

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
10/22/2020	506	Vacant Unit	Checked out recently vacated unit, hauled a cooler of rotten food to dumpster, took flooring contractor by to see if carpet could be repaired	SF
10/1/2020	2624	Vacant Unit	Helped replace siding after repair, sanded countertops, replaced all valve washers, removed kitchen sink, replaced GFCI in garage	SF
10/1/2020	2624	Vacant Unit	Helped replace siding after repair, swept garage floor, replaced light switches and outlets, loaded up tools, helped remove countertop	KM
10/2/2020	2624	Vacant	Sanded countertops, cleaned up	SF
10/5/2020	2624	Vacant	Painted, cleaned up	KM
10/5/2020	2624	Vacant Unit	Pulled up underlayment in entry closet, removed staples, installed new underlayment, cleaned up, repaired drywall in utility room, replaced window sill, cut down and planed cedar for sill	SF
10/6/2020	2624	Vacant Unit	Cleaned up, painted, repaired drywall, removed and installed new range hood, cleaned grease and grime from corner cabinets	SF
10/6/2020	2624	Vacant Unit	Painted and cut in, swept walls, cleaned up, moved tools out of way for painting, gathered supplies for exterior repair being done by contractor	KM
10/7/2020	2624	Vacant	Painted walls, doors, and jambs, touched up painted areas	KM
10/7/2020	2624	Vacant Unit	Repaired, cleaned, and painted doors, primed walls in kitchen and utility room, repaired and textured drywall in utility room, cleaned up	SF
10/8/2020	2624	Vacant	Painted, cut in doors	KM
10/8/2020	2624	Vacant Unit	Painted, primed, installed light fixtures, removed trim on bedroom closet door to make adjustments to the jamb, put back together, caulked and painted, painted bi-fold doors	SF
10/9/2020	2624	Vacant	Painted, cleaned up	KM
10/9/2020	2624	Vacant Unit	Painted bifold doors and jambs; trimmed, stained, and installed oak toe kick	SF
10/12/2020	2624	Vacant Unit	Cleaned up garage, hauled away trash and materials, began cleaning walls in prep for paint, cut out drywall for two patches, measured three glass units for replacement, removed hall bathroom counter and sink, scraped off laminate and sanded the counter top	SF
10/13/2020	2624	Vacant Unit	Cleaned up garage and walls in prep for paint, worked on drywall repairs, textured and painted some walls	SF
10/13/2020	2624	Vacant Unit	Drained water heater, installed pan under it, moved items in garage for painting, finished drywall repairs, textured, mudded, and painted walls and ceiling, spray painted breaker panel cover	SF
10/13/2020	2624	Vacant	Painted doors and trim, touched up paint, cleaned up	KM
10/14/2020	2624	Vacant Unit	Painted doors, jambs, and trim, cleaned up; painted and cut in hall bathroom	KM
10/15/2020	2624	Vacant Unit	Finished cutting in paint in garage, pressure washed back of home, deck, east side of driveway, and sidewalks, gathered supplies to be washed and hauled to shop to put in dishwasher	SF

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10/15/2020	2624	Vacant Unit	Painted doors, jambs, trim, and around bathtub, touched up second coat on doors and jambs	KM
10/16/2020	2624	Vacant	Replaced outlet, touched up paint on door in kitchen	KM
10/19/2020	2624	Vacant	Cleaned outlets and switches, installed covers	KM
10/19/2020	2624	Vacant	Cleaned sliding glass door tracks and living room window tracks	SF
10/20/2020	2624	Vacant Unit	Cleaned up and prepped for flooring, cleaned window tracks in living room and kitchen, met with flooring contractor	SF
10/20/2020	2624	Vacant Unit	Finished installing switch and outlet covers, swept, moved tools and doors for vinyl flooring installation	KM
10/21/2020	2624	Vacant Unit	Painted door blocks, loaded materials and tools, cleaned up for flooring installation, made list of supplies needed	KM
10/21/2020	2624	Vacant Unit	Swept and vacuumed in prep for flooring installation, moved items to the garage, replaced garage outlets, replaced exterior outlets and plates, replaced all soffit vents, met with flooring installer, cut small section of underlayment from dining room, cleaned window track in laundry room	SF
10/22/2020	2624	Vacant Unit	Replaced garage door bottom seal and two exterior light fixtures, stapled soffit material over garage, cleaned gutters	SF
10/22/2020	2624	Vacant Unit	Set up to cut blinds, painted second coat on door blocks, drilled holes and counter sink in blocks	KM
10/26/2020	2624	Vacant	Installed cove base, hauled away trash	SF
10/26/2020	2624	Vacant Unit	Installed mirrors, painted door blocks, cleaned up, loaded trash and tools	KM
10/27/2020	2624	Vacant Unit	Finished installing cove base, uncrated and unloaded refrigerator, moved stove into unit, sprayed all windows with bleach solution	SF
10/27/2020	2624	Vacant Unit	Installed door blocks and bumpers, filled and caulked holes around blocks, unloaded blinds, installed door knobs and rehung doors	KM
10/28/2020	2624	Vacant Unit	Brought in and uncrated new refrigerator, trimmed out base cabinets, cleaned up	SF
10/28/2020	2624	Vacant Unit	Filled holes from old blind brackets, cut and installed new brackets, began installing blinds, loaded up trash, cleaned around windows	KM
10/29/2020	2624	Vacant	Finished hanging blinds, installed closet brackets, loaded trash and tools	KM
10/22/2020	2646D	Vacant	Walked through recently vacated emergency unit	SF
10/27/2020	2646D	Vacant	Set up fans and dehumidifer after carpet cleaning	SF
10/29/2020	2646D	Vacant	Picked up blowers and dehumidifiers	SF
<b>Work Orders</b>				
10/5/2020	709	Work Order	Checked on issue with garage door, found broken spring broke, arranged repairs	SF
10/12/2020	709	Work	Met O'Neills to replace broken garage door spring	SF
10/1/2020	2603	Work	Checked on issues reported, replaced GFCI on back deck	SF
10/8/2020	2603	Work	Met with contractor, gathered items needed	SF

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10/27/2020	2609	Work Order	Checked on electrical issue in bathroom, found bath fan motor had stopped working	SF
10/13/2020	Elders	Work	Programmed timer for outside lights	SF
10/15/2020	Elders	Work	Checked on outside light timer	SF
10/26/2020	Elders	Work	Repaired heater that was not working	SF
10/19/2020	2631	Work Order	Removed refrigerator that was not working, installed and adjusted replacement taken from 2664	SF
10/19/2020	2639	Work Order	Removed dishwasher that was not working, replaced pump, repaired hose bib on back of house	SF
10/19/2020	2639	Work	Checked on dishwasher that was not working	KM
10/28/2020	2670C	Work Order	Replaced light switch, took apart, lubed and tightened bathroom faucet, took apart kitchen faucet to check spray diverter	SF
10/22/2020	Office	Work	Replaced broken toilet handle	SF
10/26/2020	Office	Work	Gathered materials and supplies, helped contractor with stair repair	SF
<b>Routine Activities</b>				
10/1/2020	Housing	Routine	Picked up house payments from elders	KM
10/1/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/1/2020	Office	Routine	Completed paperwork	SF
10/1/2020	Shop	Routine	Emptied trash from golf cart and van, cleaned golf cart windows	KM
10/1/2020	Shop	Routine	Sorted through trim board, cut size needed	SF
10/2/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/2/2020	Office	Routine	Lowered flag, watered plants, completed paperwork	SF
10/2/2020	Shop	Routine	Primed several pieces of cedar trim, cleaned up work area	SF
10/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/5/2020	Office	Routine	Completed paperwork	SF
10/5/2020	Office	Routine	Took out recycling	KM
10/5/2020	Playground	Routine	Cleaned and stocked restroom	KM
10/5/2020	Shop	Routine	Checked fluid level on golf cart, emptied trash, loaded supplies	KM
10/6/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/6/2020	Office	Routine	Completed paperwork	SF
10/6/2020	Playground	Routine	Hung brackets on the storage room wall and installed shelving	SF
10/6/2020	Playground	Routine	Sprayed disinfectant on equipment	SF
10/6/2020	Shop	Routine	Cleaned out van	SF
10/6/2020	Shop	Routine	Gathered supplies for contractor, restocked van with cleaning supplies, emptied trash from around loop	KM
10/7/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/7/2020	Office	Routine	Completed paperwork	SF
10/7/2020	Shop	Routine	Emptied trash from golf cart and van, cleaned golf cart windows	KM
10/7/2020	Shop	Routine	Put away tools and supplies, tagged new scrapers, cleaned out box van	SF
10/7/2020	Shop	Routine	Repaired, cleaned, and painted some doors, primed walls in kitchen and utility room, repaired and textured drywall in utility room, cleaned up	SF

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10/8/2020	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/8/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/8/2020	Office	Routine	Met with Marcy for inventory, prepared supply order, did paperwork	SF
10/8/2020	Shop	Routine	Unloaded van	SF
10/9/2020	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/9/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/9/2020	Office	Routine	Watered plants, completed paperwork	SF
10/9/2020	Shop	Routine	Emptied trash from golf cart and van	KM
10/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/12/2020	Office	Routine	Completed paperwork	SF
10/12/2020	Shop	Routine	Emptied trash from golf cart	KM
10/13/2020	2616	Routine	Helped rescue cat from tree	SF
10/13/2020	Housing	Routine	Posted flyers regarding tsunami siren testing	KM
10/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/13/2020	Office	Routine	Completed paperwork	SF
10/13/2020	Office	Routine	Made phone calls, completed paperwork	SF
10/13/2020	Shop	Routine	Emptied trash for golf cart and van, loaded paint	KM
10/13/2020	Shop	Routine	Loaded supplies	SF
10/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/14/2020	Shop	Routine	Emptied trash from golf cart and van, unloaded and sanitized carpet cleaner	KM
10/15/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/15/2020	Office	Routine	Made phone calls, completed paperwork	SF
10/15/2020	Shop	Routine	Emptied trash from golf cart and van, restocked supplies in van	KM
10/16/2020	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/16/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/16/2020	Office	Routine	Watered plants, completed paperwork	SF
10/16/2020	Shop	Routine	Installed new plug in mower #5 that would not start	KM
10/16/2020	Shop	Routine	Put together a supply order, cleaned fixtures, organized van	SF
10/19/2020	2664	Routine	Pulled and cleaned refrigerator to use in 2631, changed door swing	SF
10/19/2020	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/19/2020	Office	Routine	Ordered supplies, completed paperwork	SF
10/19/2020	Shop	Routine	Checked fluid level on golf cart, emptied trash, loaded supplies	KM
10/19/2020	Shop	Routine	Unloaded refrigerator, removed parts from a dishwasher	SF
10/20/2020	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/20/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/20/2020	Office	Routine	Made phone calls, ordered supplies, completed paperwork	SF
10/20/2020	Shop	Routine	Helped prepare supply order	KM
10/20/2020	Shop	Routine	Put away supply order, worked on an additional order	SF
10/21/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/21/2020	Office	Routine	Completed paperwork	SF

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10/21/2020	Shop	Routine	Assisted Debbie with inventory	KM
10/21/2020	Shop	Routine	Emptied trash from golf cart and van, cleaned golf cart windows	KM
10/21/2020	Shop	Routine	Unloaded and loaded supplies	SF
10/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/22/2020	Office	Routine	Made phone calls, completed paperwork	SF
10/22/2020	Office	Routine	Took out office trash and lined cans	KM
10/22/2020	Shop	Routine	Emptied trash from golf cart and van, unloaded and put away tools, checked in tools	KM
10/22/2020	Shop	Routine	Unloaded and loaded supplies, put together a list of supplies needed	SF
10/23/2020	2677	Routine	Dropped off dump trailer for yard debris cleanup	SF
10/23/2020	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/23/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/23/2020	Office	Routine	Made phone calls, completed paperwork	SF
10/23/2020	Shop	Routine	Cleaned up back of van to be able to pick up new refrigerators	SF
10/23/2020	Shop	Routine	Emptied trash from golf cart, van, and around work bench	KM
10/23/2020	Town	Routine	Fueled box van and picked up supplies, materials, and appliances	SF
10/26/2020	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/26/2020	Office	Routine	Completed paperwork	SF
10/26/2020	Playground	Routine	Cleaned and stocked restroom	KM
10/26/2020	Shop	Routine	Checked fluid level on golf cart, emptied trash, loaded supplies	KM
10/26/2020	Shop	Routine	Unloaded materials and appliances from van, put away supply order	SF
10/27/2020	Housing	Routine	Dropped off rug cleaner for resident use	KM
10/27/2020	Housing	Routine	Picked up dump trailer and hauled debris to burn pile	SF
10/27/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/27/2020	Office	Routine	Rekeyed all locks and generator shed, duplicated and distributed keys, met with Lyman and Anne	SF
10/27/2020	Shop	Routine	Unloaded van and put away tools, emptied trash from golf cart and van, put away supply order	KM
10/28/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/28/2020	Office	Routine	Replaced bulbs in maintenance office, repaired lock on sliding glass door, completed paperwork	SF
10/28/2020	Playground	Routine	Sprayed disinfectant on equipment	SF
10/28/2020	Shop	Routine	Emptied trash from golf cart and van, put away tools	KM
10/28/2020	Shop	Routine	Organized work area, put new refrigerator upstairs, looked into issue with spare refrigerator	SF
10/29/2020	Office	Routine	Attended Board meeting, prepared supply list to repair office front stairs, watered plants, completed paperwork, researched flag pole parts	SF
10/29/2020	Office	Routine	Took out office trash, brought mail to office, completed paperwork	KM
10/29/2020	Shop	Routine	Emptied trash from golf cart and van, hauled cardboard to recycling bin	KM
10/29/2020	Shop	Routine	Inventoried lumber, put together a list of supplies, hooked up dump trailer to go to town, unloaded materials from trailer upon return	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/29/2020	Town	Routine	Picked up materials and supplies	SF
10/30/2020	Housing	Routine	Picked up and cleaned lawn equipment after resident use	KM
10/30/2020	Office	Routine	Brought mail to office, completed paperwork	KM
10/30/2020	Office	Routine	Put together a supply order, completed paperwork	SF
10/30/2020	Shop	Routine	Emptied trash from golf cart and van, loaded parts and supplies needed	KM
10/30/2020	Shop	Routine	Unloaded van, sorted lumber	SF
10/30/2020	Town	Routine	Picked up supplies	SF
<b>Groundskeeping</b>				
10/1/2020	Housing	Grounds	Trash pickup	KM
10/1/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/2/2020	Housing	Grounds	Trash pickup	KM
10/2/2020	Playground	Grounds	Blew bark from basketball court and sidewalks	SF
10/5/2020	Housing	Grounds	Trash pickup	KM
10/5/2020	Playground	Grounds	Blew bark from basketball court and sidewalks	SF
10/6/2020	Housing	Grounds	Trash pickup	KM
10/7/2020	Housing	Grounds	Trash pickup	KM
10/8/2020	Housing	Grounds	Trash pickup	KM
10/9/2020	Housing	Grounds	Trash pickup	KM
10/9/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/12/2020	Housing	Grounds	Trash pickup	KM
10/12/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/13/2020	Housing	Grounds	Trash pickup	KM
10/14/2020	Housing	Grounds	Trash pickup	KM
10/15/2020	Housing	Grounds	Trash pickup	KM
10/15/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/16/2020	Housing	Grounds	Trash pickup	KM
10/16/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/19/2020	Housing	Grounds	Trash pickup	KM
10/20/2020	Housing	Grounds	Trash pickup	KM
10/20/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/21/2020	Housing	Grounds	Trash pickup	KM
10/22/2020	Housing	Grounds	Trash pickup	KM
10/22/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/23/2020	Housing	Grounds	Trash pickup	KM
10/23/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
10/26/2020	Housing	Grounds	Trash pickup	KM
10/27/2020	Housing	Grounds	Trash pickup	KM
10/28/2020	Housing	Grounds	Trash pickup	KM
10/29/2020	Housing	Grounds	Trash pickup	KM
10/30/2020	Housing	Grounds	Trash pickup	KM
<b>Admin Support</b>				

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10/1/2020	Town	Admin	Courier run	KM
10/2/2020	Town	Admin	Courier run	KM
10/5/2020	Town	Admin	Courier run	KM
10/8/2020	Town	Admin	Courier run	KM
10/15/2020	Town	Admin	Courier run	KM
10/22/2020	Town	Admin	Courier run	KM
10/30/2020	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
10/7/2020			Part day PTO	KM
10/8/2020			Part day PTO	KM
10/12/2020			Part day PTO	KM
10/15/2020			Part day PTO	KM
10/19/2020			Part day PTO	KM
10/20/2020			Part day PTO	SF
10/22/2020			Part day PTO	KM
10/22/2020			Part day PTO	SF
10/26/2020			Part day PTO	SF
10/26/2020			Part day PTO	KM
10/27/2020			Part day PTO	KM