

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED
Vacant Units			
4/8/2020	704	Vacant Unit	Cleaned up and mowed most of backyard, hauled trash to dumpster
4/8/2020	704	Vacant Unit	Removed master bedroom door, nails from walls, blinds and brackets, swept floors and vacuumed carpets, cleaned up, took trash to dumpster
4/9/2020	704	Vacant Unit	Pulled nails from walls, began removing trim from around bedroom doors, cleaned up
4/10/2020	704	Vacant Unit	Performed PFR inspection, cleaned kitchen counter, emptied trash into dumpster
4/14/2020	704	Vacant Unit	Removed fasteners from ceiling in master bedroom, spackled holes in walls, cleaned up
4/15/2020	704	Vacant Unit	Sanded spackled holes and refilled holes as needed, removed and cleaned light covers
4/16/2020	704	Vacant Unit	Sanded spackled holes, gathered supplies, caulked around windows
4/17/2020	704	Vacant Unit	Pulled nails and spackled in garage, swept floors, loaded and hauled doors and trash to dumpster
4/20/2020	704	Vacant Unit	Sanded spackling, began texturing, cleaned up
4/22/2020	704	Vacant Unit	Textured spackling, lightly sanded, primed walls, cleaned up
4/23/2020	704	Vacant Unit	Painted and textured wall, filled holes in garage walls, removed shelving and door knobs, cleaned up
4/24/2020	704	Vacant Unit	Reviewed unit for potential charges to former tenant
4/28/2020	704	Vacant Unit	Finished blowing out heaters, finished priming, swept floors
4/29/2020	704	Vacant Unit	Loaded unused tools and supplies
4/30/2020	704	Vacant Unit	Met with pest control, cut away more drywall, cleaned up
4/1/2020	2646C	Vacant Unit	Pulled bi-fold doors and brackets, got Dale setup to work in unit
4/2/2020	2646C	Vacant Unit	Gathered supplies and paint for Dale
4/9/2020	2646C	Vacant Unit	Removed toilet, gathered tools for Dale and reviewed work needed
4/14/2020	2646C	Vacant Unit	Met flooring contractor to measure for flooring, pulled up underlayment in hall bathroom
4/15/2020	2646C	Vacant Unit	Removed flooring from bathroom, pounded in staples, sealed around tub and shower, cleaned up, hauled trash to garage, began removing laminate from the counters
4/21/2020	2646C	Vacant Unit	Removed laminate from countertops, kitchen sink, and backsplash, sanded countertops in kitchen, sanded back deck railing
4/22/2020	2646C	Vacant Unit	Prepped counters for new laminate, cut and began installing laminate, cleaned up, hauled 25 sheets of underlayment to garage
4/23/2020	2646C	Vacant Unit	Installed laminate on kitchen counters, cut tile and began installing backsplash in kitchen
4/28/2020	2646C	Vacant Unit	Cut tile for kitchen, finished installing tile backsplash in kitchen, installed new sink and faucet
4/29/2020	2646C	Vacant Unit	Hauled underlayment upstairs, began cutting underlayment for bedrooms, swept floors, cleaned up, hauled trash to garage

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4/1/2020	2659	Vacant Unit	Cleaned up, made drywall repairs, removed bathroom window surround, cut wood to wrap window, discovered damp trim
4/2/2020	2659	Vacant Unit	Cut trim for outside bathroom window, made drywall repairs, prepped for texture
4/7/2020	2659	Vacant Unit	Removed trim from outside bathroom window, cleaned up, painted siding under trim
4/8/2020	2659	Vacant Unit	Prepped drywall for texture and painting, spackled holes throughout home, cleaned up
4/9/2020	2659	Vacant Unit	Textured drywall repairs and cleaned up, installed new exterior trim on bathroom window and caulked
4/14/2020	2659	Vacant Unit	Cleaned up, swept and vacuumed edges of bedrooms, bathrooms, and living room, prepped for painting, textured, spackled nail holes, primed walls
4/15/2020	2659	Vacant Unit	Cleaned up in home, removed trash and flooring from garage and hauled to dumpster
4/28/2020	2659	Vacant Unit	Installed bathroom door and jamb, cut and installed new trim, caulked, ready to paint, removed dishwasher and vinyl under it
4/30/2020	2659	Vacant Unit	Swept and cleaned up garage, loaded up tools and supplies, prepped for paint
4/7/2020	2660	Vacant Unit	Rekeyed locks, removed food from refrigerator, secured all windows
4/24/2020	2660	Vacant Unit	Reviewed unit for potential charges to former tenant
4/24/2020	2664	Vacant Unit	Reviewed unit for potential charges to former tenant
Work Orders			
4/30/2020	2631	Work Order	Replaced wire and element on stove
4/24/2020	Office	Work Order	Checked toilet that was having issues
Routine Activities			
4/1/2020	Office	Routine	Completed paperwork
4/1/2020	Shop	Routine	Adjusted gates
4/2/2020	Office	Routine	Watered plants, checked lights, completed paperwork
4/7/2020	Office	Routine	Made phone calls, located face masks, completed paperwork
4/7/2020	Playground	Routine	Adjusted timers for lights
4/8/2020	Office	Routine	Completed paperwork
4/8/2020	Office	Routine	Priced materials, met landscape contractor about mowing vacant units, completed paperwork
4/8/2020	Shop	Routine	Removed bucket from John Deere, installed mower deck, charged battery
4/9/2020	Office	Routine	Brought mail to office, completed paperwork
4/9/2020	Office	Routine	Replaced bulbs for sign, repaired one light fixture, completed paperwork
4/9/2020	Shop	Routine	Cleaned up John Deere tractor
4/10/2020	Office	Routine	Brought mail to office, completed paperwork

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4/14/2020	Office	Routine	Brought mail to office, completed paperwork
4/14/2020	Office	Routine	Made phone calls, completed paperwork
4/14/2020	Shop	Routine	Emptied trash from van and golf cart
4/15/2020	Office	Routine	Brought mail to office, completed paperwork
4/15/2020	Office	Routine	Completed paperwork
4/15/2020	Shop	Routine	Emptied trash from van and golf cart
4/16/2020	Housing Area	Routine	Hauled and unloaded brush to burn pile
4/16/2020	Office	Routine	Completed paperwork
4/16/2020	Office	Routine	Watered plants, checked lights, completed paperwork
4/20/2020	Office	Routine	Completed paperwork
4/21/2020	Office	Routine	Completed paperwork
4/22/2020	Office	Routine	Brought mail to office, completed paperwork
4/22/2020	Shop	Routine	Cleaned out van, loaded underlayment
4/22/2020	Shop	Routine	Emptied trash from van and golf cart
4/22/2020	Town	Routine	Picked up supplies and fueled van
4/23/2020	Office	Routine	Brought mail to office, completed paperwork
4/23/2020	Office	Routine	Watered plants, completed paperwork
4/23/2020	Shop	Routine	Unloaded and put away tools
4/28/2020	Office	Routine	Brought mail to office, completed paperwork
4/28/2020	Office	Routine	Completed paperwork
4/28/2020	Shop	Routine	Emptied trash from van and golf cart
4/29/2020	Office	Routine	Brought mail to office, completed paperwork
4/29/2020	Shop	Routine	Cleaned trash from van and golf cart, loaded van, unloaded propane tank for forklift
4/30/2020	Office	Routine	Brought mail to office, completed paperwork
4/30/2020	Office	Routine	Completed paperwork
4/30/2020	Office	Routine	Attended Board meeting
Groundskeeping			
4/8/2020	Housing Area	Grounds	Trash pickup
4/9/2020	Housing Area	Grounds	Mowed entrance and along path, replaced entrance sign bulbs
4/9/2020	Housing Area	Grounds	Trash pickup
4/10/2020	Housing Area	Grounds	Trash pickup
4/14/2020	Housing Area	Grounds	Trash pickup
4/15/2020	Housing Area	Grounds	Trash pickup
4/16/2020	Housing Area	Grounds	Trash pickup
4/16/2020	Shop	Grounds	Sprayed weed killer at shop, storage lot, and along Miluk Drive
4/17/2020	Housing Area	Grounds	Trash pickup
4/20/2020	Housing Area	Grounds	Trash pickup
4/22/2020	Housing Area	Grounds	Trash pickup
4/23/2020	Housing Area	Grounds	Trash pickup
4/28/2020	Housing Area	Grounds	Trash pickup

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4/29/2020	Housing Area	Grounds	Mowed on Miluk Drive, cleaned up John Deere mower deck
4/29/2020	Housing Area	Grounds	Trash pickup
4/30/2020	Housing Area	Grounds	Mowed vacant lots
4/30/2020	Housing Area	Grounds	Trash pickup
4/30/2020	Housing Area	Grounds	Weedeated on Mexeye Loop
Admin Support			
4/7/2020	Town	Admin	Courier run
4/14/2020	Town	Admin	Courier run
4/22/2020	Town	Admin	Courier run
4/29/2020	Town	Admin	Courier run
4/30/2020	Town	Admin	Courier run
Staff Time Off			
4/1/2020			COVID-19 admin leave
4/2/2020			COVID-19 admin leave
4/3/2020			COVID-19 admin leave
4/3/2020			COVID-19 admin leave
4/6/2020			COVID-19 admin leave
4/6/2020			COVID-19 admin leave
4/7/2020			COVID-19 admin leave
4/10/2020			COVID-19 admin leave
4/10/2020			Part day PTO
4/13/2020			COVID-19 admin leave
4/13/2020			COVID-19 admin leave
4/17/2020			COVID-19 admin leave
4/20/2020			COVID-19 admin leave
4/21/2020			COVID-19 admin leave
4/24/2020			COVID-19 admin leave
4/24/2020			Part day PTO
4/27/2020			COVID-19 admin leave
4/27/2020			COVID-19 admin leave
4/28/2020			Part day PTO

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