

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
5/5/2020	508	Vacant Unit	Cleaned home; ready for occupancy	SF
5/5/2020	704	Vacant Unit	Removed drywall from behind refrigerator to expose termite damage, cleaned up, met with Lyman, hauled off tools	SF
5/6/2020	704	Vacant Unit	Removed tools from unit and returned them to shop	KM
5/5/2020	2608	Vacant Unit	Rekeyed locks	SF
5/20/2020	2624	Vacant Unit	Tested to see if primer will cover the dark blue walls	KM
5/21/2020	2624	Vacant Unit	Painted second coat of primer on dark blue wall	KM
5/13/2020	2646C	Vacant Unit	Loaded and dropped off tools for prep work	KM
5/14/2020	2646C	Vacant Unit	Helped staple down underlayment, swept floors, pulled up VCT	KM
5/14/2020	2646C	Vacant Unit	Installed kitchen sink drains, water, and hook up; cut, installed, and stapled underlayment	SF
5/15/2020	2646C	Vacant Unit	Swept floor, cleaned up, hauled trash to garage	KM
5/18/2020	2646C	Vacant Unit	Finished cutting and stapling underlayment, pulled master bath flooring around toilet, removed toilet, cleaned up	SF
5/19/2020	2646C	Vacant Unit	Painted doors and closet, touched up paint, cleaned in prep for flooring	SF
5/20/2020	2646C	Vacant Unit	Cleaned up, hauled tools to garage, cut laminate for counter edge, removed both bathroom sinks and counter, installed new laminate on counters, installed counters, hall sink, and plumbing, replaced rubber washers in all valves	SF
5/21/2020	2646C	Vacant Unit	Cleaned up for flooring installers	SF
5/6/2020	2659	Vacant Unit	Began scraping floor, swept, removed painters tape, installed knobs on doors, cleaned up	KM
5/6/2020	2659	Vacant Unit	Prepped for flooring, rolled on flooring adhesive remover, scraped up flooring in utility room, cleaned up	SF
5/7/2020	2659	Vacant Unit	Scraped and swept floor, cleaned up	KM
5/7/2020	2659	Vacant Unit	Scraped glue from the concrete in prep for flooring, cleaned up	SF
5/11/2020	2659	Vacant Unit	Scraped floors, replaced bulbs, removed and replaced water heater, cut out drywall next to refrigerator to check termite damage, mopped concrete floor	SF
5/12/2020	2659	Vacant Unit	Replaced thermostat, hung mirror in master bathroom, removed and replaced caulking on tub and toilet, replaced tub insert and shower head, removed cove base, painted and caulked, installed new paper holder and towel bar	SF
5/12/2020	2659	Vacant Unit	Washed and installed heater, switch, and plug covers, spackled holes, cleaned up	KM
5/13/2020	2659	Vacant Unit	Cleaned up, prepped for flooring, finished drywall patch in kitchen, sanded, textured, primed and painted patch, touched up painting, painted bathroom door jamb, replaced drain insert, installed cove base in master bathroom, caulked, met with cleaning contractor	SF

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5/13/2020	2659	Vacant Unit	Washed closet brackets and light covers, cleaned p-traps, removed door for flooring installation, swept floors, loaded tools into van	KM
5/14/2020	2659	Vacant Unit	Picked up tools and supplies from garage, cleaned items from unit for flooring installers	SF
5/15/2020	2659	Vacant Unit	Met with flooring installers, searched for cove base to match flooring	SF
5/18/2020	2659	Vacant Unit	Finished cleaning and reinstalling light covers, installed smoke alarm batteries, brought doors in from garage	KM
5/19/2020	2659	Vacant Unit	Installed, cleaned, and touched up paint on doors, stained trim and toe kick on kitchen cabinets, cleaned up	KM
5/20/2020	2659	Vacant Unit	Finished staining trim, pulled nails, installed toe kick, cleaned up	KM
5/21/2020	2659	Vacant Unit	Finished replacing washers in all valves, installed new dishwasher, installed cove base	SF
5/21/2020	2659	Vacant Unit	Stained and installed trim, helped move dishwasher, pulled nails, cleaned up	KM
5/26/2020	2659	Vacant Unit	Gathered tools and supplies, cleaned out garage, set up to cut blinds, emptied van, took box van to shop	KM
5/26/2020	2659	Vacant Unit	Worked on kitchen sink cabinet	SF
5/27/2020	2659	Vacant Unit	Lowered blind brackets, cut blinds	KM
5/28/2020	2659	Vacant Unit	Cleaned off counters, moved tools to garage	KM
5/29/2020	2659	Vacant Unit	Met with cleaners, removed stuff from home	SF
5/19/2020	2660	Vacant Unit	Cleaned up, loaded dumpster	SF
<b>Work Orders</b>				
5/13/2020	2602	Work Order	Replaced broken toilet seat	SF
5/18/2020	2631	Work Order	Met fiberglass repair contractor	SF
<b>Routine Activities</b>				
5/1/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/5/2020	Office	Routine	Met with Anne and Lyman, completed paperwork	SF
5/6/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/6/2020	Office	Routine	Made phone calls, met with Lyman, completed paperwork	SF
5/6/2020	Office	Routine	Removed and replaced swivel snaps for flags and reinstalled flags	SF
5/6/2020	Town	Routine	Picked up supplies and materials	SF
5/7/2020	Housing Area	Routine	Picked up housing payment from elder	KM
5/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/7/2020	Office	Routine	Completed paperwork	SF
5/7/2020	Shop	Routine	Unloaded van, mixed fuel for grounds equipment	SF
5/8/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/8/2020	Shop	Routine	Emptied trash from back of van, unloaded grounds fuel and added stabilizer, mixed fuel for weed eater, loaded van with supplies	KM
5/8/2020	Town	Routine	Fueled van, picked up supplies	KM
5/11/2020	Office	Routine	Brought mail to office, completed paperwork	SF

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5/11/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
5/11/2020	Shop	Routine	Checked oil in vehicles, cleaned up	KM
5/11/2020	Shop	Routine	Cleaned out van, loaded supplies and water heater	SF
5/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/12/2020	Office	Routine	Researched product, completed paperwork	SF
5/12/2020	Shop	Routine	Cleaned out van, put away tools and supplies	KM
5/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/13/2020	Office	Routine	Called in overnight for alarm issue, met with Bay Watch Security to look into panic button issue, completed paperwork	SF
5/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/14/2020	Shop	Routine	Cleaned out van, put away tools and supplies	KM
5/15/2020	Office	Routine	Completed paperwork	KM
5/15/2020	Office	Routine	Lowered flag, put together supply order, watered plants, raised flag at sunset, completed paperwork	SF
5/15/2020	Shop	Routine	Emptied trash from back of van, restocked van with trash bags and supplies	KM
5/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/18/2020	Office	Routine	Checked oil in backup generator	KM
5/18/2020	Office	Routine	Completed paperwork	SF
5/18/2020	Shop	Routine	Checked batteries in golf cart	KM
5/19/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/19/2020	Office	Routine	Made phone calls, completed paperwork	SF
5/19/2020	Shop	Routine	Emptied trash from back of van	KM
5/20/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/20/2020	Office	Routine	Made phone calls, completed paperwork	SF
5/21/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/21/2020	Office	Routine	Completed paperwork	SF
5/21/2020	Shop	Routine	Cleaned up back of van, put away tools, loaded dishwasher	SF
5/26/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
5/26/2020	Office	Routine	Completed paperwork	SF
5/26/2020	Shop	Routine	Checked fluid in golf cart	KM
5/27/2020	Housing Area	Routine	Delivered food giveaway notices	KM
5/27/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/27/2020	Shop	Routine	Took pallet to office to load boxes, unable to get forklift up driveway, returned forklift to shop, moved empty boxes to shop	KM
5/28/2020	Office	Routine	Brought mail to office, completed paperwork	KM
5/28/2020	Office	Routine	Completed product research for supply order, inventoried and labeled air purifiers in office, completed paperwork and billing for former resident	SF

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5/28/2020	Shop	Routine	Helped unload delivery truck, unloaded and put away tools	KM
5/28/2020	Shop	Routine	Met delivery driver for supplies to be dropped off	SF
5/29/2020	Office	Routine	Ordered supplies, made phone calls, watered plants, did paperwork	SF
<b>Groundskeeping</b>				
5/1/2020	Housing Area	Grounds	Trash pickup	KM
5/1/2020	Housing Area	Grounds	Weedeated around loop and in front of office	KM
5/6/2020	Housing Area	Grounds	Trash pickup	KM
5/7/2020	Housing Area	Grounds	Trash pickup	KM
5/8/2020	Housing Area	Grounds	Trash pickup	KM
5/11/2020	Housing Area	Grounds	Trash pickup	KM
5/12/2020	707	Grounds	Dropped off dump trailer for brush loading	SF
5/12/2020	Housing Area	Grounds	Trash pickup	KM
5/13/2020	Housing Area	Grounds	Trash pickup	KM
5/14/2020	Housing Area	Grounds	Trash pickup	KM
5/15/2020	707	Grounds	Picked up dump trailer, hauled brush to burn pile, returned to shop	SF
5/15/2020	Housing Area	Grounds	Trash pickup	KM
5/18/2020	Housing Area	Grounds	Trash pickup	KM
5/19/2020	Housing Area	Grounds	Trash pickup	KM
5/20/2020	2620	Grounds	Called to clean up dog waste	SF
5/20/2020	Housing Area	Grounds	Trash pickup	KM
5/21/2020	Housing Area	Grounds	Trash pickup	KM
5/26/2020	Housing Area	Grounds	Trash pickup	KM
5/27/2020	Housing Area	Grounds	Trash pickup	KM
5/28/2020	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
5/5/2020	Town	Admin	Courier run	SF
5/7/2020	Town	Admin	Courier run	KM
5/19/2020	Town	Admin	Courier run	KM
5/27/2020	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
5/1/2020			COVID-19 admin leave	SF
5/4/2020			COVID-19 admin leave	KM
5/4/2020			COVID-19 admin leave	SF
5/5/2020			COVID-19 admin leave	KM
5/8/2020			COVID-19 admin leave	SF
5/8/2020			Part day PTO	KM
5/11/2020			Part day PTO	KM
5/15/2020			Part day PTO	KM
5/22/2020			Admin leave for Memorial Day holiday	KM
5/22/2020			Admin leave for Memorial Day holiday	SF
5/25/2020			Memorial Day holiday	KM

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5/25/2020			Memorial Day holiday	SF
5/26/2020			PTO	SF
5/27/2020			PTO	SF
5/28/2020			Part day PTO	KM
5/29/2020			PTO	KM