

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/6/2020	704	Vacant	Painted in unit	DH
7/8/2020	704	Vacant	Prepped for texturing at base of walls, sprayed texture on living room and hallway, cleaned up, and replaced GFCI in kitchen	SF
7/20/2020	704	Vacant	Met flooring contractor for measurements	SF
7/20/2020	704	Vacant	Removed and installed new doors	SF
7/21/2020	704	Vacant	Sorted through trim for doors	SF
7/22/2020	704	Vacant	Swept garage and floors in home, unloaded tools	KM
7/23/2020	704	Vacant	Swept and moved doors, cleaned up after flooring removal	KM
7/24/2020	704	Vacant	Made list of materials and tools needed for prep work	KM
7/30/2020	704	Vacant	Packed doors to garage, removed shelving, removed paper and lights from cabinets, swept floors, wiped countertops	KM
7/7/2020	2609	Vacant	Made list of materials and tools needed for prep work	SF
7/7/2020	2609	Vacant	Prepped for painting	DH
7/7/2020	2609	Vacant	Unloaded tools and supplies	KM
7/8/2020	2609	Vacant	Assisted with drywall repair, installed blocking for sheetrock, cleaned spots on doors	KM
7/8/2020	2609	Vacant	Painted in unit	DH
7/8/2020	2609	Vacant	Repaired, patched, taped and mudded drywall in living room and hallway	SF
7/9/2020	2609	Vacant	Painted two coats of deck correct on back deck, sanded and textured drywall repairs, cleaned up, replaced kitchen faucet	SF
7/9/2020	2609	Vacant	Touched up paint, helped with faucet repair, wiped down, cleaned up	KM
7/10/2020	2609	Vacant	Finished drywall patches, blew out refrigerator coils and cleaned under and behind it, cleaned out under stove, scraped caulking in bathroom	SF
7/10/2020	2609	Vacant	Painted and primed sheetrock repair, cleaned up	KM
7/13/2020	2609	Vacant	Sprayed texture on drywall patch, cleaned up, moved tools and supplies for cleaning contractor, blew out bathroom fans and door tracks	SF
7/13/2020	2609	Vacant	Touched up paint, moved tools for cleaner, returned items to shop	KM
7/14/2020	2609	Vacant	Picked up trash from yard, loaded unneeded tools, touched up door casing paint, cleaned out garage, set up air mover for carpet, cleaned up	KM
7/15/2020	2609	Vacant	Touched up paint, painted heater covers, pulled weeds, loaded up tools	KM
7/16/2020	2609	Vacant	Touched up paint on door and jamb, installed heater covers, cleaned bathroom walls around shower	KM
7/20/2020	2609	Vacant	Touched up paint, washed bathroom walls, cleaned up	KM
7/21/2020	2609	Vacant	Pressure washed home, fence, sidewalks, and driveway	SF

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7/21/2020	2609	Vacant	Touched up paint, painted hall bathroom, cleaned rest of shelving, cleaned up	KM
7/22/2020	2609	Vacant	Cleaned covebase, swept garage, touched up paint, loaded up tools	KM
7/22/2020	2609	Vacant	Replaced all soffit vents, cut and installed new screens for foundation vents, cleaned gutters, pulled weeds and cleaned out flower beds, weed eaten around concrete and driveway, replaced trim on garage side door, crawled under home to check for any issues, cleaned up	SF
7/23/2020	2609	Vacant	Repaired and finished installing trim on garage side door, painted door and trim, rekeyed all locks, replaced rubber washers for laundry valves, replaced tub stopper and drain insert, touched up trim paint around house, painted deck railing, wiped blinds, scraped and recaulked tub, replaced two locks, cleaned up	SF
7/24/2020	2609	Vacant	Cleaned out tools and supplies, mopped floors, replaced mailbox lock, wiped counters, scraped caulking in bathroom floor, replaced exterior bulbs on garage; ready for occupancy	SF
7/28/2020	2609	Vacant	Mowed and weed eaten front and back yards	SF
7/20/2020	2624	Vacant	Met flooring contractor for measurements	SF
7/22/2020	2620B	Vacant	Walked through unit with Dale	SF
7/6/2020	2646C	Vacant	Crawled in attic to clean dryer vent ducting, took apart booster fan to clean and blow out, tightened bathroom faucet, vacuumed carpet throughout, cleaned exterior light fixtures and replaced bulbs, checked everything over, hauled tools and unused materials to shop	SF
7/6/2020	2646C	Vacant	Wiped down countertop, cleaned all cove base, returned tools to van, hauled trash to dumpster	KM
7/7/2020	2646C	Vacant	Helped move appliances between units and troubleshooting refrigerator	KM
7/7/2020	2646C	Vacant	Removed refrigerator from unit to move a different one in, figured out what was wrong with the first refrigerator and moved it back in, climbed on roof, cleaned gutters, repaired dryer vent, replaced timer and bulbs on outside lights, lubed garage door rails and rollers; ready for occupancy	SF
Work Orders				
7/7/2020	514	Work	Found yellow jacket nest and called pest control	SF
7/27/2020	709	Work	Looked into electrical issue	SF
7/30/2020	709	Work Order	Took kitchen faucet apart to replace spray diverter, replaced outlet in bedroom, took toilet apart in master bath to replace flush valve and seals	SF
7/22/2020	2616	Work	Replaced bathroom lock	SF
7/30/2020	2616	Work	Replaced faucet aerator in master bath	SF
7/13/2020	2627	Work	Replaced thermostat on water heater	SF

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7/6/2020	2646D	Work	Lubed garage door and opener	SF
7/24/2020	2670C	Work	Replaced smoke alarm	SF
7/15/2020	Office	Work Order	Removed utility sink, patched drywall, installed panel on wall, reinstalled sink, cleaned up; started to install parcel locker, decided to paint with rustoleum prior to installing	SF
Routine Activities				
7/6/2020	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
7/6/2020	Office	Routine	Watered plants, completed paperwork	SF
7/6/2020	Playground	Routine	Cleaned and restocked restroom	KM
7/6/2020	Shop	Routine	Checked fluid levels on golf cart	KM
7/6/2020	Shop	Routine	Loaded and unloaded box van	SF
7/7/2020	Housing Area	Routine	Picked up rent payment, dropped off items to another resident	KM
7/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/7/2020	Office	Routine	Made phone calls, completed paperwork	SF
7/7/2020	Shop	Routine	Gathered tools and supplies, cleaned up work area, dumped trash	KM
7/7/2020	Shop	Routine	Unloaded tools and supplies, hauled trash and recycling to dumpsters	SF
7/8/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/8/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/8/2020	Office	Routine	Completed paperwork	SF
7/8/2020	Shop	Routine	Cleaned tools and trash from van	SF
7/8/2020	Shop	Routine	Unloaded van and emptied trash, disinfected lawn equipment	KM
7/9/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/9/2020	Office	Routine	Completed paperwork	SF
7/9/2020	Shop	Routine	Greased wheels on gates to shop yard	SF
7/10/2020	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
7/10/2020	Office	Routine	Completed paperwork	KM
7/10/2020	Office	Routine	Completed paperwork	SF
7/10/2020	Shop	Routine	Looking into pump and tank parts needed for pressure washing, put together a parts list	SF
7/13/2020	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
7/13/2020	Office	Routine	Completed paperwork	SF
7/13/2020	Office	Routine	Loaded boxes of CARES supplies and hauled to shop	KM
7/13/2020	Shop	Routine	Checked fluid levels on golf cart	KM
7/13/2020	Shop	Routine	Repaired, reassembled, and mounted pressure washer to pallet for use in truck	SF
7/13/2020	Shop	Routine	Went to town for supplies and paint	SF
7/14/2020	Housing Area	Routine	Pressure washed mailbox structures, bus stops, and utility boxes	SF
7/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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7/14/2020	Shop	Routine	Emptied trash from van and golf cart, cleaned up work area	KM
7/14/2020	Shop	Routine	Worked on getting water tank prepped for use	SF
7/15/2020	2612	Routine	Emptied dump trailer, delivered to resident to load brush	KM
7/15/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/15/2020	Shop	Routine	Unloaded and cleaned up truck, put away tools and supplies	SF
7/16/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/16/2020	Shop	Routine	Unloaded brush from dump trailer at burn pile	KM
7/16/2020	Shop	Routine	Unloaded trash from 2609 into dumpster	KM
7/17/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/17/2020	Housing Area	Routine	Ran water in vacant units	KM
7/17/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/17/2020	Shop	Routine	Stocked van with supplies	KM
7/20/2020	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
7/20/2020	Office	Routine	Completed paperwork	SF
7/20/2020	Playground	Routine	Cleaned and restocked restroom	KM
7/20/2020	Shop	Routine	Emptied trash from golf cart, checked fluid level on golf cart	KM
7/20/2020	Shop	Routine	Spray painted parcel box, unloaded supplies, brought door down from mezzanine, loaded door and supplies	SF
7/21/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/21/2020	Office	Routine	Completed paperwork	SF
7/21/2020	Shop	Routine	Unloaded and put away tools, emptied trash from van and golf cart	KM
7/21/2020	Shop	Routine	Unloaded appliance, spray painted second coat on parcel box, unloaded and loaded tools from van	SF
7/21/2020	Town	Routine	Picked up supplies, package from USPS, and appliance from Sears	SF
7/22/2020	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
7/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/22/2020	Office	Routine	Completed paperwork	SF
7/23/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/23/2020	Office	Routine	Made phone calls, completed paperwork	SF
7/23/2020	Shop	Routine	Located drain insert for tub at 2609	KM
7/24/2020	Office	Routine	Completed paperwork	KM
7/24/2020	Office	Routine	Watered plants, completed paperwork	SF
7/24/2020	Shop	Routine	Gathered and hauled trash from shop, vehicles, and golf carts to dumpster	KM
7/27/2020	Office	Routine	Brought in new refrigerator and prepped for installation, researched flooring, installed parcel box on porch, met with Anne Burnette for interview, used forklift to move stove delivered to office to shop	SF
7/27/2020	Shop	Routine	Cleaned out items from van, organized work area, took delivery of LED bulbs for CARES boxes, cut out check valve and added unions to the water line for the water tanks, assigned code for storage lot	SF

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7/28/2020	Office	Routine	Unpacked new refrigerator and took out old one, plumbed ice maker, adjusted doors and leveled, hauled old refrigerator to shop, completed paperwork	SF
7/28/2020	Shop	Routine	Put stove upstairs, made space for refrigerator, cleaned up, hauled trash to dumpster, called for dumpster pickup	SF
7/29/2020	Office	Routine	Researched flooring, completed paperwork, installed four touchless hand sanitizer dispensers	SF
7/29/2020	Playground	Routine	Pulled apart covers under bathroom sink in prep for plumber to install touchless faucet, installed touchless papertowel dispenser, cleaned	SF
7/29/2020	Shop	Routine	Loaded up water tank in back of the truck and filled with water, installed four touchless hand sanitizers	SF
7/30/2020	2611	Routine	Took the plumber to install touchless faucets	SF
7/30/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/30/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/30/2020	Office	Routine	Put together a supply order, completed paperwork	SF
7/30/2020	Playground	Routine	Removed restroom faucet in prep for installation of touchless faucet, sprayed disinfectant on equipment, met plumber	SF
7/30/2020	Shop	Routine	Cleaned mowers and weed eaters between resident use	KM
7/30/2020	Shop	Routine	Took the plumber to look into the pump issue for the large water tanks	SF
7/31/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/31/2020	Office	Routine	Brought mail to office, completed paperwork	KM
7/31/2020	Office	Routine	Watered plants, repaired leak under kitchen sink, completed paperwork	SF
7/31/2020	Shop	Routine	Cleaned out van	SF
7/31/2020	Shop	Routine	Empty trash from cans, van, and golf cart, loaded van with LED bulbs for vacant unit	KM
Groundskeeping				
7/6/2020	Housing Area	Grounds	Trash pickup	KM
7/6/2020	Playground	Grounds	Disinfected playground equipment, posted signs, removed caution tape	SF
7/7/2020	Housing Area	Grounds	Trash pickup	KM
7/7/2020	Playground	Grounds	Disinfected playground equipment	SF
7/8/2020	Housing Area	Grounds	Trash pickup	KM
7/8/2020	Playground	Grounds	Disinfected playground equipment, blew bark from basketball court, parking areas, and sidewalk, pulled weeds from circle garden area	SF
7/9/2020	Housing Area	Grounds	Trash pickup	KM
7/9/2020	Playground	Grounds	Sprayed disinfectant on equipment, cut fabric back around merry-go-round	SF
7/10/2020	Housing Area	Grounds	Trash pickup	KM

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7/10/2020	Playground	Grounds	Disinfected playground equipment	SF
7/13/2020	Housing Area	Grounds	Trash pickup	KM
7/13/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/14/2020	Cultural Garden	Grounds	Watered trees and plants, met with Duke and Dustin about water for the cultural garden, pump would not start	SF
7/14/2020	Housing Area	Grounds	Trash pickup	KM
7/14/2020	Housing Area	Grounds	Watered memorial trees	SF
7/14/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/15/2020	Housing Area	Grounds	Trash pickup	KM
7/15/2020	Housing Area	Grounds	Watered memorial trees	SF
7/15/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/16/2020	Housing Area	Grounds	Trash pickup	KM
7/16/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/17/2020	Housing Area	Grounds	Trash pickup	KM
7/17/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/20/2020	Cultural Garden	Grounds	Met with landscape contractor about plants	SF
7/20/2020	Housing Area	Grounds	Trash pickup	KM
7/20/2020	Playground	Grounds	Picked up garbage, sprayed disinfectant on equipment	SF
7/21/2020	Housing Area	Grounds	Trash pickup	KM
7/22/2020	Housing Area	Grounds	Trash pickup	KM
7/22/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/23/2020	Housing Area	Grounds	Trash pickup	KM
7/24/2020	Housing Area	Grounds	Trash pickup	KM
7/24/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/27/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/28/2020	Cultural Garden	Grounds	Removed large, loose rock in pathway to eliminate trip hazard	SF
7/28/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/29/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
7/30/2020	Housing Area	Grounds	Trash pickup	KM
7/30/2020	Housing Area	Grounds	Watered memorial trees	SF
7/31/2020	Housing Area	Grounds	Trash pickup	KM
7/31/2020	Playground	Grounds	Installed touchless hand sanitizer dispenser, sanitized equipment, made an out of order sign for the bathroom sink, researched water heater	SF
Admin Support				
7/6/2020	Town	Admin	Courier run	KM
7/7/2020	Town	Admin	Courier run	KM
7/8/2020	Town	Admin	Courier run	KM
7/15/2020	Town	Admin	Courier run	KM
7/23/2020	Town	Admin	Courier run	KM
7/30/2020	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Staff Time Off				
7/1/2020			Admin leave for Tribal Restoration Day and Independence Day holidays	KM
7/1/2020			Admin leave for Tribal Restoration Day and Independence Day holidays	SF
7/2/2020			Tribal Restoration Day holiday observed	KM
7/2/2020			Tribal Restoration Day holiday observed	SF
7/3/2020			Independence Day holiday observed	KM
7/3/2020			Independence Day holiday observed	SF
7/9/2020			Part day PTO	KM
7/16/2020			Part day PTO	SF
7/17/2020			Part day PTO	SF
7/17/2020			Part day PTO	KM
7/20/2020			Part day PTO	KM
7/21/2020			Part day PTO	KM
7/23/2020			Part day PTO	KM
7/27/2020			PTO	KM
7/28/2020			PTO	KM
7/29/2020			Part day PTO	SF
7/29/2020			PTO	KM