

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/3/2020	704	Vacant Unit	Swept bedrooms, washed light covers, took trash to dumpster, washed switch and outlet covers, blew out heaters, recaulked windows	KM
8/4/2020	704	Vacant Unit	Cleaned and installed light globes, cleaned outlet and switch covers, recaulked around windows, replaced all bulbs with LED, cleaned up	KM
8/5/2020	704	Vacant Unit	Washed and installed heater covers, rest of outlet and switch cover plates, and light covers, swept master bedroom, pulled nails from floor tack strips, emptied trash can from garage, recaulked around master bedroom windows, cleaned up	KM
8/6/2020	704	Vacant Unit	Replaced outside light fixtures, cleaned and oiled bathroom fans, cleaned p-traps, swept bedrooms, loaded screens into van	KM
8/7/2020	704	Vacant Unit	Cleaned p-traps in kitchen, cleaned up and moved tools in prep for scraping floor	KM
8/7/2020	704	Vacant Unit	Removed toilet from hall bath, looked over home to see what needs to be completed before flooring installation	SF
8/10/2020	704	Vacant Unit	Scraped vinyl from concrete, prepped for flooring	SF
8/11/2020	704	Vacant Unit	Prepped floors for new flooring, scraped vinyl, patched holes in cement, removed dishwasher, cleaned up, installed and trimmed out garage to utility door	SF
8/11/2020	704	Vacant Unit	Scraped vinyl from concrete, cleaned up, gathered needed items	KM
8/12/2020	704	Vacant Unit	Finished installing, trimming and caulking front, closet, bedroom, and utility room doors, cleaned up, touched up paint around home, prepped for flooring installation	SF
8/12/2020	704	Vacant Unit	Painted doors, trim, and jambs	KM
8/13/2020	704	Vacant Unit	Cleaned out unit for carpet installation, cleaned up garage, swept and vacuumed unit	SF
8/13/2020	704	Vacant Unit	Moved tools to garage for flooring installers	KM
8/14/2020	704	Vacant Unit	Opened unit for flooring contractor, looked into leak under kitchen sink, set up dehumidifier and fan	SF
8/17/2020	704	Vacant Unit	Installed new kitchen faucet, reinstalled and hooked up dishwasher, put together cabinet, installed oak skins on cabinets, new toe kick, stained and trimmed out cabinets	SF
8/18/2020	704	Vacant Unit	Moved tools out for flooring installation, cut blinds	KM
8/18/2020	704	Vacant Unit	Putting things together, installed trim on cabinets and cove base, patched and textured drywall in closets, installed bi-fold doors, set toilet in hall bathroom	SF
8/19/2020	704	Vacant Unit	Installed bathroom doors, set up for Dale to paint bedroom doors and trim, repaired bifold doors, cleaned up, repaired sink	SF
8/19/2020	704	Vacant Unit	Removed old blind brackets and cut new blinds, installed new brackets and blinds, spackled holes from old brackets, loaded up tools and cardboard	KM

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8/20/2020	704	Vacant Unit	Installed trim on cabinets and new bedroom doors, caulked and painted, touched up paint as needed, finished cove base, installed door knobs on all doors, replaced toilet seats	SF
8/20/2020	704	Vacant Unit	Washed and installed towel bar and paper holder in bathroom, installed back door blind, cleaned up, loaded tools and trash into van	KM
8/21/2020	704	Vacant Unit	Cleaned out home, loaded tools, looked over home, scraped glue from shower wall, tightened valve in shower	SF
8/21/2020	704	Vacant Unit	Moved tools to garage, loaded cardboard and trash for recycling	KM
8/24/2020	704	Vacant Unit	Cleaned shelving, brackets, and sun tunnel rings, cleaned up trash around yard, swept garage floor	KM
8/24/2020	704	Vacant Unit	Removed and installed new cove base in master bedroom, installed soap pump in kitchen sink, repaired drawer, cleaned up, cut toe kick for bathroom cabinet, cleaned up garage, met cleaning contractor	SF
8/25/2020	704	Vacant Unit	Transported refrigerator to unit on forklift, reversed refrigerator door swing, blew out underside of refrigerator, adjusted bifold doors, finished cabinet trim, installed new shower rods, cleaned up garage, hauled trash to dumpster	SF
8/25/2020	704	Vacant Unit	Finished cleaning and installing brackets and shelving, helped load doors into van, loaded trash from garage and hauled to dumpster	KM
8/26/2020	704	Vacant Unit	Built new screens, cleaned and cut down shelf to fit, installed brackets	KM
8/26/2020	704	Vacant Unit	Cleaned up, removed and recaulked shower and toilet, adjusted kitchen faucet, cleaned up garage, swept and scraped floor, adjusted bathroom faucet, replaced aerators, brought in stove and tested burners and elements, wiped down refrigerator, leveled appliances	SF
8/27/2020	704	Vacant Unit	Loaded tools, rebuilt new screens for all bedroom windows, repaired kitchen drawers	KM
8/27/2020	704	Vacant Unit	Removed and replaced soffit vents, removed hose bib, cut away siding, drilled out wood in wall, installed a new hose bib and wood plaque, caulked, cleaned up, hauled away old doors, lined kitchen cabinets with drawer liner	SF
8/28/2020	704	Vacant Unit	Removed kitchen drawers, loaded up tools, cleaned up	KM
8/31/2020	704	Vacant Unit	Removed and replaced trim on left side of door and caulked, painted and installed downspouts, cleaned gutters	SF
8/3/2020	2620B	Vacant Unit	Cleaned light fixtures, replaced bulbs, rekeyed all locks, blew out heaters and fans	SF
8/4/2020	2620B	Vacant Unit	Looked into issue with exterior light, blew out cabinets and blinds	SF
8/5/2020	2620B	Vacant Unit	Replaced timer and bulbs on exterior lights, pulled refrigerator out and cleaned coils	SF
8/10/2020	2620B	Vacant Unit	Swept garage, lubed hinges and rollers on garage door, replaced GFCI on front porch and in bathroom, met cleaning contractor	SF
8/11/2020	2620B	Vacant Unit	Met with cleaner, set up blower to dry carpets	SF

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8/13/2020	2620B	Vacant Unit	Checked over unit, wiped down counter, replaced toilet seat, wiped base of cabinets and dishwasher, adjusted laundry doors, cleaned out unneeded tools and supplies	SF
8/14/2020	2620B	Vacant Unit	Programmed remote for garage door, changed mailbox lock	SF
8/14/2020	2620B	Vacant Unit	Ready for occupancy	
8/6/2020	2624	Vacant Unit	Scraped cove base glue from walls, vacuumed, cleaned up, prepped walls for texture	SF
8/7/2020	2624	Vacant Unit	Sanded drywall, cleaned up	SF
Work Orders				
8/14/2020	502	Work Order	Replaced infinite switch on stove, replaced cabinet hinge	SF
8/14/2020	2601	Work Order	Called back due to toilets being backed up, tried to unplug and ran snake, called sewer contractor, pulled and reset toilet, located and dug out clean out	SF
8/31/2020	2616	Work Order	Repaired and reinstalled bedroom door	SF
8/4/2020	2646D	Work Order	Went to the unit twice to try to rekey locks	SF
8/5/2020	2646D	Work Order	Rekeyed all locks and duplicated keys	SF
8/17/2020	2670D	Work Order	Looked into issue with refrigerator seal	SF
Routine Activities				
8/3/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/3/2020	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/3/2020	Office	Routine	Put together a supply order, completed paperwork	SF
8/3/2020	Shop	Routine	Checked fluid level on golf cart	KM
8/3/2020	Shop	Routine	Sprayed weeds around shop, cleaned up, put away tools and supplies	SF
8/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/4/2020	Office	Routine	Changed out office door locks and duplicated keys, made phone calls, worked on a supply order, and completed paperwork	SF
8/5/2020	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
8/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/5/2020	Office	Routine	Finished installed locks for maintenance office and secure file room	SF
8/5/2020	Office	Routine	Worked on supply order, made phone calls, completed paperwork	SF
8/5/2020	Shop	Routine	Assisted with water pump, loaded parts and LED bulbs into van	KM
8/5/2020	Shop	Routine	Worked on pump and replaced pressure tank, phoned A-1 Pump to set up appointment for them to look at it	SF
8/5/2020	Town	Routine	Picked up parts	SF
8/6/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/6/2020	Office	Routine	Researched lights, completed paperwork	SF
8/6/2020	Shop	Routine	Emptied trash from van and golf cart, located floor scraper and blades	KM
8/6/2020	Shop	Routine	Unloaded supplies from delivery truck	SF
8/7/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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8/7/2020	Office	Routine	Watered plants, researched paint colors for front door	SF
8/7/2020	Town	Routine	Fueled box van, picked up color samples from Allegany Doors	SF
8/10/2020	Office	Routine	Completed paperwork	SF
8/10/2020	Shop	Routine	Cleaned out and organized van	SF
8/11/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/11/2020	Office	Routine	Checked oil in backup generator, brought mail to office, and completed paperwork	KM
8/11/2020	Office	Routine	Rekeyed deadbolt, organized and returned keys to box, made phone calls, measured windows in Deb's office for blinds	SF
8/11/2020	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
8/12/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/12/2020	Office	Routine	Completed paperwork	SF
8/12/2020	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
8/12/2020	Shop	Routine	Emptied trash from golf cart, work area, and shop cans	KM
8/13/2020	Housing Area	Routine	Delivered and posted Census Enumerator flyers	KM
8/13/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/13/2020	Office	Routine	Measured and ordered screen doors, worked on hand sanitizer dispensers, completed paperwork	SF
8/13/2020	Shop	Routine	Gathered parts for playground water heater, helped break down cardboard for recycling, unloaded equipment from van	SF
8/13/2020	Shop	Routine	Unloaded and put away tools, moved boxes, cleaned lawn equipment	KM
8/14/2020	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/14/2020	Office	Routine	Changed out insurance cards in vehicles	KM
8/14/2020	Office	Routine	Installed more hand sanitizer dispensers, watered plants, completed paperwork	SF
8/14/2020	Shop	Routine	Emptied trash cans, broke down cardboard for recycling, cleaned up around bench and saw, stocked van with supplies	KM
8/17/2020	Housing Area	Routine	Delivered notices for Resident Services	SF
8/17/2020	Office	Routine	Completed paperwork	SF
8/18/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/18/2020	Office	Routine	Completed paperwork	SF
8/18/2020	Shop	Routine	Emptied trash from cans around shop, van, and golf cart, helped move boxes and pallets, brought pallet jack down for Deb to use, hauled cardboard to recycling bin, stocked van	KM
8/19/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/19/2020	Playground	Routine	Met electrician for water heater wiring and installation	SF
8/19/2020	Shop	Routine	Emptied trash from under work bench, golf cart, and back of van, unloaded and put away tools, unloaded dryer	KM

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8/19/2020	Town	Routine	Picked up doors and supplies	SF
8/20/2020	Office	Routine	Attended Board meeting	SF
8/20/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/20/2020	Shop	Routine	Emptied trash from van, golf cart, and trash cans	KM
8/21/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/21/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/21/2020	Office	Routine	Watered plants, completed paperwork	SF
8/21/2020	Shop	Routine	Unloaded van	SF
8/21/2020	Town	Routine	Fueled van	KM
8/24/2020	Housing Area	Routine	Picked up and sanitized lawn equipment after resident use	KM
8/24/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/24/2020	Office	Routine	Completed paperwork	SF
8/24/2020	Playground	Routine	Helped plumber install touchless faucet, reinstalled sink cover panels, installed soap dispenser, cleaned up	SF
8/24/2020	Shop	Routine	Emptied trash from golf cart and van, wiped down inside of golf cart	KM
8/25/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2020	Office	Routine	Completed paperwork	SF
8/25/2020	Shop	Routine	Cleaned up shop, emptied trash from van and golf cart, unloaded and put away tools	KM
8/26/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/26/2020	Office	Routine	Completed paperwork	SF
8/26/2020	Shop	Routine	Put away tools, emptied trash from golf cart and van, cleaned up	KM
8/27/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/27/2020	Office	Routine	Completed paperwork	SF
8/27/2020	Shop	Routine	Cleaned out and organized van	SF
8/27/2020	Shop	Routine	Emptied trash from golf cart and trash near table saw, put away tools	KM
8/28/2020	Office	Routine	Brought mail to office, completed paperwork	KM
8/28/2020	Shop	Routine	Put away tools, unloaded dirty rags, checked and topped off oil in vehicles	KM
8/31/2020	Office	Routine	Checked oil in backup generator, brought mail to office, and completed paperwork	KM
8/31/2020	Office	Routine	Watered plants, completed paperwork	SF
8/31/2020	Playground	Routine	Cleaned and restocked restroom	KM
8/31/2020	Shop	Routine	Checked fluid level on golf cart	KM
8/31/2020	Shop	Routine	Emptied trash from golf cart and back of van	KM
8/31/2020	Shop	Routine	Unloaded supplies from box van, installed shelf in van, cut lumber for repairs	SF
Groundskeeping				
8/3/2020	Housing Area	Grounds	Trash pickup	KM
8/3/2020	Playground	Grounds	Cut back fabric around merry-go-round, sprayed disinfectant on equipment	SF

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8/3/2020	Storage Lot	Grounds	Sprayed weeds in entire lot	SF
8/4/2020	Housing Area	Grounds	Trash pickup	KM
8/4/2020	Playground	Grounds	Blew bark from sidewalks and court, sanitized playground equipment	SF
8/5/2020	Housing Area	Grounds	Trash pickup	KM
8/6/2020	Housing Area	Grounds	Trash pickup	KM
8/6/2020	Playground	Grounds	Blew bark from sidewalks and court, sanitized playground equipment	SF
8/7/2020	Housing Area	Grounds	Trash pickup	KM
8/7/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/10/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/11/2020	Housing Area	Grounds	Trash pickup	KM
8/11/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/12/2020	Housing Area	Grounds	Trash pickup	KM
8/13/2020	Housing Area	Grounds	Trash pickup	KM
8/13/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/14/2020	Housing Area	Grounds	Trash pickup	KM
8/14/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/18/2020	Housing Area	Grounds	Trash pickup	KM
8/18/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/19/2020	Housing Area	Grounds	Trash pickup	KM
8/19/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/20/2020	Housing Area	Grounds	Trash pickup	KM
8/20/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/21/2020	Housing Area	Grounds	Trash pickup	KM
8/24/2020	Housing Area	Grounds	Trash pickup	KM
8/24/2020	Playground	Grounds	Blew bark from sidewalks and court, sanitized playground equipment	SF
8/25/2020	Housing Area	Grounds	Trash pickup	KM
8/26/2020	Housing Area	Grounds	Trash pickup	KM
8/26/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/27/2020	Housing Area	Grounds	Trash pickup	KM
8/27/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
8/28/2020	Housing Area	Grounds	Trash pickup	KM
8/31/2020	Housing Area	Grounds	Trash pickup	KM
8/31/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
Admin Support				
8/3/2020	Town	Admin	Courier run	KM
8/6/2020	Town	Admin	Courier run	KM
8/11/2020	Town	Admin	Courier run	KM
8/13/2020	Town	Admin	Courier run	KM
8/20/2020	Town	Admin	Courier run	KM
8/24/2020	Town	Admin	Courier run	KM
8/27/2020	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Staff Time Off				
8/4/2020			Part day PTO	KM
8/4/2020			Part day PTO	SF
8/6/2020			Part day PTO	SF
8/10/2020			PTO	KM
8/13/2020			Part day PTO	KM
8/17/2020			PTO	KM
8/18/2020			Part day PTO	SF
8/19/2020			Part day PTO	SF
8/24/2020			Part day PTO	KM
8/28/2020			PTO	SF
8/31/2020			Part day PTO	KM