

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
5/3/2021	520	Vacant Unit	Cut out rusted corner bead on bedroom closet and utility room corners, cleaned up, met with flooring contractor for measurements	SF
5/3/2021	520	Vacant	Unloaded tools from van, cleaned up tack strips, swept floor	KM
5/4/2021	520	Vacant Unit	Made drywall repairs, installed corner bead and mud, cleaned up, hauled trash cans and flooring to dumpster	SF
5/4/2021	520	Vacant Unit	Removed door knobs, unloaded tools, filled holes in walls, removed towel bar, scraped around windows, cleaned up	KM
5/5/2021	520	Vacant	Removed heater and light covers, blew out heaters	KM
5/6/2021	520	Vacant	Finished spackling, cleaned up, began priming and painting	KM
5/6/2021	520	Vacant	Sanded, textured, primed drywall repairs, began painting	SF
5/7/2021	520	Vacant	Made repairs, rekeyed all locks, adjusted door	SF
5/10/2021	520	Vacant	Painted walls	SF
5/10/2021	520	Vacant	Unloaded tools, moved doors, cleaned up, painted	KM
5/11/2021	520	Vacant	Painted, cleaned up	KM
5/12/2021	520	Vacant	Painted, cleaned up	KM
5/12/2021	520	Vacant	Primed, painted, cleaned up	SF
5/13/2021	520	Vacant	Painted, cleaned up, helped load trash, carpet, and padding for disposal	KM
5/13/2021	520	Vacant Unit	Textured, primed, and painted, removed bathroom flooring and scraped up tiles, hauled cabinet and flooring to dumpster	SF
5/14/2021	520	Vacant Unit	Prepped unit for flooring, hauled items to shed, scraped and cleaned up floors, used scope to check out back end of the tub	SF
5/17/2021	520	Vacant Unit	Moved appliances and other items out in prep for flooring, blew off and swept floors, painted front door, touched up paint, cleaned up	SF
5/18/2021	520	Vacant	Helped unplug gutter drain, loaded tools, cleaned up	KM
5/18/2021	520	Vacant Unit	Replaced front door threshold, ran jetter down both gutter drain lines, pressure washed concrete, met with flooring installer	SF
5/19/2021	520	Vacant	Helped unplug gutter drain, sanded handrail, cleaned up	KM
5/19/2021	520	Vacant	Tried to unplug gutter drain, pressure washed concrete and home	SF
5/20/2021	520	Vacant Unit	Painted exterior front door, touched up around trim and gutter downspouts, cleaned gutters, fit cabinet for bathroom, hauled stuff from shed to warehouse, took down old cable from outside of unit	SF
5/24/2021	520	Vacant Unit	Finished painting exterior of front door, jamb, and trim, installed new blinds, began cleaning and putting things together	SF
5/25/2021	520	Vacant	Cleaned shelving brackets, put things together	SF
5/27/2021	520	Vacant Unit	Installed new water heater, toilet, cove base in bathroom and utility room, installed dishwasher, brought in bathroom cabinet and counter	SF
5/27/2021	520	Vacant	Installed shelving, cleaned up	KM
<b>Work Orders</b>				
5/24/2021	704	Work Order	Looked into noisy bathroom fan, sprayed motor with lube, picked up lawn equipment after resident use	SF

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5/12/2021	2617	Work	Repaired kitchen drawer	SF
5/26/2021	2617	Work Order	Repaired sliding glass door handle, replaced bulb in refrigerator, glued down some counter laminate that had lifted	SF
<b>Routine Activities</b>				
5/3/2021	Housing Area	Routine	Made list of yards with long lawns, dropped off lawn equipment for resident use	KM
5/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/3/2021	Office	Routine	Completed paperwork	SF
5/3/2021	Shop	Routine	Performed gate maintenance for storage ltt, greased wheels, sprayed and tightened chains, removed cover and cleaned, cut block of wood for batteries that were sitting on concrete	SF
5/3/2021	Shop	Routine	Tried to unlock padlock for electric meter panel and ended up having to cut it off with grinder	SF
5/4/2021	Housing	Routine	Picked up lawn equipment after resident use	KM
5/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/4/2021	Office	Routine	Researched products, performed procurement, completed paperwork	SF
5/4/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/4/2021	Shop	Routine	Removed bucket and installed mower deck on John Deere tractor	SF
5/4/2021	Town	Routine	Picked up materials and supplies	KM
5/5/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/5/2021	Office	Routine	Completed paperwork	SF
5/5/2021	Playground	Routine	Wiped down restroom, blew bark from sidewalks and ball court, sprayed disinfectant on equipment, installed and tested two new light fixtures	SF
5/5/2021	Shop	Routine	Repaired mowers, swept floors around mowers, organized, emptied trash from back of van and golf cart, put away tools	KM
5/6/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/6/2021	Office	Routine	Researched products, performed procurement, completed paperwork	SF
5/6/2021	Shop	Routine	Cleaned out van	SF
5/6/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/7/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
5/7/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/7/2021	Office	Routine	Watered plants, completed paperwork	SF
5/7/2021	Shop	Routine	Emptied trash and cleaned restrooms, hauled trash to dumpster	KM
5/7/2021	Shop	Routine	Met Home Depot for delivery	SF
5/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/10/2021	Office	Routine	Completed paperwork	SF
5/10/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/10/2021	Shop	Routine	Organized to make room for a load of underlayment, put away supplies	SF
5/11/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
5/11/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/11/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM

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5/12/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/12/2021	Office	Routine	Researched products, performed procurement, completed paperwork	SF
5/12/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/13/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/13/2021	Office	Routine	Completed paperwork	SF
5/13/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/14/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
5/14/2021	Housing	Routine	Posted flyers for Resident Services	KM
5/14/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
5/14/2021	Office	Routine	Watered plants, completed paperwork	SF
5/14/2021	Shop	Routine	Emptied trash from van	KM
5/14/2021	Shop	Routine	Unloaded van, hauled truck full of carpet and trash to dumpster	SF
5/17/2021	Office	Routine	Loaded up tools, put supplies away	SF
5/18/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
5/18/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/18/2021	Office	Routine	Made phone calls, completed paperwork	SF
5/18/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/18/2021	Town	Routine	Picked up supplies, fueled van, checked on equipment at repair shop	SF
5/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/19/2021	Office	Routine	Researched products, performed procurement, completed paperwork	SF
5/19/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/19/2021	Shop	Routine	Filled tractor with fuel and prepped for mowing, put charger on van	SF
5/20/2021	2608	Routine	Removed master bathroom cabinet and countertop to install in 520	SF
5/20/2021	Housing	Routine	Posted flyers for Resident Services	KM
5/20/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/20/2021	Office	Routine	Researched product, attended Board meeting, completed paperwork	SF
5/20/2021	Shop	Routine	Cleaned restrooms, emptied trash, wiped down counters	KM
5/20/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/20/2021	Shop	Routine	Unloaded supplies and equipment from van	SF
5/21/2021	Office	Routine	Helped move front desk furniture, emptied trash	KM
5/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/21/2021	Office	Routine	Watered plants, helped move office furniture, cleaned up, worked on ice maker, vacuumed floors	SF
5/21/2021	Shop	Routine	Emptied trash from van, cleaned up mower	KM
5/24/2021	Office	Routine	Researched products, completed paperwork	SF
5/24/2021	Playground	Routine	Cleaned and restocked restroom	KM
5/24/2021	Shop	Routine	Checked fluid level in golf cart	KM
5/24/2021	Shop	Routine	Unloaded box van, met Home Depot for delivery, put away doors	SF
5/25/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/25/2021	Office	Routine	Researched products, met with Lyman and Anne about playground, made phone calls, completed paperwork	SF

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5/25/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/25/2021	Town	Routine	Picked up supplies, checked on ramp for box van	SF
5/26/2021	Housing	Routine	Posted pest control notices	KM
5/26/2021	Office	Routine	Brought mail to office, completed paperwork	KM
5/26/2021	Office	Routine	Researched product, put together cabinet for Anne's office, moved boxes of paper to front area, took red blocks to warehouse, made phone	SF
5/26/2021	Shop	Routine	Cut laminate to fit wire shelving at office, met with C&S Fire Services for fire sprinkler inspection, loaded up equipment and mowers	SF
5/26/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/26/2021	Shop	Routine	Swept floors, checked oil in vehicles	KM
5/27/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
5/27/2021	Office	Routine	Completed paperwork	SF
5/27/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
5/27/2021	Shop	Routine	Cleaned out van, loaded supplies, brought down a water heater	SF
5/27/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
<b>Projects</b>				
5/3/2021	Playground	Project	Took pictures and measurements, made phone call and sent email for quote on surfacing	SF
5/6/2021	Playground	Project	Took measurements and drawings for surfacing quotes	SF
5/27/2021	Playground	Project	Met with Anne, Lyman, and Eric with Buell Recreation about surfacing and equipment options	SF
<b>Groundskeeping</b>				
5/3/2021	Housing	Grounds	Trash pickup	KM
5/4/2021	Housing	Grounds	Mowed at the highway and around garden area with the tractor	SF
5/4/2021	Housing	Grounds	Trash pickup	KM
5/5/2021	Housing	Grounds	Trash pickup	KM
5/5/2021	Housing	Grounds	Weedeated around garden area	SF
5/5/2021	Shop	Grounds	Sprayed weeds and grass in storage lot	SF
5/6/2021	Housing	Grounds	Trash pickup	KM
5/7/2021	Housing	Grounds	Trash pickup	KM
5/10/2021	Housing	Grounds	Trash pickup	KM
5/11/2021	Housing	Grounds	Trash pickup	KM
5/12/2021	Housing	Grounds	Trash pickup	KM
5/13/2021	Housing	Grounds	Trash pickup	KM
5/14/2021	Housing	Grounds	Trash pickup	KM
5/14/2021	Playground	Grounds	Watered plants	SF
5/18/2021	Housing	Grounds	Trash pickup	KM
5/19/2021	Housing	Grounds	Mowed duplex garden area down to the highway and vacant lots	SF
5/19/2021	Housing	Grounds	Trash pickup	KM
5/20/2021	Housing	Grounds	Trash pickup	KM
5/21/2021	Housing	Grounds	Trash pickup	KM

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5/24/2021	Housing	Grounds	Trash pickup	KM
5/25/2021	Housing	Grounds	Mowed and weedeated	SF
5/25/2021	Housing	Grounds	Trash pickup	KM
5/25/2021	Playground	Grounds	Blew off bark	SF
5/26/2021	Housing	Grounds	Trash pickup	KM
5/27/2021	Housing	Grounds	Trash pickup	KM
<b>Admin Support</b>				
5/4/2021	Town	Admin	Courier run	KM
5/6/2021	Town	Admin	Courier run	KM
5/7/2021	Town	Admin	Courier run	KM
5/14/2021	Town	Admin	Courier run	KM
5/19/2021	Town	Admin	Courier run	KM
5/20/2021	Town	Admin	Courier run	KM
5/21/2021	Town	Admin	Courier run	KM
5/25/2021	Town	Admin	Courier run	KM
5/26/2021	Town	Admin	Courier run	KM
5/27/2021	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
5/3/2021			Part day PTO	KM
5/10/2021			Part day PTO	SF
5/10/2021			Part day PTO	KM
5/11/2021			PTO	SF
5/17/2021			Part day PTO	SF
5/17/2021			PTO	KM
5/21/2021			Part day PTO	SF
5/24/2021			Part day PTO	SF
5/24/2021			Part day PTO	KM
5/25/2021			Part day PTO	KM
5/26/2021			Part day PTO	SF
5/28/2021			Admin leave for Memorial Day holiday	SF
5/28/2021			Admin leave for Memorial Day holiday	KM
5/31/2021			Memorial Day holiday	SF
5/31/2021			Memorial Day holiday	KM