

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/31/2020	508	Vacant Unit	Walked through unit	SF
3/11/2020	704	Vacant Unit	Completed Move-Out Potential Charges form, began PFR inspection form, helped trap stray cats	KM
3/11/2020	704	Vacant Unit	Performed walk-through with Ken, trapped stray cats	SF
3/16/2020	704	Vacant Unit	Helped load trash into dumpster	KM
3/16/2020	704	Vacant Unit	Cleaned up, hauled trash to dumpster	SF
3/2/2020	708	Vacant Unit	Hauled trash to dumpster, loaded tools, cut blinds, removed old blind brackets, cleaned up	KM
3/2/2020	708	Vacant Unit	Worked carpet stain, cleaned up	SF
3/3/2020	708	Vacant Unit	Installed blinds, finished replacing blind brackets, installed stove drip pans, cleaned top of refrigerator, wiped down windowsills	KM
3/4/2020	708	Vacant Unit	Caulked master bathtub and toilet, worked on carpet stain, cleaned up	SF
3/4/2020	708	Vacant Unit	Hauled trash to dumpster, finished installing blinds, swept garage, cleaned window sills, loaded up tools	KM
3/5/2020	708	Vacant Unit	Pressure washed home and concrete, weedeated yard and along concrete, repaired and installed bifold doors, caulked	SF
3/5/2020	708	Vacant Unit	Touched up paint after unit cleaning, loaded up tools, filled holes in yard	KM
3/6/2020	708	Vacant Unit	Cleaned up garage, loaded materials and tools into van, checked unit	SF
3/9/2020	708	Vacant Unit	Loaded trash, tools, and materials into van, cleaned appliances, cleaned oven door, put together shelving in cabinets, repaired carpet bar in living room, cleaned oven racks and dishwasher filter, blew out bottom of refrigerator and brought into home, nailed flashing on roof of side door cover and sealed with roof cement, cleaned up	SF
3/9/2020	708	Vacant Unit	Swept garage floor, loaded tools in van, cleaned back side of lower cabinets, cleaned up	KM
3/10/2020	708	Vacant Unit	Scraped paint from bathroom floor, reinstalled paper holder in bathroom, caulked bathroom sinks and sealed shower heads, caulked front, back slider, and utility room doors and trim, blew out and cleaned up garage, finished pressure washing driveway, pulled weeds from sidewalk cracks, loaded tools into van	SF
3/11/2020	708	Vacant Unit	Loaded up last of tools, paint, and tarps	KM
3/11/2020	708	Vacant Unit	Mowed yard, cleaned out flower beds by garage, swept up mud and rocks at end of driveway, swept garage, did final walkthrough	SF
3/11/2020	708	Vacant Unit	Ready for occupancy	
3/12/2020	708	Vacant Unit	Loaded ladder and rest of the tools and put away at shop	KM
3/13/2020	708	Vacant Unit	Installed sliding glass door screen, repaired and installed kitchen drawer	SF
3/5/2020	2624	Vacant Unit	Walked through unit with Dale	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/12/2020	2659	Vacant Unit	Began prep for paint, removed coverplates, changed bulbs, removed light globes, cove base, cabinet trim, and shelving	SF
3/12/2020	2659	Vacant Unit	Pulled carpet and padding, cleaned up	KM
3/13/2020	2659	Vacant Unit	Removed carpet and padding	KM
3/16/2020	2659	Vacant Unit	Loaded tools	KM
3/16/2020	2659	Vacant Unit	Removed drywall, door, and trim in bathroom to inspect termite issue	SF
3/19/2020	2659	Vacant Unit	Met with flooring contractor for measurements	SF
3/31/2020	2659	Vacant Unit	Removed termite damage, studs, and drywall on bedroom and bathroom walls, reinstalled and mudded drywall	SF
Work Orders				
3/31/2020	701	Work Order	Dealt with dog issue at 2639 and 701	SF
3/2/2020	2611	Work Order	Met pest control to assess termite issue, cut away some drywall and trim, drilled concrete, wall and concrete injected with pest treatment	SF
3/2/2020	2666	Work Order	Crawled under home to check on plumbing issues, sliced vapor barrier and ducting to release water	SF
3/4/2020	2666	Work Order	Assisted with water leak under home	KM
3/4/2020	2666	Work Order	Repaired leaks under home	SF
3/27/2020	Playground	Work Order	Taped off all playground equipment and worked with Tracey on signage to close playground due to COVID-19	SF
Routine Activities				
3/2/2020	Office	Routine	Organized work space, moved file cabinet	SF
3/2/2020	Office	Routine	Checked oil in backup generator, gathered fuels slips, brought mail to office, completed paperwork	KM
3/2/2020	Shop	Routine	Checked fluid level in golf cart	KM
3/2/2020	Shop	Routine	Sorted trash in dump trailer, loaded more items, covered to haul to dump	SF
3/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/3/2020	Shop	Routine	Unloaded and put away tools	KM
3/4/2020	Housing Area	Routine	Picked up rent from elder	KM
3/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/4/2020	Office	Routine	Completed paperwork	SF
3/4/2020	Shop	Routine	Loaded items to be disposed, picked up parts, hauled trash from truck and dump trailer to public disposal	SF
3/5/2020	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/5/2020	Office	Routine	Responded to early morning alarm call, completed paperwork	SF
3/5/2020	Shop	Routine	Brought truck and trailer inside shop, cleaned out box van, located parts needed for 708	SF
3/5/2020	Shop	Routine	Checked oil in John Deere tractor and aired tires, filled holes in shop yard	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/6/2020	Housing Area	Routine	Duplicated mailbox keys for 601A, labeled mailbox, delivered keys	SF
3/6/2020	Office	Routine	Completed paperwork	KM
3/6/2020	Office	Routine	Watered plants, completed paperwork	SF
3/9/2020	Office	Routine	Checked oil in backup generator, helped move furniture in back office, brought mail to office, completed paperwork	KM
3/9/2020	Office	Routine	Completed paperwork	SF
3/9/2020	Shop	Routine	Checked fluid level on golf cart	KM
3/9/2020	Shop	Routine	Unloaded trash, tools, and materials from van	SF
3/10/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/10/2020	Office	Routine	Completed paperwork	SF
3/10/2020	Office	Routine	Loaded items to go to shop, helped move cabinets and shelving, brought mail to office, completed paperwork	KM
3/10/2020	Shop	Routine	Put away items/tools from office, took boxes up to tool room, emptied trash, put away tools, cleaned out van	KM
3/10/2020	Shop	Routine	Unloaded van	SF
3/11/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/11/2020	Office	Routine	Put together supply order, did product research, completed paperwork	SF
3/11/2020	Shop	Routine	Cleaned out van	SF
3/11/2020	Town	Routine	Took cat to animal shelter	SF
3/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/12/2020	Office	Routine	Installed mirror in restroom, reviewed vacancies and work priorities with Dale and Lyman, delivered notice for Resident Services	SF
3/12/2020	Shop	Routine	Unloaded trash from van and took warehouse trash to dumpster, cleaned up Toro mower	SF
3/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/13/2020	Office	Routine	Put together supply order, watered plants, completed paperwork	SF
3/16/2020	Housing Area	Routine	Posted COVID-19 office closure flyers on all units	KM
3/16/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/16/2020	Office	Routine	Met with other staff, completed paperwork	SF
3/16/2020	Shop	Routine	Checked fluid level on golf cart, assisted with gate troubleshooting	KM
3/16/2020	Shop	Routine	Unloaded van, hooked up truck and trailer to haul trash, adjusted gate	SF
3/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/18/2020	Shop	Routine	Cleaned work bench, put away tools, swept around work bench, emptied trash, checked oil in vehicles, greased golf carts, assembled storage racks, unloaded tools from S-10	KM
3/19/2020	Office	Routine	Raised flag, researched product, completed paperwork	SF
3/19/2020	Shop	Routine	Cleaned up, put away tools and supplies, hung mirrors on doors in bathroom and locker room, installed cabinet in bathroom	SF
3/23/2020	Office	Routine	Completed paperwork	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/23/2020	Town	Routine	Picked up water heaters and supplies	SF
3/25/2020	Housing Area	Routine	Picked up rug cleaner	KM
3/25/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
3/25/2020	Shop	Routine	Checked fluid level in golf cart, swept around work benches, put away tools, emptied trash cans, recycled cardboard	KM
3/26/2020	Office	Routine	Attended Zoom Board meeting	SF
3/26/2020	Office	Routine	Brought mail to office, completed paperwork	KM
3/26/2020	Shop	Routine	Cleaned out trash and washed bed of golf cart	KM
3/26/2020	Shop	Routine	Cleaned up, organized work areas and storage	SF
3/27/2020	Office	Routine	Watered plants, completed paperwork	SF
3/27/2020	Shop	Routine	Cleaned up, vacuumed floors	SF
3/31/2020	Office	Routine	Completed paperwork	SF
3/31/2020	Shop	Routine	Loaded supplies	SF
Projects				
3/16/2020	2664	Project	Helped load trash into dumpster	SF
Groundskeeping				
3/2/2020	Housing Area	Grounds	Trash pickup	KM
3/3/2020	Housing Area	Grounds	Trash pickup	KM
3/4/2020	Housing Area	Grounds	Trash pickup	KM
3/5/2020	Housing Area	Grounds	Trash pickup	KM
3/6/2020	Housing Area	Grounds	Trash pickup	KM
3/9/2020	Housing Area	Grounds	Trash pickup	KM
3/10/2020	Housing Area	Grounds	Trash pickup	KM
3/11/2020	Housing Area	Grounds	Trash pickup	KM
3/12/2020	Housing Area	Grounds	Trash pickup	KM
3/13/2020	Housing Area	Grounds	Trash pickup	KM
3/16/2020	Housing Area	Grounds	Trash pickup	KM
3/18/2020	Housing Area	Grounds	Trash pickup	KM
3/25/2020	Housing Area	Grounds	Trash pickup	KM
3/26/2020	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/2/2020	Town	Admin	Courier run	KM
3/4/2020	Town	Admin	Courier run	KM
3/5/2020	2638	Admin	Performed annual inspection	SF
3/6/2020	Office	Admin	Attended staff training	KM
3/6/2020	Office	Admin	Attended staff training	SF
3/6/2020	Town	Admin	Courier run	KM
3/9/2020	Town	Admin	Courier run	KM
3/10/2020	Town	Admin	Courier run	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/11/2020	Town	Admin	Courier run	KM
3/12/2020	Town	Admin	Courier run	KM
3/13/2020	Town	Admin	Courier run	KM
3/16/2020	Town	Admin	Courier run	KM
3/19/2020	Town	Admin	Courier run	SF
3/26/2020	Town	Admin	Courier run	KM
3/31/2020	Town	Admin	Courier run	SF
Staff Time Off				
3/3/2020			PTO	SF
3/17/2020			COVID-19 admin leave	KM
3/17/2020			COVID-19 admin leave	SF
3/18/2020			COVID-19 admin leave	SF
3/19/2020			COVID-19 admin leave	KM
3/20/2020			COVID-19 admin leave	SF
3/20/2020			COVID-19 admin leave	KM
3/24/2020			COVID-19 admin leave	SF
3/25/2020			COVID-19 admin leave	SF
3/27/2020			COVID-19 admin leave	KM
3/30/2020			COVID-19 admin leave	KM
3/30/2020			COVID-19 admin leave	SF
3/31/2020			COVID-19 admin leave	KM