

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/1/2020	704	Vacant Unit	Loaded up tools, cleaned sun tube rings	KM
9/1/2020	704	Vacant Unit	Trimmed branches from tree in back, trimmed the rhododendron in front, took apart damaged fencing, removed wood raised beds from backyard and hauled to dumpster, removed firepit and filled with dirt, smoothed and raked raised bed area, gathered items for fence repair	SF
9/2/2020	704	Vacant Unit	Installed new fence posts and rebuilt fencing in back yard, took apart gate on side yard and installed post	SF
9/2/2020	704	Vacant Unit	Loaded up tools, found and replaced one sun tube ring, got lumber for fence, unloaded and put away tools, cleaned trash from van, hauled cardboard to recycling bin	KM
9/3/2020	704	Vacant Unit	Worked on fence and gate repairs	SF
9/8/2020	704	Vacant Unit	Replaced some fence boards, removed nails and screws from around fence, keyed deadbolt and door lock to garage, duplicated keys	SF
9/9/2020	704	Vacant Unit	Cleaned tools and supplies from home and garage, swept, hauled trash to dumpster	SF
9/10/2020	704	Vacant Unit	Loaded brush cut from the tree, cleaned up backyard fencing	SF
9/16/2020	704	Vacant Unit	Removed garbage disposal to install rubber splash guard, cleaned track for sliding glass door, installed new screen door	SF
9/16/2020	704	Vacant Unit	Ready for occupancy	SF
9/8/2020	2624	Vacant Unit	Painted in unit	DH
9/9/2020	2624	Vacant Unit	Painted in unit	DH
9/9/2020	2624	Vacant Unit	Prepped and sprayed texture along base in livingroom, hallway, and closet, cleaned up	SF
9/11/2020	2624	Vacant Unit	Changed out all bulbs, replaced two light fixtures, ordered laminate for countertops, cleaned up, discussed exterior work needed with	SF
9/11/2020	2624	Vacant Unit	Removed switches and outlet covers, unloaded tools	KM
9/14/2020	2624	Vacant Unit	Keyed all locks, scraped laminate from kitchen countertops, prepped floor for underlayment, scraped carpet remnants from wall, screwed down floor seam	SF
9/14/2020	2624	Vacant Unit	Loaded tools and supplies, filled and sanded holes in drywall, cleaned	KM
9/14/2020	2624	Vacant Unit	Painted in unit	DH
9/15/2020	2624	Vacant Unit	Filled and sanded holes, pulled garage outlet and switch cover plates	KM
9/15/2020	2624	Vacant Unit	Painted in unit	DH
9/16/2020	2624	Vacant Unit	Painted in unit	DH
9/16/2020	2624	Vacant Unit	Screwed down floor panels, cleaned up, cut and began installing underlayment	SF
9/17/2020	2624	Vacant Unit	Cut and installed underlayment in bedrooms, cut out dry rot in bedroom floor, removed styrofoam and began framing it in	SF
9/18/2020	2624	Vacant Unit	Finished floor repair in bedroom, cleaned up, hauled trash to garage, loaded tools, dropped off materials for outside work next week	SF
9/21/2020	2624	Vacant Unit	Sanded drywall patches	KM

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9/22/2020	2624	Vacant Unit	Swept floors, removed trim around cabinets, removed vinyl by front door, fastened floor seams, removed nails from trim, cleaned up	KM
9/23/2020	2624	Vacant Unit	Finished pulling up VCT around cabinets, cleaned up, started laying underlayment, cleaned up in garage	KM
9/24/2020	2624	Vacant Unit	Cleaned up floor, cut and installed underlayment, blew out heaters, cleaned up	KM
9/28/2020	2624	Vacant Unit	Gathered supplies and tools for contractor	KM
9/28/2020	2624	Vacant Unit	Met with contractor to look at rot issue, gathered supplies needed	SF
9/29/2020	2624	Vacant Unit	Met with contractor to check work progress	SF
9/29/2020	2624	Vacant Unit	Swept around walls, painted in unit	KM
9/30/2020	2624	Vacant Unit	Cleaned up trash and hauled to dumpster, removed dishwasher, began sanding kitchen countertops, checked issue over garage door	SF
9/30/2020	2624	Vacant Unit	Painted, cleaned up	KM
Work Orders				
9/30/2020	508	Work Order	Replaced rotten fence post	SF
9/30/2020	512	Work Order	Removed gutter downspout, flushed drain	SF
9/17/2020	704	Work Order	Met with Patrick Meyers to get a quote on some tree trimming	SF
9/3/2020	709	Work Order	Replaced interior and exterior light bulbs	SF
9/9/2020	2607	Work Order	Looked into issue with fencing	SF
9/10/2020	2607	Work Order	Dug up concreted, replaced rotten fence post, put back together, loaded concrete into tractor, replaced several fence boards	SF
9/14/2020	2670B	Work Order	Repaired toilet	SF
Routine Activities				
9/1/2020	Housing	Routine	Dropped off lawn equipment for resident use	KM
9/1/2020	Housing	Routine	Picked up and sanitized lawn equipment after resident use	KM
9/1/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/2/2020	Housing	Routine	Picked up and sanitized lawn equipment after resident use	KM
9/2/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/2/2020	Office	Routine	Installed new blinds in Debbie's office, completed paperwork	SF
9/3/2020	Housing	Routine	Picked up and sanitized lawn equipment after resident use	KM
9/3/2020	Housing	Routine	Posted flyers	KM
9/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/3/2020	Office	Routine	Worked on stand for front desk shield, completed paperwork	SF
9/3/2020	Shop	Routine	Loaded supplies and tools in van, aired tires on mowers and gold cart, put away unneeded tools	KM
9/8/2020	2610	Routine	Replaced mailbox lock, duplicated keys	SF
9/8/2020	Office	Routine	Checked oil in backup generator at office	KM
9/8/2020	Office	Routine	Completed paperwork	SF
9/8/2020	Shop	Routine	Checked fluid level on golf cart	KM
9/8/2020	Shop	Routine	Cleaned up van, unloaded supplies, adjusted key machine	SF
9/9/2020	Office	Routine	Completed paperwork	SF
9/9/2020	Shop	Routine	Unloaded and put away items	SF

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9/10/2020	Office	Routine	Completed paperwork	SF
9/10/2020	Shop	Routine	Unloaded trash from truck to dumpster, cleaned out van, loaded up needed supplies	SF
9/11/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/11/2020	Office	Routine	Watered plants, completed paperwork	SF
9/14/2020	2677	Routine	Dropped off dump trailer for resident to load brush	SF
9/14/2020	Housing	Routine	Picked up and sanitized rug cleaner after resident use	KM
9/14/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/14/2020	Office	Routine	Completed paperwork	SF
9/14/2020	Playground	Routine	Cleaned and restocked restroom	KM
9/14/2020	Shop	Routine	Checked fluid level on golf cart	KM
9/15/2020	Housing	Routine	Dropped off letter for resident services	KM
9/15/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/15/2020	Shop	Routine	Put away supplies and emptied trash, loaded supplies	KM
9/16/2020	Office	Routine	Installed new screen door, completed paperwork	SF
9/16/2020	Town	Routine	Picked up screen doors, had oil changed, fueled van	SF
9/17/2020	Office	Routine	Completed paperwork	SF
9/17/2020	Shop	Routine	Loaded supplies and tools in van	SF
9/17/2020	Town	Routine	Courier run	SF
9/18/2020	Office	Routine	Watered plants, completed paperwork	SF
9/18/2020	Shop	Routine	Loaded materials for siding repair at 2624, met with A-1 Pump to look into issue with water tanks	SF
9/21/2020	Office	Routine	Worked on generator, brought mail to office, completed paperwork	KM
9/21/2020	Playground	Routine	Cleaned and restocked restroom	KM
9/21/2020	Shop	Routine	Checked fluid level on golf cart	KM
9/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/22/2020	Shop	Routine	Emptied trash from van and golf cart	KM
9/23/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/23/2020	Shop	Routine	Emptied trash from van and golf cart	KM
9/24/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/24/2020	Shop	Routine	Gathered materials and tools needed to install underlayment, cleaned up golf cart, emptied trash from van and golf cart	KM
9/28/2020	2670	Routine	Reinstalled loose downspout	SF
9/28/2020	Duplexes	Routine	Walked fences to check for needed repairs	SF
9/28/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/28/2020	Office	Routine	Made phone calls, completed paperwork	SF
9/28/2020	Shop	Routine	Began working on plumbing for tanks, gathered supplies, loaded equipment, mixed fuel	SF
9/28/2020	Shop	Routine	Checked fluid level on golf cart	KM
9/28/2020	Town	Routine	Picked up supplies, fueled van	SF

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9/29/2020	2677	Routine	Hooked up the dump trailer, hauled brush to burn pile	SF
9/29/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/29/2020	Office	Routine	Put together a supply order, made phone calls, completed paperwork	SF
9/29/2020	Shop	Routine	Helped lube overhead door	KM
9/29/2020	Shop	Routine	Loaded and restocked van, put away tools, emptied trash from van and golf cart	KM
9/29/2020	Shop	Routine	Repaired plumbing for the tanks, installed new check valves and unions, lubed two overhead garage doors	SF
9/29/2020	Town	Routine	Returned unused item to Builder's First	SF
9/30/2020	Office	Routine	Brought mail to office, completed paperwork	KM
9/30/2020	Office	Routine	Replaced the American flag, completed paperwork	SF
9/30/2020	Shop	Routine	Emptied trash from van and vacant unit	KM
9/30/2020	Shop	Routine	Unloaded and put away supplies and tools, met delivery truck, loaded water tank onto truck and filled with water	SF
Groundskeeping				
9/1/2020	Housing	Grounds	Trash pickup	KM
9/1/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/2/2020	Housing	Grounds	Trash pickup	KM
9/2/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/3/2020	Housing	Grounds	Trash pickup	KM
9/3/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/8/2020	Housing	Grounds	Trash pickup	KM
9/8/2020	Playground	Grounds	Blew and raked bark, cleaned up, sprayed disinfectant on equipment	SF
9/9/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/11/2020	Housing	Grounds	Trash pickup	KM
9/11/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/14/2020	Housing	Grounds	Trash pickup	KM
9/14/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/15/2020	Housing	Grounds	Trash pickup	KM
9/21/2020	Housing	Grounds	Trash pickup	KM
9/22/2020	Housing	Grounds	Trash pickup	KM
9/23/2020	Housing	Grounds	Trash pickup	KM
9/24/2020	Housing	Grounds	Trash pickup	KM
9/28/2020	2620	Grounds	Trimmed bush impeding front stairway, raked and hauled off brush	SF
9/28/2020	Housing	Grounds	Trash pickup	KM
9/28/2020	Playground	Grounds	Cleaned and restocked restroom	KM
9/28/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
9/29/2020	Housing	Grounds	Trash pickup	KM
9/30/2020	Housing	Grounds	Trash pickup	KM
Admin Support				
9/1/2020	Town	Admin	Courier run	KM
9/3/2020	Town	Admin	Courier run	KM

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9/15/2020	Town	Admin	Courier run	KM
9/28/2020	Town	Admin	Courier run	KM
9/30/2020	Town	Admin	Courier run	KM
Staff Time Off				
9/1/2020			Part day PTO	KM
9/1/2020			Part day PTO	SF
9/2/2020			Part day PTO	KM
9/3/2020			Part day PTO	KM
9/4/2020			Admin leave for Labor Day holiday	SF
9/4/2020			Admin leave for Labor Day holiday	KM
9/7/2020			Labor Day holiday	SF
9/7/2020			Labor Day holiday	KM
9/8/2020			Part day PTO	KM
9/9/2020			PTO	KM
9/10/2020			Part day PTO	SF
9/10/2020			PTO	KM
9/14/2020			Part day PTO	SF
9/15/2020			PTO	SF
9/16/2020			PTO	KM
9/17/2020			PTO	KM
9/18/2020			PTO	KM
9/21/2020			Part day PTO	KM
9/21/2020			PTO	SF
9/22/2020			PTO	SF
9/23/2020			PTO	SF
9/24/2020			PTO	SF
9/25/2020			PTO	SF
9/25/2020			PTO	KM
9/29/2020			Part day PTO	SF