned up Toro mower, unloaded van	SF
2/28/2020	Shop	Routine	Unloaded and put away fuel cans	KM
Projects				
2/13/2020	Pole Building	Project	Checked on electrician, assisted with light installation	SF
2/14/2020	Pole Building	Project	Loaded up old light fixtures, boxes, and construction debris from repairs	SF
Groundskeeping				
2/3/2020	Housing Area	Grounds	Trash pickup	KM
2/4/2020	Housing Area	Grounds	Trash pickup	KM
2/5/2020	Housing Area	Grounds	Trash pickup	KM
2/6/2020	Housing Area	Grounds	Trash pickup	KM
2/7/2020	Housing Area	Grounds	Trash pickup	KM
2/10/2020	Housing Area	Grounds	Trash pickup	KM
2/11/2020	Housing Area	Grounds	Trash pickup	KM
2/12/2020	Housing Area	Grounds	Trash pickup	KM
2/13/2020	Housing Area	Grounds	Trash pickup	KM
2/14/2020	Housing Area	Grounds	Trash pickup	KM
2/18/2020	Housing Area	Grounds	Trash pickup	KM
2/19/2020	Housing Area	Grounds	Trash pickup	KM
2/20/2020	Housing Area	Grounds	Trash pickup	KM
2/21/2020	Housing Area	Grounds	Trash pickup	KM

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2/24/2020	Housing Area	Grounds	Trash pickup	KM
2/25/2020	Housing Area	Grounds	Trash pickup	KM
2/26/2020	Housing Area	Grounds	Trash pickup	KM
2/27/2020	Housing Area	Grounds	Trash pickup	KM
2/28/2020	Housing Area	Grounds	Trash pickup	KM
Admin Support				
2/3/2020	Town	Admin	Courier run	KM
2/4/2020	Town	Admin	Courier run	KM
2/6/2020	Town	Admin	Courier run	KM
2/7/2020	Town	Admin	Courier run	KM
2/10/2020	Town	Admin	Courier run	KM
2/11/2020	Town	Admin	Courier run	KM
2/12/2020	Town	Admin	Courier run	KM
2/13/2020	Town	Admin	Courier run	KM
2/14/2020	Town	Admin	Courier run	KM
2/19/2020	Town	Admin	Courier run	KM
2/20/2020	Town	Admin	Courier run	KM
2/21/2020	Town	Admin	Courier run	KM
2/27/2020	2609	Admin	Performed annual inspection	SF
2/27/2020	Town	Admin	Courier run	KM
2/28/2020	2666	Admin	Performed annual inspection	SF
2/28/2020	2646C	Admin	Performed annual inspection	SF
2/28/2020	Town	Admin	Courier run	KM
Staff Time Off				
2/3/2020			PTO	SF
2/12/2020			Part day PTO	SF
2/17/2020			Presidents' Day holiday	SF
2/17/2020			Presidents' Day holiday	KM
2/20/2020			Part day PTO	SF