

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
04/12/21	520	Vacant Unit	Went through unit, completed potential move out charges sheet	SF
04/15/21	520	Vacant Unit	Removed carpet and padding and took to shed, removed blinds	SF
04/15/21	520	Vacant Unit	Scraped up carpet padding and moved to shed, removed bifold door brackets, swept floors, cleaned up	KM
04/16/21	520	Vacant Unit	Scraped up VCT, unloaded tools	KM
04/19/21	520	Vacant Unit	Scraped up flooring, removed carpet strip	SF
04/20/21	520	Vacant Unit	Unloaded trash and tools, scraped up VCT and vinyl flooring, swept	KM
04/21/21	520	Vacant Unit	Scraped up flooring	SF
04/21/21	520	Vacant Unit	Scraped VCT and vinyl from floor, swept floors, loaded up trash cans	KM
04/22/21	520	Vacant Unit	Scraped up VCT and vinyl, cleaned up	KM
04/23/21	520	Vacant Unit	Scraped up VCT and vinyl, cleaned up	KM
04/26/21	520	Vacant Unit	Scraped up flooring, removed cove base, sprayed and cleaned some walls, removed dishwasher, hauled flooring to dumpster	SF
04/26/21	520	Vacant Unit	Unloaded tools, scraped vinyl and VCT from floor, cleaned up	KM
04/29/21	520	Vacant Unit	Prepped unit for paint, scrubbed walls, removed shelving, brackets, and hooks, removed tack strip, textured in some spots	SF
04/29/21	520	Vacant Unit	Removed light covers, outlet covers, and switch plates, changed bulbs to LED, cleaned up	KM
04/28/21	520	Vacant Unit	Scraped floors, removed outlet plates, unloaded tools, filled holes	KM
04/12/21	2646D	Vacant Unit	Dropped off bed linen	SF
04/13/21	2646D	Vacant Unit	Made up beds, cleaned walls, moved furniture for cleaning, sprayed oven, replaced blind in living room, met with cleaning contractor, set up fans and dehumidifiers	SF
04/15/21	2646D	Vacant Unit	Emptied dehumidifier and moved fan, replaced outlet in bedroom, dropped off clean bedding, started dishwasher	SF
04/05/21	2670C	Vacant Unit	Picked up dump trailer, unloaded garbage into dumpster at shop	SF
04/09/21	2670C	Vacant Unit	Took dump trailer to unit	SF
04/12/21	2670C	Vacant Unit	Set up ozone generator in bedrooms, picked up dump trailer, emptied trash into dumpster, met with resident	SF
04/13/21	2670C	Vacant Unit	Picked up ozone generator, aired out unit	SF
04/15/21	2670C	Vacant Unit	Removed items left in unit, closed windows	SF
Work Orders				
04/05/21	506	Work Order	Worked on refrigerator, de-iced coils	SF
04/20/21	506	Work Order	Replaced refrigerator not working properly	SF
04/07/21	512	Work Order	Cleaned and sprayed storage shed floor	SF
04/08/21	512	Work Order	Set up ozone generator in unit, moved plants to shed	SF
04/09/21	512	Work Order	Picked up ozone generator, aired out unit, replaced bath window glass	SF
04/07/21	706	Work Order	Met with resident about installing new toilet, checked shower valve	SF
04/13/21	2603	Work Order	Replaced part on water heater, crawled under home to check shower issue and drain	SF

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04/15/21	2603	Work Order	Cut access in drywall behind shower to check on possible leak, cleaned up under shower area	SF
04/19/21	2603	Work Order	Met with fiberglass repair contractor for shower repair	SF
04/22/21	2603	Work Order	Crawled under home to install mesh around shower drain access	SF
04/23/21	2605	Work Order	Repaired fence	KM
04/26/21	2605	Work Order	Repaired and replaced fence boards	SF
04/15/21	Elders	Work Order	Went to check on steps to install a handrail, measured for new steps	SF
04/20/21	2616	Work Order	Stopped by to repair blind, spoke with resident about repairs needed	SF
04/21/21	2616	Work Order	Replaced rail for sliding door blinds	SF
04/15/21	2620	Work Order	Repaired and replaced fence boards	SF
04/20/21	2629	Work Order	Replaced two blinds, replaced screen material on screen door, replaced heater thermostat, repaired leaking faucet, replaced toilet seat, looked into issue with dishwasher	SF
04/22/21	2629	Work Order	Uncrated and installed new dishwasher, hauled off old one	SF
04/21/21	2659	Work Order	Looked into issues, scheduled repair	SF
04/22/21	2659	Work Order	Installed splash block, repaired trim around bathroom window	SF
04/26/21	2659	Work Order	Looked into dampness in kitchen corner cabinet, wiped down cabinet, checked under sink for leak	SF
04/29/21	2673	Work Order	Replaced garbage disposal	SF
04/01/21	Memorial	Work Order	Finished installing new name plates, cleaned up area	KM
Routine Activities				
04/01/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/01/21	Office	Routine	Submitted work order to PP&L for burned out street light, completed paperwork	SF
04/01/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/01/21	Shop	Routine	Performed maintenance on equipment and heaters, water heater, and bathroom vent fans, replaced one GFCI	SF
04/02/21	Housing Area	Routine	Dropped off mower and weed eaters for resident use	SF
04/02/21	Office	Routine	Watered plants, stacked paper for Deb, hauled out trash, completed paperwork	SF
04/02/21	Shop	Routine	Replaced some batteries in heater thermostats, tested heaters, worked on testing cell booster, cleaned out van, loaded mowers and weed eaters	SF
04/05/21	Housing Area	Routine	Made list of addresses with long lawns	KM
04/05/21	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
04/05/21	Office	Routine	Completed paperwork	SF
04/05/21	Playground	Routine	Blew bark from court and sidewalks, shoveled bark from rubber mats under swings, cut fabric out, raked bark around merry-go-round	SF
04/05/21	Shop	Routine	Checked fluid level on golf cart, gathered fuels slips, emptied trash from van, put away tools	KM

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04/05/21	Shop	Routine	Worked on a mower, loaded mowers to take in for maintenance and repair, uncrated refrigerator and plugged in, unloaded new refrigerator from truck and took it upstairs	SF
04/05/21	Town	Routine	Dropped off lawn equipment for maintenance and repair, picked up new refrigerator	SF
04/06/21	2646D	Routine	Secured and checked out unit after keys were turned in, called cleaning contractor	SF
04/06/21	Office	Routine	Brought mail to office, completed paperwork	SF
04/06/21	Shop	Routine	Met with Pacific Air Comfort for preventive maintenance on HVAC, worked on and cleaned up mowers, organized van and work area	SF
04/07/21	2646D	Routine	Picked up and removed trash and recycling, removed all bedding, started washing linen	SF
04/07/21	Housing Area	Routine	Met with directional drill company to locate sewer line	SF
04/07/21	Housing Area	Routine	Picked up and cleaned rug cleaner after resident use	KM
04/07/21	Office	Routine	Emptied back office trash cans, cleaned back office bathroom, brought mail to office, completed paperwork	KM
04/07/21	Shop	Routine	Performed preventive maintenance items using checklist	SF
04/07/21	Shop	Routine	Unloaded trash from van, unloaded and put away tools, swept floors around table saws and work areas, organized work area	KM
04/07/21	Town	Routine	Picked up supplies and glass units, made bank deposit, checked on mowers at Bi-Mart	SF
04/08/21	2646D	Routine	Washed bedding and towels, looked over unit for work needed	SF
04/08/21	Housing Area	Routine	Picked up lawn equipment after resident use	SF
04/08/21	Housing Area	Routine	Replaced light and solar panel at upper mailbox structure	SF
04/08/21	Office	Routine	Replaced two window glass units, reviewed playground file for surfacing information, completed paperwork	SF
04/08/21	Office	Routine	Tightened bolts on all chairs throughout office, brought mail to office, completed paperwork	KM
04/08/21	Shop	Routine	Cleaned work area, located and priced new charger for golf cart, tried troubleshooting old charger	SF
04/08/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/09/21	Housing Area	Routine	Dropped off and picked up lawn equipment at various residences	KM
04/09/21	Office	Routine	Finished tightening bolts on office chairs, took out trash, cleaned back office bathroom	KM
04/09/21	Office	Routine	Replaced window glass unit, watered plants, completed paperwork	SF
04/09/21	Shop	Routine	Filled lawn equipment with gas and dropped off for resident use, unloaded van, cleaned a mower	SF
04/12/21	Housing Area	Routine	Made list of addresses with long lawns	KM
04/12/21	Housing Area	Routine	Picked up lawn equipment after resident use	SF
04/12/21	Office	Routine	Removed cobwebs and checked exterior bulbs, checked oil in backup generator, brought mail to office, completed paperwork	KM

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04/12/21	Playground	Routine	Cleaned and stocked restroom	KM
04/12/21	Shop	Routine	Checked fluid level on golf cart, emptied trash from van, put away tools	KM
04/12/21	Shop	Routine	Cleaned restrooms, emptied garbage cans, called for dumpster pickup, rotated laundry, met with contractor for HVAC/heat pump maintenance, cleaned and tested mowers	SF
04/13/21	Office	Routine	Finished removing cobwebs from exterior of office, wiped down all doors, brought mail to office, completed paperwork	KM
04/13/21	Office	Routine	Met with Lyman, brought mail to office, completed paperwork	SF
04/13/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/15/21	Housing Area	Routine	Dumped dirt from trailer	SF
04/15/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/15/21	Office	Routine	Completed paperwork	SF
04/15/21	Office	Routine	Met with Lyman and Debbie, completed paperwork	SF
04/15/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/15/21	Shop	Routine	Set up trailer, filled tank for weed spraying	SF
04/15/21	Shop	Routine	Unloaded van, wiped down restroom	SF
04/15/21	Town	Routine	Dropped off lawn equipment for repair	SF
04/15/21	Town	Routine	Dropped off mail, picked up lawn equipment, fueled van	SF
04/16/21	Office	Routine	Lowered flag to half staff, brought mail to office, helped prep for carpet and window cleaning, completed paperwork	KM
04/16/21	Office	Routine	Prepped office for carpet cleaning and window cleaning, watered plants, put together supply order	SF
04/16/21	Playground	Routine	Cleaned restroom	KM
04/16/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/19/21	Office	Routine	Helped replace items after carpet cleaning, moved bookshelf from shop to office, brought mail to office, completed paperwork	KM
04/19/21	Office	Routine	Put office back together after carpet cleaning, moved shelf, secured wires under conference table, loaded supply order, took dehumidifiers and fans to shop, completed paperwork	SF
04/19/21	Shop	Routine	Checked fluid level on golf cart, emptied trash from van, put away tools	KM
04/19/21	Shop	Routine	Unloaded supplies and equipment from van and put away, organized van	SF
04/20/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/20/21	Office	Routine	Made phone calls, completed paperwork	SF
04/20/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/21/21	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
04/21/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/21/21	Office	Routine	Completed paperwork	SF
04/21/21	Playground	Routine	Unlocked restroom for contractor	KM
04/21/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/21/21	Shop	Routine	Worked on projects organized work areas	SF

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04/21/21	Town	Routine	Fueled truck and grounds cans, picked up supplies	SF
04/22/21	Housing Area	Routine	Dropped off and picked up lawn equipment at various residences	KM
04/22/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/22/21	Office	Routine	Watered plants, reviewed projects with Lyman, completed paperwork	SF
04/22/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/22/21	Shop	Routine	Unloaded van, cleaned up, brought down dishwasher	SF
04/23/21	Housing Area	Routine	Picked up lawn equipment after resident use	KM
04/23/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/23/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/26/21	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
04/26/21	Office	Routine	Ordered supplies, did procurement and researched products, completed paperwork	SF
04/26/21	Playground	Routine	Cleaned and restocked restroom	KM
04/26/21	Shop	Routine	Checked fluid level on golf cart, emptied trash from van, unloaded and put away tools	KM
04/26/21	Shop	Routine	Set up charger on golf cart, gathered materials and tools, cleaned out van, put away tools and supplies	SF
04/27/21	Office	Routine	Researched inspection cameras, completed paperwork	SF
04/27/21	Playground	Routine	Installed Little Free Library	SF
04/27/21	Shop	Routine	Worked on Little Free Library posts, glued laminate on top of shelves for office, cleaned up, put things away	SF
04/27/21	Town	Routine	Picked up paint and supplies, dropped off mail	SF
04/28/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/28/21	Office	Routine	Made phone calls, researched lawn mowers, brought shelf back to office after installing laminate	SF
04/28/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/28/21	Shop	Routine	Worked on Little Free Library boxes, cleaned up, wiped down restrooms	SF
04/29/21	Housing Area	Routine	Picked up lawn equipment after resident use	KM
04/29/21	Housing Area	Routine	Posted pest control flyers	KM
04/29/21	Office	Routine	Brought mail to office, completed paperwork	KM
04/29/21	Office	Routine	Made phone calls, researched playground surfacing materials, completed paperwork	SF
04/29/21	Shop	Routine	Cleaned and organized van, painted two coats on two interior doors	SF
04/29/21	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
04/30/21	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
04/30/21	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
04/30/21	Office	Routine	Watered plants, completed paperwork	SF
04/30/21	Shop	Routine	Cleaned restrooms, emptied trash from van, unloaded and put away tools	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
04/30/21	Shop	Routine	Worked on pole building gate, performed maintenance on 801 and 831 gates, greased and tightened wheels, sprayed cables	SF
Projects				
04/05/21	2617	Project	Took dump trailer to unit for Front Yard Makeover work	SF
04/06/21	2617	Project	Picked up dump trailer, hauled brush to burn pile	SF
04/08/21	2617	Project	Located utilities for Front Yard Makeover	SF
04/13/21	2617	Project	Dropped off dump trailer for Front Yard Makeover, picked it up when full and took to warehouse	SF
04/07/21	2660	Project	KAH project unit, crawled under home and shut off water line to refrigerator, turned water to unit on, ran water in all drains	SF
04/12/21	Shop	Project	Worked on mounts for Little Free Library	SF
04/20/21	Shop	Project	Worked on Little Free Library boxes, cleaned up	SF
04/28/21	Housing Area	Project	Installed Little Free Libraries around loop	SF
Groundskeeping				
04/01/21	Housing Area	Grounds	Trash pickup	KM
04/01/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/05/21	Housing Area	Grounds	Trash pickup	KM
04/05/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/06/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/07/21	Housing Area	Grounds	Trash pickup	KM
04/07/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/08/21	Housing Area	Grounds	Trash pickup	KM
04/09/21	Housing Area	Grounds	Trash pickup	KM
04/12/21	Housing Area	Grounds	Trash pickup	KM
04/12/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/13/21	Housing Area	Grounds	Trash pickup	KM
04/15/21	Housing Area	Grounds	Sprayed weeds from Miluk gate up top all the way to the highway on both sides, sprayed loop, cul-de-sac, and around shop	SF
04/15/21	Housing Area	Grounds	Trash pickup	KM
04/16/21	Housing Area	Grounds	Trash pickup	KM
04/16/21	Playground	Grounds	Sprayed disinfectant on equipment	SF
04/19/21	Housing Area	Grounds	Marked out bad spots in sidewalk that were hazards	SF
04/19/21	Housing Area	Grounds	Trash pickup	KM
04/20/21	Housing Area	Grounds	Trash pickup	KM
04/21/21	Housing Area	Grounds	Trash pickup	KM
04/22/21	Housing Area	Grounds	Trash pickup	KM
04/23/21	Housing Area	Grounds	Trash pickup	KM
04/26/21	Housing Area	Grounds	Trash pickup	KM
04/28/21	Housing Area	Grounds	Trash pickup	KM
04/29/21	Housing Area	Grounds	Trash pickup	KM
04/30/21	Housing Area	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Admin Support				
04/05/21	Housing Area	Admin	Conducted employee interview for Front Yard Makeover	KM
04/05/21	Town	Admin	Courier run	KM
04/13/21	Town	Admin	Courier run	KM
04/30/21	Town	Admin	Courier run	KM
Staff Time Off				
04/02/21			PTO	KM
04/05/21			Part day PTO	KM
04/06/21			PTO	KM
04/13/21			Part day PTO	KM
04/14/21			PTO	KM
04/21/21			Part day PTO	KM
04/21/21			Part day PTO	SF
04/22/21			Part day PTO	SF
04/22/21			Part day PTO	KM
04/23/21			PTO	SF
04/27/21			Part day PTO	SF
04/27/21			PTO	KM
04/28/21			Part day PTO	SF