

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
12/1/2020	506	Vacant Unit	Pulled carpet padding, filled holes, scraped floors, removed blinds, began removing shelving	KM
12/2/2020	506	Vacant Unit	Pulled shelving and brackets, sanded filled holes, cleaned up, made list of supplies, loaded van	KM
12/3/2020	506	Vacant Unit	Unloaded tools, sanded spackling, removed light covers, blew out heaters, removed carpet and last of shelf brackets	KM
12/7/2020	506	Vacant Unit	Cleaned up, prepped for painting, hauled trash and items to storage shed, met with painting contractor	SF
12/9/2020	506	Vacant Unit	Cleaned p-traps, began sheetrock repairs, scraped bottom of walls in bedroom, vacuumed, removed blind hardware, sanded spackled areas	KM
12/10/2020	506	Vacant Unit	Swept floors, primed repairs, repaired bottom of walls in hall and bedroom, cleaned up, sanded repairs, took trash to shed	KM
12/11/2020	506	Vacant Unit	Sanded sheetrock repairs in hall and bedroom, applied second coat, cleaned up	KM
12/14/2020	506	Vacant Unit	Sanded sheetrock repairs, sprayed texture on bottom of bedroom wall	KM
12/15/2020	506	Vacant Unit	Checked on painting contractor and secured unit	KM
12/16/2020	506	Vacant Unit	Touched up paint at base of walls, in bedroom closet, and behind refrigerator, prepped for flooring, set up dehumidifier	SF
12/17/2020	506	Vacant Unit	Loaded trash from inside shed and took to the dumpster, removed carpet bars	KM
12/17/2020	506	Vacant Unit	Removed carpet bars, cleaned up, filled cracks in concrete slab, met with carpet installer	SF
12/18/2020	506	Vacant Unit	Cleaned out carpet and padding, loaded into van along with trash, hauled to dumpster and unloaded	KM
12/18/2020	506	Vacant Unit	Emptied dehumidifier, checked on carpet installation	SF
12/22/2020	506	Vacant Unit	Cut and installed new blinds, installed bifold doors and bathroom plumbing, cleaned up, spackled some holes	SF
12/22/2020	506	Vacant Unit	Washed and reinstalled switch and outlet plates, installed shelving brackets, washed and reinstalled light covers, began cleaning shelving	KM
12/23/2020	506	Vacant Unit	Cleaned out trash, hauled items to shop	SF
12/28/2020	506	Vacant Unit	Cleaned out shed, loaded tools, cleaned up	KM
12/28/2020	506	Vacant Unit	Put things together, hauled items from unit, cleaned up	SF
12/29/2020	506	Vacant Unit	Cleaned and installed shelving, loaded tools, emptied items from shed	KM
12/29/2020	506	Vacant Unit	Met with cleaner, walked through unit	SF
12/30/2020	506	Vacant Unit	Loaded tools, installed heater covers, bathroom light covers, and sun tunnel ring	KM
12/7/2020	2646A	Vacant Unit	Rekeyed all locks	SF
12/9/2020	2646A	Vacant Unit	Touched up paint, removed tacks and nails from walls, spackled holes, removed and washed light and heater covers, blew out heaters, replaced bulbs	SF

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12/10/2020	2646A	Vacant Unit	Removed switch plates to wash, replaced toilet seat, touched up paint, cut blinds for bedroom, repaired kitchen drawer, replaced hall smoke alarm, scraped bottom of oven, met with the cleaning contractor	SF
12/14/2020	2646A	Vacant Unit	Replaced bedroom blinds, scrubbed tile flooring in kitchen and dining room, touched up paint, worked on garage door opener, opened unit for cleaning contractor	SF
12/15/2020	2646A	Vacant Unit	Mopped floors and applied coat of wax, scrubbed entrance tile, touched up paint in bathroom, caulked toilet, cleaned out and mopped laundry area, installed bi-fold door for bedroom closet, moved appliances back in place	SF
12/16/2020	2646A	Vacant Unit	Moved out equipment and supplies, touched up paint in closet, cleaned bathroom vent fan and floor	SF
12/17/2020	2646A	Vacant Unit	Pressure washed deck and concrete, swept garage, programmed garage door remote, lubed rollers on garage door, duplicated keys, checked mailbox	SF
12/28/2020	2646A	Vacant Unit	Set up ozone generator	SF
12/29/2020	2646A	Vacant Unit	Removed ozone generator, replaced light bulb at back deck and cleaned the light globe, aired out home	SF
12/7/2020	2646D	Vacant Unit	Rekeyed all locks	SF
<b>Work Orders</b>				
12/3/2020	704	Work Order	Worked on garage door sensors and opener, reprogrammed remote	SF
12/23/2020	2620	Work Order	Cleaned gutters	SF
12/28/2020	2624	Work Order	Changed mailbox locks, removed mail for prior tenant, duplicated keys	SF
12/21/2020	2639	Work Order	Removed old dishwasher and installed a new one	SF
12/8/2020	Office	Work Order	Painted two coats of paint on deck railing, removed and replaced lights on the railing	SF
<b>Routine Activities</b>				
12/1/2020	704	Routine	Duplicated keys for mailbox, delivered to new resident	SF
12/1/2020	2631	Routine	Removed rodent traps from under home	SF
12/1/2020	Housing Area	Routine	Picked up rent payment from elder	KM
12/1/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/1/2020	Office	Routine	Worked on trim on front porch, completed paperwork	SF
12/1/2020	Shop	Routine	Painted siding for front porch and cut materials	SF
12/2/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/2/2020	Office	Routine	Worked on front porch trim	SF
12/2/2020	Shop	Routine	Cleaned up, blew dust from table saw and emptied dust bag, cut lumber for trim and ran through planer, worked on Christmas lights	SF
12/2/2020	Shop	Routine	Emptied trash, cleaned under saw blade, helped move decorations	KM
12/3/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/3/2020	Office	Routine	Finished trim and caulking on front porch repair, did paperwork	SF
12/3/2020	Shop	Routine	Emptied trash from van, put away tools	KM

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12/3/2020	Shop	Routine	Unloaded back of van, unloaded dishwashers and loaded tools and supplies back into the van, worked on brad nailer not working properly	SF
12/3/2020	Town	Routine	Picked up appliance and supplies	SF
12/4/2020	Office	Routine	Helped install holiday lights on outside of office	KM
12/4/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/4/2020	Office	Routine	Watered plants, put up holiday lights	SF
12/4/2020	Shop	Routine	Loaded ladders into van to install holiday lights on outside of office	SF
12/7/2020	Office	Routine	Lowered flag for Pearl Harbor Remembrance Day, met with contractor, completed paperwork	SF
12/7/2020	Shop	Routine	Gathered supplies and supplies, installed batteries in gym door lock	SF
12/8/2020	Office	Routine	Completed paperwork	KM
12/8/2020	Office	Routine	Completed paperwork	SF
12/8/2020	Shop	Routine	Emptied trash from van, put away tools	KM
12/8/2020	Shop	Routine	Put away tools and supplies, moved hardi panel siding to pallet on rack, lifted dishwashers to mezzanine, cleaned up	SF
12/8/2020	Town	Routine	Dropped off brad nailer for repair and Annual Performance Reports to the Coos Bay and North Bend libraries	SF
12/9/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/9/2020	Office	Routine	Completed paperwork	SF
12/9/2020	Shop	Routine	Cleaned out van, loaded supplies for work in vacant units	SF
12/9/2020	Shop	Routine	Emptied trash from van, loaded supplies	KM
12/10/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/10/2020	Office	Routine	Researched flooring, completed paperwork, attended Board meeting	SF
12/10/2020	Shop	Routine	Emptied trash, loaded saw and tools, gathered sheetrock for repairs	KM
12/10/2020	Shop	Routine	Repaired holiday lights	SF
12/11/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/11/2020	Office	Routine	Replaced holiday lights that were not working, watered plants, completed paperwork	SF
12/11/2020	Shop	Routine	Cleaned and organized work area	SF
12/11/2020	Shop	Routine	Emptied trash from van, gathered tools and supplies	KM
12/14/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/14/2020	Office	Routine	Completed paperwork	SF
12/14/2020	Shop	Routine	Emptied trash from van, put away tools	KM
12/14/2020	Shop	Routine	Loaded supplies and equipment	SF
12/15/2020	Housing Area	Routine	Posted flyers on all units	KM
12/15/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/15/2020	Office	Routine	Met door installer, removed hardware from door and hauled to shop, completed paperwork	SF
12/15/2020	Shop	Routine	Cleaned up, put items away after K-9 training	KM
12/15/2020	Shop	Routine	Emptied trash from van and golf cart, cleaned windows in golf cart, loaded supplies	KM

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12/16/2020	Housing Area	Routine	Picked up dump trailer and hauled back to shop	SF
12/16/2020	Office	Routine	Made phone calls, completed paperwork	SF
12/16/2020	Shop	Routine	Cleaned out van, put away supplies and equipment, washed mop heads and towels	SF
12/17/2020	Housing Area	Routine	Hauled brush in trailer to burn pile	SF
12/17/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/17/2020	Office	Routine	Retrieved mail from vacant unit, delivered to resident	SF
12/17/2020	Shop	Routine	Cleaned out back of S-10, checked oil in all vehicles, restocked van	KM
12/17/2020	Shop	Routine	Emptied trash from golf cart, put away tools	KM
12/17/2020	Shop	Routine	Moved trailer back inside, loaded and unloaded equipment and supplies in van	SF
12/18/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/18/2020	Office	Routine	Watered plants, completed paperwork	SF
12/18/2020	Shop	Routine	Emptied trash from van, cleaned out back of truck, cleaned up mess crows had made around dumpster	KM
12/21/2020	Housing Area	Routine	Listed units with overgrown lawns for Resident Services	KM
12/21/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/21/2020	Office	Routine	Completed paperwork	SF
12/21/2020	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van, unloaded and put away tools, helped load dead appliances in dump trailer, cleaned up around lumber racks, organized work area, swapped out generators in box van	KM
12/21/2020	Shop	Routine	Organized work areas, brought cargo trailer inside, loaded dump trailer with dead appliances, loaded items to be recycled	SF
12/22/2020	Office	Routine	Brought mail to office, completed paperwork	KM
12/22/2020	Playground	Routine	Cleaned restroom	SF
12/22/2020	Shop	Routine	Emptied trash from van, aired up Toro and John Deere mower tires	KM
12/22/2020	Shop	Routine	Worked on equipment, tried to get generator started	SF
12/23/2020	Housing Area	Routine	Worked on light at mailbox structure	SF
12/23/2020	Office	Routine	Brought mail to office, completed paperwork	SF
12/23/2020	Shop	Routine	Cleaned and organized work area	SF
12/28/2020	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/28/2020	Office	Routine	Completed paperwork	SF
12/28/2020	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van, unloaded and put away tools	KM
12/28/2020	Shop	Routine	Met former resident to pick up items left in unit attic	SF
12/28/2020	Shop	Routine	Researched parts, put together a supply order, cleaned up	SF
12/29/2020	Office	Routine	Brought mail to office, completed paperwork	KM

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12/29/2020	Office	Routine	Hung blinds in Tracey's office, dug dirt from crawlspace, screwed down ramp at front door, completed paperwork	SF
12/29/2020	Shop	Routine	Emptied trash from van and around work bench, put tools away	KM
12/29/2020	Shop	Routine	Hooked up dump trailer and secured load, cleaned out van, hauled out trash and recycled cardboard, completed paperwork for equipment disposition, swept, cleaned work area	SF
12/29/2020	Town	Routine	Hauled items to scrap yard	SF
12/30/2020	Office	Routine	Took out office trash, brought mail to office, completed paperwork	KM
12/30/2020	Office	Routine	Watered plants, researched blinds for front office door, completed paperwork	SF
12/30/2020	Shop	Routine	Helped organize shop, emptied trash cans	KM
12/30/2020	Shop	Routine	Emptied trash from van, restocked tools and supplies in van	KM
12/30/2020	Shop	Routine	Organized lumber on racks, cleaned up shelving, moved some items to mezzanine, cleaned up and reorganized woodworking area, met flooring contractor for measurements and samples	SF
<b>Groundskeeping</b>				
12/1/2020	Housing Area	Grounds	Trash pickup	KM
12/1/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/2/2020	Housing Area	Grounds	Trash pickup	KM
12/3/2020	Housing Area	Grounds	Trash pickup	KM
12/3/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/4/2020	Housing Area	Grounds	Trash pickup	KM
12/4/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/7/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/8/2020	Housing Area	Grounds	Trash pickup	KM
12/9/2020	Housing Area	Grounds	Trash pickup	KM
12/9/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/10/2020	Housing Area	Grounds	Trash pickup	KM
12/11/2020	Housing Area	Grounds	Trash pickup	KM
12/11/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/14/2020	Housing Area	Grounds	Trash pickup	KM
12/14/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/15/2020	Housing Area	Grounds	Trash pickup	KM
12/15/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/16/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/17/2020	Housing Area	Grounds	Trash pickup	KM
12/18/2020	Housing Area	Grounds	Trash pickup	KM
12/21/2020	Housing Area	Grounds	Trash pickup	KM
12/21/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/22/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/23/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF

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12/28/2020	Housing Area	Grounds	Trash pickup	KM
12/28/2020	Playground	Grounds	Sprayed disinfectant on equipment	SF
12/29/2020	Housing Area	Grounds	Trash pickup	KM
12/30/2020	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
12/1/2020	Town	Admin	Courier run	KM
12/2/2020	Town	Admin	Courier run	KM
12/3/2020	Town	Admin	Courier run	KM
12/7/2020	Town	Admin	Courier run	SF
12/14/2020	Town	Admin	Courier run	SF
12/17/2020	Town	Admin	Courier run	KM
12/28/2020	Town	Admin	Courier run	KM
12/29/2020	Town	Admin	Courier run	KM
12/30/2020	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
12/28/2020			Part day PTO	KM
12/2/2020			Part day PTO	SF
12/7/2020			Part day PTO	SF
12/7/2020			PTO	KM
12/8/2020			Part day PTO	KM
12/8/2020			Part day PTO	SF
12/9/2020			Part day PTO	KM
12/11/2020			Part day PTO	SF
12/14/2020			Part day PTO	KM
12/15/2020			Part day PTO	SF
12/16/2020			PTO	KM
12/17/2020			Part day PTO	SF
12/18/2020			Part day PTO	SF
12/22/2020			Part day PTO	KM
12/23/2020			Part day PTO	SF
12/23/2020			PTO	KM
12/24/2020			Admin leave/PTO for Christmas holiday	SF
12/24/2020			Admin leave/PTO for Christmas holiday	KM
12/25/2020			Christmas holiday	SF
12/25/2020			Christmas holiday	KM
12/28/2020			Part day PTO	SF
12/29/2020			Part day PTO	KM
12/30/2020			Part day PTO	KM
12/31/2020			Admin leave/PTO New Year's holiday	KM
12/31/2020			Admin leave/PTO New Year's holiday	SF