

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
11/2/2020	506	Vacant	Went through unit and completed potential move out charge checklist	SF
11/19/2020	506	Vacant	Met flooring contractor for measurements	SF
11/19/2020	506	Vacant Unit	Unloaded tools, cleaned out trash, pulled nails from walls, mopped floors, began filling holes in drywall, gathered tools needed	KM
11/20/2020	506	Vacant	Mopped bathroom floors	KM
11/23/2020	506	Vacant	Began cleaning counters	KM
11/24/2020	506	Vacant	Pulled carpet and padding, finished cleaning countertops, cleaned up	KM
11/25/2020	506	Vacant	Cleaned up, swept floors, packed carpet and padding to shed	KM
11/2/2020	2624	Vacant Unit	Loaded trash and tools from garage, removed screens to be repaired, cleaned up	KM
11/2/2020	2624	Vacant	Opened unit for cleaning contractor, moved items out of the way	SF
11/3/2020	2624	Vacant Unit	Loaded trash and took to dumpster, installed last of blinds, removed screens to be repaired	KM
11/4/2020	2624	Vacant	Painted and touched up door blocks, cleaned up	KM
11/5/2020	2624	Vacant	Began installing countertops, cleaned up	SF
11/5/2020	2624	Vacant Unit	Installed door bumpers, repainted door blocks, installed smoke alarms, assisted with countertop, cleaned up	KM
11/6/2020	2624	Vacant	Assisted with countertops, cleaned up	KM
11/6/2020	2624	Vacant	Worked on countertops, hooked up kitchen and hall bathroom sinks	SF
11/9/2020	2624	Vacant Unit	Cut tiles, installed countertop backsplash, cleaned up, installed dishwasher, replaced door seal to garage from utility room	SF
11/9/2020	2624	Vacant	Loaded tools from garage, gathered screens to be rebuilt, swept	KM
11/10/2020	2624	Vacant Unit	Hooked up dishwasher, cleaned and checked vent fans, unloaded items from attic left behind by resident, cleaned out home, installed sliding door screen, prepped for cleaning contractor	SF
11/10/2020	2624	Vacant Unit	Rebuilt screens, made new ones when necessary, touched up paint, cleaned around windows	KM
11/12/2020	2624	Vacant Unit	Cleaned up garage, hauled tools and trash to shop, replaced trim in pantry, replaced two glass units, installed toe kick and trim in hall bath	SF
11/12/2020	2624	Vacant Unit	Painted window sills, touched up door trim, installed screens, loaded up tools and took to shop	KM
11/16/2020	2624	Vacant Unit	Installed cove base in both bathrooms, finished installing trim in bathrooms, replaced utility window glass unit, finished laminate on edges of countertops, replaced tub drain inserts in both bathrooms	SF
11/16/2020	2624	Vacant Unit	Loaded tools, touched up paint, cleaned out garage, installed screens, helped install glass units, cleaned up	KM
11/17/2020	2624	Vacant	Repaired storm door screen, patched some drywall, cleaned up	SF
11/18/2020	2624	Vacant Unit	Installed shelving, cleaned backside of cabinets in kitchen, swept garage, loaded up rest of tools	KM

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11/18/2020	2624	Vacant Unit	Pressure washed shelving, finished pressure washing front and west side of home, installed drain pipe from water heater to outside home, cleaned up and hauled items from garage to dumpster, textured, primed and painted drywall repairs, touched up paint	SF
11/19/2020	2624	Vacant	Cleaned up, repaired bathroom drawer, cleared out garage	SF
11/20/2020	2624	Vacant Unit	Cleaned out final items from house, wiped down countertops, stove, and toilets, tested stove burners	SF
11/24/2020	2624	Vacant Unit	Mopped floors, dug up and removed plant at front door area in planter, dug out crawl space area and framed in an access box	SF
11/18/2020	2646A	Vacant	Walked through and secured recently vacated unit	SF
<b>Work Orders</b>				
11/10/2020	701	Work	Pulled toilet to replace broken bolts, reset toilet, cleaned up	SF
11/19/2020	2631	Work	Checked and reset rodent traps	SF
11/24/2020	2631	Work	Checked rodent traps, cut and installed new foundation vent screens	SF
<b>Routine Activities</b>				
11/2/2020	Housing	Routine	Picked up lawn and sanitized lawn equipment after resident use	KM
11/2/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/2/2020	Office	Routine	Looked up parts, completed paperwork	SF
11/2/2020	Playground	Routine	Cleaned and restocked restroom	KM
11/2/2020	Playground	Routine	Replaced batteries in restroom door	SF
11/2/2020	Shop	Routine	Helped unload lumber, checked fluid level on golf cart, gathered safety cones for office parking step repair, picked up trash	KM
11/2/2020	Shop	Routine	Sorted through lumber, met with contractor to get started on office stair replacement, painted cedar for stairs	SF
11/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/3/2020	Shop	Routine	Helped load lumber for office parking step repair, painted cedar for handrails, loaded forklift and took to office	KM
11/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/4/2020	Shop	Routine	Finished painting boards for office parking stair handrails, ran more lumber to office, cleaned up around saw, returned pallet to shop	KM
11/5/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/5/2020	Office	Routine	Completed paperwork	SF
11/5/2020	Shop	Routine	Emptied trash from golf cart and back of van, unloaded and put away tools, stocked van	KM
11/5/2020	Town	Routine	Picked up glass units, laminate for countertop, and supplies, checked out a new flooring business	SF
11/6/2020	Office	Routine	Completed paperwork	KM
11/6/2020	Office	Routine	Watered plants, checked on contractor, completed paperwork	SF
11/6/2020	Shop	Routine	Gathered cedar for handrails and took to office	KM
11/6/2020	Shop	Routine	Met with flooring contractor for bathroom flooring measurements	SF

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11/9/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/9/2020	Office	Routine	Completed paperwork	SF
11/9/2020	Playground	Routine	Cleaned and restocked restroom	KM
11/9/2020	Shop	Routine	Checked fluid level in golf cart and emptied trash, put away tools	KM
11/9/2020	Shop	Routine	Unloaded siding, loaded supplies	SF
11/9/2020	Town	Routine	Picked up supplies and materials	SF
11/10/2020	Housing	Routine	Picked up housing payment from elder	KM
11/10/2020	Housing	Routine	Posted flyers on all units	KM
11/10/2020	Office	Routine	Completed paperwork	KM
11/10/2020	Office	Routine	Completed paperwork	SF
11/10/2020	Shop	Routine	Unloaded and put away tools	SF
11/10/2020	Shop	Routine	Unloaded and put away tools, emptied trash from golf cart and van	KM
11/12/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/12/2020	Office	Routine	Worked on finishing up the stair replacement, screwed down treads with stainless steel lags, began nailing down some roofing	SF
11/12/2020	Shop	Routine	Emptied trash from golf cart and back of van, unloaded and put away tools, stocked van	KM
11/12/2020	Shop	Routine	Unloaded and put away tools and supplies	SF
11/12/2020	Town	Routine	Courier run	SF
11/13/2020	2646	Routine	Secured wind damaged fence, gathered materials to repair	SF
11/13/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/13/2020	Office	Routine	Watered plants, finished stairs, took down flags, completed paperwork	SF
11/13/2020	Shop	Routine	Emptied trash from golf cart and back of van, unloaded and put away tools, stocked van	KM
11/16/2020	Housing	Routine	Checked on dumpsters, compacted items to make more room	SF
11/16/2020	Housing	Routine	Dropped off dump trailer for resident to load brush	SF
11/16/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
11/16/2020	Office	Routine	Measured Tracey's windows for blinds, completed paperwork	SF
11/16/2020	Playground	Routine	Cleaned and restocked restroom	KM
11/16/2020	Shop	Routine	Helped unload lumber, took Lyman a ladder for 2608, checked fluid level in golf cart	KM
11/16/2020	Shop	Routine	Unloaded dump trailer, put lumber on racks	SF
11/17/2020	Housing	Routine	Checked on dumpsters, compacted items to make more room	SF
11/17/2020	Housing	Routine	Hooked up dump trailer and hauled to shop after resident use	SF
11/17/2020	Office	Routine	Completed paperwork	SF
11/17/2020	Shop	Routine	Hauled full trash cans to dumpster, cleaned out box van, put away items	SF
11/18/2020	Housing	Routine	Hauled brush to burn pile	SF
11/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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11/18/2020	Office	Routine	Completed paperwork	SF
11/18/2020	Playground	Routine	Removed batteries from restroom door lock, posted closed sign	SF
11/18/2020	Shop	Routine	Unloaded and put away tools, emptied trash from golf cart and van	KM
11/18/2020	Shop	Routine	Unloaded and put away tools and supplies, emptied trash	SF
11/19/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/19/2020	Office	Routine	Installed new flag parts, raised flags, compiled list of supplies needed	SF
11/19/2020	Shop	Routine	Unloaded and put away supplies from trailer, met flooring contractor for measurements, compiled list of supplies needed	SF
11/19/2020	Shop	Routine	Unloaded and put away tools, emptied trash from golf cart and van	KM
11/19/2020	Town	Routine	Picked up supplies and materials	SF
11/20/2020	Housing	Routine	Picked up and sanitized lawn equipment after resident use	KM
11/20/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/20/2020	Office	Routine	Watered plants, completed paperwork	SF
11/20/2020	Shop	Routine	Emptied trash from van, washed, folded, and put away shop towels	KM
11/20/2020	Shop	Routine	Unloaded and put away supplies and tools, cleaned work area	SF
11/23/2020	Housing Area	Routine	Sorted through items in dumpster to level, hooked up dump trailer and removed some furniture and garbage that was overflowing	SF
11/23/2020	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office and completed paperwork	KM
11/23/2020	Office	Routine	Gathered supplies for porch deck replacement, met with contractor, removed parcel box and bench, prepped for removal of rotten lumber, cleaned up and hauled away scrap, cleaned up slab under porch	SF
11/23/2020	Office	Routine	Took materials to contractor for porch repair	KM
11/23/2020	Shop	Routine	Cleaned up and organized box van, cut material for office porch	SF
11/23/2020	Shop	Routine	Emptied trash from golf cart and back of van, checked fluid levels on golf cart, put away tools	KM
11/23/2020	Town	Routine	Hauled dump trailer to disposal site, picked up lumber for office porch	SF
11/24/2020	Office	Routine	Brought lumber to office for deck replacement, hung caution tape, brought mail to office, completed paperwork	KM
11/24/2020	Office	Routine	Spoke with Lyman about projects, met with contractor, hauled materials for decking, hauled scrap to dumpster, completed	SF
11/24/2020	Shop	Routine	Cut and loaded materials for decking	SF
11/24/2020	Shop	Routine	Emptied trash from van, loaded tools for work at vacant unit	KM
11/25/2020	Office	Routine	Brought mail to office, completed paperwork	KM
11/25/2020	Office	Routine	Researched rubber ramps, hauled decking materials, watered plants	SF
11/25/2020	Shop	Routine	Helped load lumber for office front porch deck repair	KM
11/25/2020	Shop	Routine	Loaded and hauled porch decking to office	SF
11/25/2020	Housing	Routine	Walked through vacant units to check for issues	SF
11/30/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM

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11/30/2020	Office	Routine	Spoke with Lyman about projects, met with contractor, ripped down decking on table saw, assisted contractor	SF
11/30/2020	Shop	Routine	Cleaned up box van, gathered materials for decking, put away tools, set up to paint siding, looked into a cover for the pump to the tanks	SF
11/30/2020	Shop	Routine	Emptied trash from back of van, checked fluid level on golf carts, put away tools	KM
<b>Groundskeeping</b>				
11/2/2020	Housing	Grounds	Trash pickup	KM
11/2/2020	Playground	Grounds	Changed time on clocks for lights	SF
11/2/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/3/2020	Housing	Grounds	Trash pickup	KM
11/4/2020	Housing	Grounds	Trash pickup	KM
11/5/2020	Housing	Grounds	Trash pickup	KM
11/6/2020	Housing	Grounds	Trash pickup	KM
11/9/2020	Housing	Grounds	Trash pickup	KM
11/10/2020	Housing	Grounds	Trash pickup	KM
11/12/2020	Housing	Grounds	Trash pickup	KM
11/13/2020	Housing	Grounds	Trash pickup	KM
11/16/2020	Housing	Grounds	Trash pickup	KM
11/18/2020	Housing	Grounds	Trash pickup	KM
11/18/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/19/2020	Housing	Grounds	Trash pickup	KM
11/19/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/20/2020	Housing	Grounds	Trash pickup	KM
11/20/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/23/2020	Housing	Grounds	Trash pickup	KM
11/24/2020	Housing	Grounds	Trash pickup	KM
11/24/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/25/2020	Housing	Grounds	Trash pickup	KM
11/25/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
11/30/2020	Housing	Grounds	Trash pickup	KM
11/30/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
<b>Admin Support</b>				
11/3/2020	Town	Admin	Courier run	KM
11/4/2020	Town	Admin	Courier run	KM
11/6/2020	Town	Admin	Courier run	KM
11/19/2020	Town	Admin	Courier run	KM
11/24/2020	Town	Admin	Courier run	KM
11/30/2020	Town	Admin	Courier run	SF
<b>Staff Time Off</b>				
11/2/2020			Admin leave for birthday award	SF

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11/3/2020			PTO	SF
11/4/2020			PTO	SF
11/5/2020			Part day PTO	SF
11/9/2020			Part day PTO	KM
11/10/2020			Part day PTO	SF
11/11/2020			Veterans Day holiday	SF
11/11/2020			Veterans Day holiday	KM
11/12/2020			Part day PTO	SF
11/12/2020			Part day PTO	KM
11/17/2020			PTO	KM
11/23/2020			Part day PTO	KM
11/23/2020			Part day PTO	SF
11/25/2020			Admin leave for Thanksgiving holiday	SF
11/25/2020			Admin leave for Thanksgiving holiday	KM
11/25/2020			Part day PTO	SF
11/26/2020			Thanksgiving Day Holiday	KM
11/26/2020			Thanksgiving Day Holiday	SF
11/27/2020			Thanksgiving holiday	KM
11/27/2020			Thanksgiving holiday	SF
11/30/2020			Part day PTO	KM