

Coquille Indian Housing Authority
Maintenance Report
June 2020

DATE	LOCATION	TYPE OF	WORK PERFORMED	REP
Vacant Units				
6/5/2020	704	Vacant Unit	Met with pest control for termite treatment, located utilities	SF
6/22/2020	704	Vacant Unit	Prepped for paint and painted	DH
6/23/2020	704	Vacant Unit	Prepped for paint and painted	DH
6/24/2020	704	Vacant Unit	Prepped for paint and painted	DH
6/26/2020	2609	Vacant Unit	Met Dale to look through home, secured unit	SF
6/9/2020	2624	Vacant Unit	Painted in unit	DH
6/10/2020	2624	Vacant Unit	Painted in unit	DH
6/11/2020	2624	Vacant Unit	Painted in unit	DH
6/16/2020	2624	Vacant Unit	Prepped for paint and painted	DH
6/17/2020	2624	Vacant Unit	Prepped for paint and painted	DH
6/9/2020	2646C	Vacant Unit	Unloaded tools, cleaned outlet, switch, and light covers, installed bifold door brackets	KM
6/9/2020	2646C	Vacant Unit	Picked up tools in garage, replaced bulb	SF
6/10/2020	2646C	Vacant Unit	Installed outlet and switch plates, washed light covers, cleaned up	KM
6/11/2020	2646C	Vacant Unit	Replaced light switches and thermostats, hung doors, washed light and heater covers, cleaned door in prep for paint, cleaned up	KM
6/12/2020	2646C	Vacant Unit	Installed light covers, blew out heaters, installed heater covers, cleaned up	KM
6/15/2020	2646C	Vacant Unit	Installed door knobs, began cleaning bifold doors	KM
6/16/2020	2646C	Vacant Unit	Began installing cove base, installed toilet in hall bathroom, loaded supplies	SF
6/17/2020	2646C	Vacant Unit	Installed backsplash in hall bathroom, installed countertop, sink, and plumbing, tiled and caulked backsplash, installed toilet and seat in master bathroom, textured and primed drywall patch in hall bath, cleaned up	SF
6/17/2020	2646C	Vacant Unit	Installed towel bars and toilet paper holders, cleaned front of bifold doors, cleaned up	KM
6/18/2020	2646C	Vacant Unit	Touched up paint, prepped bifold doors for paint	KM
6/22/2020	2646C	Vacant Unit	Cleaned bifold doors for paint	KM
6/22/2020	2646C	Vacant Unit	Installed cove base in bathrooms, touched up paint, painted bathroom door, cleaned up	SF
6/23/2020	2646C	Vacant Unit	Glued laminate to counter edges, finished installing cove base, painted back deck and rail, caulked bathroom, repaired kitchen sink faucet, installed shower rods, removed rust stains from tub and cleaned drain, cut blinds, cleaned up, hauled trash and supplies from unit	SF
6/23/2020	2646C	Vacant Unit	Removed and replaced blinds and brackets, hauled trash to dumpster, cleaned up, touched up paint	KM
6/24/2020	2646C	Vacant Unit	Painted bifold doors, hauled refrigerator out of unit, pulled out stove, painted second coat on doors and above front door, stained oak trim for cabinets, cleaned up	KM

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6/24/2020	2646C	Vacant Unit	Rekeyed locks, trimmed out bathroom cabinets, painted second coat on back door, moved refrigerator to garage, cleaned up	SF
6/25/2020	2646C	Vacant Unit	Dropped off new appliances to garage	SF
6/25/2020	2646C	Vacant Unit	Helped unload appliances, painted doors, touched up paint around carpet, cleaned up	KM
6/26/2020	2646C	Vacant Unit	Installed paper holder, hauled trash to van, cleaned shelving, installed shelf brackets	KM
6/29/2020	2646C	Vacant Unit	Replaced water heater, brought new refrigerator upstairs, finished trimming out master bath, stained cabinets, drawers, and doors, cleaned oven, installed bifold doors, hauled unused items to shop	SF
6/29/2020	2646C	Vacant Unit	Cleaned and reinstalled shelving and brackets, hauled trash from unit, returned tools to van	KM
6/30/2020	2646C	Vacant Unit	Built and installed new screens, repaired kitchen drawer, returned tools to van, cleaned up	KM
6/30/2020	2646C	Vacant Unit	Installed bifold doors, repaired shelving, met with cleaner, assembled stove, cleaned up, called about refrigerator warranty repair	SF
6/1/2020	2659	Vacant Unit	Removed and installed new blind brackets, cut blinds, cleaned up, hauled trash, cardboard, and tools to shop	KM
6/2/2020	2659	Vacant Unit	Trimmed out kitchen, replaced toe kick and support under cabinets, primed under sink cabinet, made repairs to and installed bifold doors, removed drywall in hall bath due to termite activity	SF
6/2/2020	2659	Vacant Unit	Loaded unneeded tools, finished installing brackets and blinds, loaded cardboard and screen to be fixed, cleaned up	KM
6/3/2020	2659	Vacant Unit	Got tarps from shop, pulled screen from windows and took to shop to rebuild	KM
6/3/2020	2659	Vacant Unit	Worked on termite damage in hall bathroom, removed remaining drywall and affected studs, cleaned up	SF
6/4/2020	2659	Vacant Unit	Built and installed new screens, cleaned up	KM
6/4/2020	2659	Vacant Unit	Worked on termite damage, replaced damaged wood, insulated, and started drywall repairs	SF
6/5/2020	2659	Vacant Unit	Cleaned bathroom area for pest control to treat for termites, located utilities for treatment outside, met with contractor regarding treatment options	SF
6/5/2020	2659	Vacant Unit	Loaded tools from garage, cleaned up, hauled trash to dumpster	KM
6/8/2020	2659	Vacant Unit	Installed drywall, applied mud and tape, installed patio blinds	SF
6/8/2020	2659	Vacant Unit	Washed and installed shelving, cleaned out garage, loaded tools into van, cleaned off counters, returned tools to shop	KM
6/9/2020	2659	Vacant Unit	Sanded and applied additional coats of mud, masked off bathroom for texture, textured drywall repair, removed toilet and most of flooring, cleaned up, wiped down stove and brought into unit, cleaned up tools and garage, primed bathroom wall and ceiling	SF

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DATE	LOCATION	TYPE OF	WORK PERFORMED	REP
6/9/2020	2659	Vacant Unit	Loaded tools, cleaned up	KM
6/10/2020	2659	Vacant Unit	Painted bathroom, removed rest of flooring, cleaned out bathroom for flooring installation, removed and replaced kitchen sink faucet, repaired leaks, cleaned up, installed cove base in bathroom, installed door and cabinet trim, set toilet, caulked tub and door trim	SF
6/11/2020	2659	Vacant Unit	Finished bathroom, caulked, painted door trim, touched up paint, caulked toilet, rebuilt faucet, replaced toilet seat, installed shower rod, cleaned bathtub, floors, counters, cabinet, and toilet, put together bedroom closet, painted drywall repair, installed shelving and doors, replaced kitchen sink baskets and repaired leak, cleaned up and painted bottom of cabinet, blew out bottom of refrigerator and brought into home	SF
6/11/2020	2659	Vacant Unit	Pressure washed	DH
6/12/2020	2659	Vacant Unit	Cleaned trash, tools, and supplies from garage, put things together, cleaned up	SF
6/15/2020	2659	Vacant Unit	Replaced door seals, vacuumed, cleaned up garage, worked on door bell, pressure washed deck, cleaned up	SF
6/16/2020	2659	Vacant Unit	Mopped floors, wiped down kitchen, raked attic insulation, mopped garage, adjusted garage mandoor, loaded tools and supplies, installed CO detector	SF
6/17/2020	2659	Vacant Unit	Painted bathroom window trim, replaced door bell chime, applied one coat of deck paint to deck	SF
6/18/2020	2659	Vacant Unit	Applied second coat of paint on deck, set up ozone generator	SF
6/19/2020	2659	Vacant Unit	Replaced breaker for garage, aired out home after running ozone generator, lubed and installed screen door for slider	SF
6/19/2020	2659	Vacant Unit	Ready for occupancy	SF
Work Orders				
6/18/2020	708	Work Order	Used trimmer on long lawn in front and back yard	SF
6/22/2020	708	Work Order	Mowed yard after getting lawn to a manageable height, weed eaten, blew off concrete	SF
6/26/2020	CITPD	Work Order	Met heating contractor to repair heat pump	SF
6/22/2020	2659	Work Order	Filled holes in back yard	SF
6/25/2020	2659	Work Order	Met with fiberglass repair contractor	SF
Routine Activities				
6/1/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/1/2020	Office	Routine	Checked oil in backup generator	KM
6/1/2020	Office	Routine	Researched products, made phone calls, completed paperwork	SF
6/1/2020	Shop	Routine	Checked fluid level in golf cart	KM
6/2/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/2/2020	Office	Routine	Completed paperwork	SF
6/2/2020	Shop	Routine	Charged John Deere battery, jump started John Deere tractor down at entrance, put away cables	KM

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6/2/2020	Shop	Routine	Give Dale list of areas needing mowed, helped get John Deere started	SF
6/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/3/2020	Office	Routine	Researched products, hauled recycling, loaded items to go to shop for CARES boxes	SF
6/3/2020	Shop	Routine	Unloaded supplies, recycled cardboard	SF
6/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/4/2020	Office	Routine	Researched product, made appointments for HVAC quotes, helped with some ordering, completed paperwork	SF
6/4/2020	Shop	Routine	Cleaned trash from van and golf cart, emptied trash by work bench	KM
6/4/2020	Shop	Routine	Removed and replaced battery in John Deere tractor, cleaned up	KM
6/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/5/2020	Office	Routine	Checked supplies that came in, loaded into van to take to warehouse, watered plants, met with Pacific Air Comfort	SF
6/5/2020	Shop	Routine	Unloaded and cleaned out van	SF
6/8/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/8/2020	Office	Routine	Met with HVAC contractors, completed paperwork	SF
6/8/2020	Office	Routine	Took out recycling	KM
6/8/2020	Playground	Routine	Cleaned and restocked restroom	KM
6/8/2020	Shop	Routine	Checked fluid level in golf cart	KM
6/8/2020	Shop	Routine	Hauled supply order to shop and unloaded	SF
6/9/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/9/2020	Office	Routine	Completed paperwork	SF
6/9/2020	Office	Routine	Loaded delivery on golf cart, took to shop, unloaded	KM
6/10/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/10/2020	Office	Routine	Met with Alleghany Doors regarding front door replacement, completed paperwork	SF
6/10/2020	Shop	Routine	Helped unload supplies from Fed Ex truck and put on pallet	KM
6/11/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/11/2020	Office	Routine	Completed paperwork	SF
6/11/2020	Shop	Routine	Stacked boxes of spray bottles onto pallet	KM
6/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/12/2020	Office	Routine	Watered plants, completed paperwork	SF
6/12/2020	Shop	Routine	Cleaned up, filled, disinfected mower and weed eater for resident use, spoke with Duke and Lon about a leak in the road	SF
6/15/2020	Housing	Routine	Picked up lawn equipment after resident use	KM
6/15/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/15/2020	Office	Routine	Completed paperwork	SF
6/15/2020	Shop	Routine	Checked fluid level in golf cart	KM
6/15/2020	Shop	Routine	Unloaded van, made list of needed supplies	SF
6/16/2020	Office	Routine	Worked on supply order, completed paperwork	SF

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6/16/2020	Shop	Routine	Unloaded supplies and tools from van, counted spray bottles received so far, cut tile for backsplash	SF
6/17/2020	Housing	Routine	Picked up lawn equipment after resident use	KM
6/17/2020	Housing	Routine	Posted flyers for graduation parade	KM
6/17/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/17/2020	Office	Routine	Installed paper towel dispenser in kitchen, organized desk, completed paperwork	SF
6/17/2020	Shop	Routine	Unloaded deliveries from trucks	SF
6/18/2020	Housing	Routine	Dropped off lawn equipment for resident use	KM
6/18/2020	Office	Routine	Attended Board meeting, completed paperwork	SF
6/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/18/2020	Shop	Routine	Mixed disinfectant for lawn equipment, set up and assembled trimmer, unloaded box van	SF
6/18/2020	Shop	Routine	Unloaded and put oil in DR trimmer	KM
6/18/2020	Town	Routine	Picked up supplies	SF
6/19/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/19/2020	Office	Routine	Watered plants, completed paperwork	SF
6/19/2020	Shop	Routine	Unloaded and put away tools, gathered supplies	KM
6/19/2020	Shop	Routine	Unloaded lawn equipment and supplies	SF
6/22/2020	Housing	Routine	Made list of units with overgrown lawns	KM
6/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/22/2020	Office	Routine	Checked oil in backup generator, took out recycling	KM
6/22/2020	Office	Routine	Completed paperwork	SF
6/22/2020	Playground	Routine	Cleaned and restocked restroom	KM
6/22/2020	Shop	Routine	Moved trailers to yard, set up tables for IHBG-CARES boxes, checked fluid level in golf cart	KM
6/22/2020	Shop	Routine	Switched mower and bucket on John Deere, prepped for use	SF
6/23/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/23/2020	Office	Routine	Completed paperwork	SF
6/23/2020	Shop	Routine	Hauled supplies from office to shop	KM
6/23/2020	Shop	Routine	Loaded and unloaded van	SF
6/24/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/24/2020	Office	Routine	Completed paperwork	SF
6/24/2020	Shop	Routine	Gathered supplies	KM
6/24/2020	Shop	Routine	Unloaded supplies and materials	SF
6/24/2020	Town	Routine	Picked up supplies, took photo of playground sign at Mingus Park	SF
6/25/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/25/2020	Office	Routine	Completed paperwork	SF
6/25/2020	Shop	Routine	Cleaned up van, loaded appliance, put away supplies, reinstalled mower deck on John Deere	SF
6/25/2020	Shop	Routine	Put away supplies, organized work areas	KM
6/26/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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6/26/2020	Office	Routine	Watered plants, completed paperwork	SF
6/29/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/29/2020	Office	Routine	Checked oil in backup generator, took out recycling	KM
6/29/2020	Office	Routine	Completed paperwork	SF
6/29/2020	Playground	Routine	Cleaned and restocked restroom	KM
6/29/2020	Shop	Routine	Checked fluid level in golf cart	KM
6/29/2020	Shop	Routine	Loaded appliances, recycled cardboard, met plumber for faucet installation	SF
6/30/2020	Housing	Routine	Dropped off lawn equipment for resident use	KM
6/30/2020	Office	Routine	Brought mail to office, completed paperwork	KM
6/30/2020	Office	Routine	Made phone calls, installed doorknob, repaired kitchen drawer rail, helped install water line for refrigerator	SF
6/30/2020	Shop	Routine	Emptied trash from van, golf cart, and work bench	KM
6/30/2020	Shop	Routine	Met delivery driver, loaded tools	SF
Groundskeeping				
6/1/2020	Housing	Grounds	Trash pickup	KM
6/2/2020	Housing	Grounds	Mowed and weedeated common areas	DH
6/2/2020	Housing	Grounds	Trash pickup	KM
6/3/2020	Housing	Grounds	Mowed and weedeated common areas	DH
6/3/2020	Housing	Grounds	Trash pickup	KM
6/3/2020	Housing	Grounds	Weedeated triangle near Learning Center	KM
6/4/2020	Housing	Grounds	Mowed and weedeated common areas	DH
6/4/2020	Housing	Grounds	Trash pickup	KM
6/5/2020	Housing	Grounds	Trash pickup	KM
6/8/2020	Housing	Grounds	Trash pickup	KM
6/9/2020	Housing	Grounds	Trash pickup	KM
6/10/2020	Housing	Grounds	Trash pickup	KM
6/11/2020	Housing	Grounds	Trash pickup	KM
6/12/2020	Housing	Grounds	Trash pickup	KM
6/15/2020	Housing	Grounds	Trash pickup	KM
6/17/2020	Housing	Grounds	Trash pickup	KM
6/18/2020	Housing	Grounds	Trash pickup	KM
6/19/2020	Housing	Grounds	Trash pickup	KM
6/22/2020	Housing	Grounds	Trash pickup	KM
6/23/2020	Housing	Grounds	Trash pickup	KM
6/24/2020	Housing	Grounds	Trash pickup	KM
6/25/2020	Housing	Grounds	Trash pickup	KM
6/25/2020	Housing	Grounds	Weed eaten, blew off sidewalks, and began mowing along Miluk	SF
6/26/2020	Housing	Grounds	Mowed along path, around garden areas, and around Miluk Drive	SF
6/26/2020	Housing	Grounds	Trash pickup	KM
6/29/2020	Housing	Grounds	Trash pickup	KM
6/30/2020	Housing	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF	WORK PERFORMED	REP
6/30/2020	Playground	Grounds	Pressure washed playground equipment and tables, met plumber to look at possible faucet replacement in restroom	SF
Admin Support				
6/3/2020	Office	Admin	Attended staff meeting	KM
6/3/2020	Office	Admin	Attended staff meeting	SF
6/4/2020	Town	Admin	Courier run	KM
6/8/2020	Town	Admin	Courier run	KM
6/10/2020	Town	Admin	Courier run	KM
6/12/2020	Town	Admin	Courier run	KM
6/18/2020	Town	Admin	Courier run	KM
6/25/2020	Town	Admin	Courier run	KM
6/30/2020	Town	Admin	Courier run	KM
Staff Time Off				
6/2/2020			Part day PTO	SF
6/15/2020			Part day PTO	KM
6/16/2020			PTO	KM
6/22/2020			Part day PTO	KM
6/23/2020			Part day PTO	SF
6/23/2020			Part day PTO	KM
6/29/2020			Part day PTO	KM
6/30/2020			Part day PTO	KM