

**Coquille Indian Housing Authority
Maintenance Report
March 2021**

| DATE | LOCATION | TYPE OF WORK | WORK PERFORMED | REP |
|---------------------|----------|--------------|--|-----|
| Vacant Units | | | | |
| 03/01/21 | 2670D | Vacant Unit | Cleaned fixtures, shelving brackets, and clips, reassembled | SF |
| 03/02/21 | 2670D | Vacant Unit | Removed appliances in prep for flooring, replaced heater thermostats, replaced tub insert and stopper, installed shower rods and brackets, cleaned tub, installed towel bars, cleaned up | SF |
| 03/02/21 | 2670D | Vacant Unit | Removed blind brackets, made supply list, cleaned up, took tools to van | KM |
| 03/03/21 | 2670D | Vacant Unit | Cut blinds, gathered brackets, took tools down to van | KM |
| 03/03/21 | 2670D | Vacant Unit | Moved items to garage in prep for flooring, cleaned up, replaced garage door trim and adjusted door, spackled holes in garage, replaced blown off ridge cap, repaired gate on back deck, installed and secured deck railing, repaired steps, installed roofing on steps | SF |
| 03/04/21 | 2670D | Vacant Unit | Installed cove base, cleaned up | SF |
| 03/04/21 | 2670D | Vacant Unit | Pulled mounting brackets for blinds, installed new support brackets and blinds, cleaned up | KM |
| 03/08/21 | 2670D | Vacant Unit | Completed employee interview, returned tools to van | KM |
| 03/08/21 | 2670D | Vacant Unit | Moved doors and appliances in prep for flooring, met installers | SF |
| 03/09/21 | 2670D | Vacant Unit | Installed doors and hardware after painting, removed screens to be repaired, installed remaining blind brackets, cleaned up | KM |
| 03/09/21 | 2670D | Vacant Unit | Removed and replaced master bathroom vent fan, installed dishwasher, installed bifold doors and mirrors, cleaned up, removed items from unit for cleaning contractor | SF |
| 03/10/21 | 2670D | Vacant Unit | Installed bifold doors, planed bottom of bedroom door, stained trim and toe kick, cut and installed toe kick and trim in kitchen and bathrooms, replaced three window glass units, cleaned up | SF |
| 03/11/21 | 2670D | Vacant Unit | Loaded trash and hauled to dumpster, repaired bedroom window, caulked entry doors, cleaned bathroom drain, blew out bathroom vent fan, spray painted heaters covers and reinstalled, met cleaner | SF |
| 03/12/21 | 2670D | Vacant Unit | Touched up paint, cleaned kitchen cabinets | KM |
| 03/15/21 | 2670D | Vacant Unit | Installed and wiped shelving, removed and replaced rotten trim on back door, caulked and painted trim, prepped storm door for installation, caulked windows and siding on back deck area | SF |
| 03/16/21 | 2670D | Vacant Unit | Finished touching up paint on back deck area, siding, and trim, installed new storm door on back deck, touched up paint on front and back doors, hauled items to garage, brought up and installed refrigerator, cleaned dryer ducting, cleaned and reinstalled dryer booster fan | SF |
| 03/16/21 | 2670D | Vacant Unit | Rebuilt screens, loaded up tools, cleaned up | KM |
| 03/17/21 | 2670D | Vacant Unit | Cleaned up, loaded items in garage into van, sprayed window locks, took apart and sprayed the window balances | SF |
| 03/18/21 | 2670D | Vacant Unit | Cleaned out garage, hauled stuff to shop, programmed light timer, cleaned exterior light fixtures and replaced bulbs, swept and vacuumed floors, sealed back door, wiped countertops, cleaned up | SF |

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| 03/18/21 | 2670D | Vacant Unit | Rebuilt new screens, repaired drawer in kitchen, removed tools and trash from unit | KM |
| 03/19/21 | 2670D | Vacant Unit | Finished installing kitchen faucet, wiped down countertops, mopped floors throughout, replaced mail box lock and duplicated keys | SF |
| 03/19/21 | 2670D | Vacant Unit | Ready for occupancy | |
| Work Orders | | | | |
| 03/04/21 | 2603 | Work Order | Looked into possible leak, crawled under house, replaced two vent screens, may replace water heater | SF |
| 03/05/21 | 2603 | Work Order | Replaced water heater, loaded up old one, cleaned up | SF |
| 03/08/21 | 2603 | Work Order | Located leak in water line underground, dug up area where line goes under footing of home, repaired leak, buried line, raked ground | SF |
| 03/17/21 | 2605 | Work Order | Replaced two bedroom blinds and brackets | SF |
| 03/11/21 | 2616 | Work Order | Snaked kitchen drain line, replaced cracked sprayer head, tightened kitchen faucet, checked sewer holding tank | SF |
| 03/22/21 | 2616 | Work Order | Removed toilet, replaced leaking wax seal, cleaned up | SF |
| 03/25/21 | 2620A | Work Order | Dropped off stove drip bowls | SF |
| 03/17/21 | 2624 | Work Order | Dropped off CARES box, fueled weedeater and changed string, checked on light | SF |
| 03/29/21 | 2627 | Work Order | Installed new patio blinds, bedroom blind, and towel bar in bathroom | SF |
| 03/23/21 | 2660 | Work Order | Helped remove garage wall, swept, loaded tools, cleaned up | KM |
| 03/23/21 | 2660 | Work Order | Removed wall in garage, cleaned up, hauled items to dumpster, removed refrigerator and took to shop | SF |
| 03/26/21 | Memorial | Work Order | Helped remove, plane, and reinstall boards | KM |
| 03/26/21 | Memorial | Work Order | Removed boards, ran through planer, reinstalled | SF |
| 03/29/21 | Memorial | Work Order | Removed boards, ran through planer, reinstalled | SF |
| 03/30/21 | Memorial | Work Order | Removed boards, ran through planer, installed new plates, reinstalled | SF |
| 03/30/21 | Memorial | Work Order | Removed boards, ran through planer, installed new plates, reinstalled | KM |
| 03/31/21 | Memorial | Work Order | Installed name plates | KM |
| Routine Activities | | | | |
| 03/01/21 | Office | Routine | Checked oil in backup generator, gathered fuel slips, brought mail to office, completed paperwork | KM |
| 03/01/21 | Office | Routine | Completed paperwork | SF |
| 03/01/21 | Playground | Routine | Cleaned and restocked restroom | KM |
| 03/01/21 | Shop | Routine | Checked fluid level in golf cart | KM |
| 03/01/21 | Shop | Routine | Cleaned out van, loaded supplies, repaired cabinet door | SF |
| 03/02/21 | Housing Area | Routine | Picked up lawn equipment after resident use | KM |
| 03/02/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/02/21 | Office | Routine | Ordered supplies, completed paperwork | SF |
| 03/02/21 | Shop | Routine | Emptied trash from van and golf cart, put away tools, checked oil in vehicles | KM |
| 03/03/21 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |

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| 03/03/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/03/21 | Office | Routine | Completed paperwork | SF |
| 03/03/21 | Shop | Routine | Emptied trash from van and golf cart, put away tools | KM |
| 03/03/21 | Town | Routine | Picked up glass and supplies | SF |
| 03/04/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/04/21 | Office | Routine | Completed paperwork | SF |
| 03/04/21 | Shop | Routine | Detailed refrigerator to go into vacant unit, swapped doors to open other direction, met delivery truck | SF |
| 03/04/21 | Shop | Routine | Emptied trash from van and golf cart, put away tools, restocked van | KM |
| 03/05/21 | Housing Area | Routine | Dropped off lawn equipment for resident use | KM |
| 03/05/21 | Office | Routine | Gathered trash, brought mail to office, completed paperwork | KM |
| 03/05/21 | Office | Routine | Watered plants, completed paperwork | SF |
| 03/08/21 | Office | Routine | Checked oil in backup generator, brought mail to office, completed paperwork | KM |
| 03/08/21 | Office | Routine | Researched shelving, completed paperwork | SF |
| 03/08/21 | Playground | Routine | Cleaned and restocked restroom | KM |
| 03/08/21 | Shop | Routine | Cleaned out van, washed shop towels | SF |
| 03/08/21 | Shop | Routine | Emptied trash from van, put away tools, restocked supplies, checked fluid level on golf cart | KM |
| 03/09/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/09/21 | Office | Routine | Completed paperwork | SF |
| 03/09/21 | Shop | Routine | Emptied trash from van, put away tools, restocked supplies | KM |
| 03/09/21 | Town | Routine | Fueled van | KM |
| 03/10/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/10/21 | Office | Routine | Completed paperwork | SF |
| 03/10/21 | Shop | Routine | Cleaned and worked on lawn mower, cleaned out van, put away tools and supplies | SF |
| 03/10/21 | Shop | Routine | Emptied trash from van, put away tools and supplies | KM |
| 03/11/21 | Housing Area | Routine | Picked up lawn equipment after resident use | SF |
| 03/11/21 | Office | Routine | Watered plants, completed paperwork | SF |
| 03/11/21 | Shop | Routine | Cleaned out van, wiped door locks with polish | SF |
| 03/12/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/12/21 | Shop | Routine | Emptied trash from van, put away tools | KM |
| 03/15/21 | Office | Routine | Attended staff meeting, completed paperwork | SF |
| 03/15/21 | Office | Routine | Attended staff meeting, checked oil in backup generator, brought mail to office, completed paperwork | KM |
| 03/15/21 | Playground | Routine | Cleaned and restocked restroom | KM |
| 03/15/21 | Shop | Routine | Checked fluid level in golf cart, emptied trash from van, put away tools | KM |
| 03/15/21 | Shop | Routine | Unloaded van, gathered supplies | SF |
| 03/15/21 | Town | Routine | Dropped Lyman off at Les Schwab | KM |
| 03/16/21 | Office | Routine | Brought mail to office, completed paperwork | KM |

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| 03/16/21 | Office | Routine | Worked on front door, changed doorknob | SF |
| 03/16/21 | Shop | Routine | Emptied trash from van, put away tools | KM |
| 03/17/21 | Office | Routine | Completed paperwork | SF |
| 03/17/21 | Shop | Routine | Hauled cardboard to recycling and trash to dumpster, cleaned out van, put away tools and materials | SF |
| 03/18/21 | Housing Area | Routine | Picked up lawn equipment after resident use | KM |
| 03/18/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/18/21 | Office | Routine | Completed paperwork | SF |
| 03/18/21 | Shop | Routine | Emptied trash from van, put away tools | KM |
| 03/18/21 | Shop | Routine | Unloaded van, gathered supplies | SF |
| 03/18/21 | Town | Routine | Fueled van, picked up glass units and supplies | SF |
| 03/19/21 | Housing Area | Routine | Delivered flyers for Resident Services | KM |
| 03/19/21 | Office | Routine | Emptied trash, brought mail to office, completed paperwork | KM |
| 03/19/21 | Office | Routine | Watered plants, completed paperwork | SF |
| 03/22/21 | Office | Routine | Checked oil in backup generator, brought mail to office, completed paperwork | KM |
| 03/22/21 | Office | Routine | Completed paperwork | SF |
| 03/22/21 | Playground | Routine | Cleaned and restocked restroom | KM |
| 03/22/21 | Shop | Routine | Checked fluid level in golf cart, emptied trash from van, put away tools | KM |
| 03/22/21 | Shop | Routine | Removed and cleaned all hand sanitizer dispensers, repaired lawn mowers, ran equipment, swept, cleaned up | SF |
| 03/23/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/23/21 | Office | Routine | Met with Debbie about office maintenance items, repaired kitchen cabinets, raised and lowered flags | SF |
| 03/23/21 | Shop | Routine | Emptied trash from van, loaded tools | KM |
| 03/24/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/24/21 | Office | Routine | Reinstalled cabinet door, installed wood stands for plexiglass shield | SF |
| 03/24/21 | Shop | Routine | Checked oil in mowers and lawn equipment, emptied trash from van, unloaded and put away tools | KM |
| 03/24/21 | Shop | Routine | Worked on lawn equipment that wouldn't start, made stands for office front desk plexiglass shield, cleaned up, met with Lyman | SF |
| 03/25/21 | Housing Area | Routine | Posted pest control notices | KM |
| 03/25/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/25/21 | Office | Routine | Measured and ordered glass units to be replaced, put together supply order, researched playground surfacing, attended Board meeting | SF |
| 03/25/21 | Playground | Routine | Removed two pathlight fixtures and installed new ones, checked playground equipment for safety issues | SF |
| 03/25/21 | Shop | Routine | Emptied trash from van, put away tools, swept floors, lubed weed eaters | KM |
| 03/25/21 | Shop | Routine | Unloaded van, put away tools and supplies, programmed gate codes, helped test cell booster, worked on mower | SF |

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| 03/26/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/26/21 | Office | Routine | Watered plants, completed paperwork | SF |
| 03/26/21 | Shop | Routine | Cleaned up, emptied planer dust collector, put away tools | SF |
| 03/26/21 | Shop | Routine | Emptied trash from van, put away tools | KM |
| 03/29/21 | Office | Routine | Checked oil in backup generator, brought mail to office, completed paperwork | KM |
| 03/29/21 | Office | Routine | Removed hand sanitizer stations, took to shop to clean out, put in new sanitizer and reinstalled, completed paperwork | SF |
| 03/29/21 | Playground | Routine | Cleaned and restocked restroom | KM |
| 03/29/21 | Shop | Routine | Checked fluid level in golf cart, helped refurbish Killich Memorial Wall | KM |
| 03/30/21 | Housing Area | Routine | Met with Roto Rooter to perform sewer pump tank maintenance | SF |
| 03/30/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/30/21 | Office | Routine | Completed paperwork | SF |
| 03/30/21 | Shop | Routine | Emptied trash from van and golf cart, put away tools, restocked van | KM |
| 03/31/21 | Office | Routine | Brought mail to office, completed paperwork | KM |
| 03/31/21 | Office | Routine | Completed paperwork | SF |
| 03/31/21 | Shop | Routine | Emptied trash from van, put away tools and supplies | KM |
| 03/31/21 | Shop | Routine | Performed maintenance on lawn equipment, John Deere, and mower deck; added, spread, and compacted gravel in front of garage door aprons and at the gate; filled pot holes; cleaned out dust collection bag from planing KMW boards, began working on pump cover | SF |
| Groundskeeping | | | | |
| 03/01/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/01/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/02/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/02/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/03/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/04/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/04/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/05/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/08/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/08/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/09/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/10/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/10/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/11/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/12/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/15/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/15/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/16/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/16/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |

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|-----------------------|--------------|--------------|--|-----|
| 03/17/21 | Housing Area | Grounds | Cut up blown down tree | SF |
| 03/17/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/18/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/19/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/19/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/22/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/23/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/23/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/24/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/24/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/25/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/25/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/26/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/26/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/29/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/29/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| 03/30/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/31/21 | Housing Area | Grounds | Trash pickup | KM |
| 03/31/21 | Playground | Grounds | Sprayed disinfectant on equipment | SF |
| Admin Support | | | | |
| 03/01/21 | Town | Admin | Courier run | SF |
| 03/04/21 | 2670D | Admin | Attempted to get employee interview for flooring installer | KM |
| 03/05/21 | Town | Admin | Courier run | KM |
| 03/12/21 | Town | Admin | Courier run | KM |
| 03/25/21 | Town | Admin | Courier run | KM |
| 03/30/21 | Housing Area | Admin | Conducted employee interview | KM |
| 03/31/21 | Town | Admin | Courier run | KM |
| Staff Time Off | | | | |
| 03/01/21 | | | Part day PTO | KM |
| 03/02/21 | | | Part day PTO | KM |
| 03/03/21 | | | Part day PTO | KM |
| 03/08/21 | | | Part day PTO | SF |
| 03/10/21 | | | Part day PTO | KM |
| 03/11/21 | | | PTO | KM |
| 03/12/21 | | | PTO | SF |
| 03/15/21 | | | Part day PTO | KM |
| 03/17/21 | | | PTO | KM |
| 03/22/21 | | | Part day PTO | KM |
| 03/29/21 | | | Part day PTO | KM |
| 03/31/21 | | | Part day PTO | KM |
| 03/31/21 | | | Part day PTO | SF |