

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
6/1/2021	520	Vacant Unit	Installed cove base, brought appliances in from shed, removed sink and laminate from bathroom counter, glued new laminate to countertop, cut and installed toe kick and trim for kitchen cabinets	SF
6/2/2021	520	Vacant Unit	Put things back together, trimmed out bathroom counter, installed bathroom cabinet and sink, cut and installed tile backsplash, removed toe kick from kitchen sink cabinet, cut and installed lumber to repair bottom of cabinet, installed mirror, towel rack, and paper holder in bathroom, cleaned up, hauled tools and supplies to van	SF
6/3/2021	520	Vacant Unit	Rebuilt toilet, hooked up plumbing for bathroom sink, replaced all rubber washers in valves, cleaned up, reinstalled bathroom door, cleaned bathroom vent	SF
6/3/2021	520	Vacant Unit	Washed outlet and switch plates and light covers, installed shelving brackets and door handles, loaded trash into van	KM
6/4/2021	520	Vacant Unit	Installed lights covers and switch and outlet plates, cleaned up	KM
6/7/2021	520	Vacant Unit	Installed bifold doors, cleaned up, met with cleaning contractor, installed light fixtures and cover plates, rebuilt kitchen faucet	SF
6/8/2021	520	Vacant Unit	Rebuilt kitchen drawer, pressure washed shelving, cleaned and painted heater grills, finished trimming bathroom cabinet, cleaned up, hauled stuff out of unit, installed shelving, finished doors	SF
6/8/2021	520	Vacant Unit	Loaded up tools and trash, cleaned out shed, swept floors	KM
6/9/2021	520	Vacant Unit	Swept, mopped, and vacuumed floors, repaired window, caulked inside front and slider doors, adjusted slider and lubed rollers, replaced range hood filter, replaced outside outlet cover, hauled all items from unit, caulked around interior of all windows, final wipe	SF
6/9/2021	520	Vacant Unit	Painted handrails, loaded up tools, swept storage shed	KM
6/10/2021	520	Vacant Unit	Did walkthrough with Tracey, replaced bulbs on exterior fixtures, replaced door bell, duplicated mailbox keys	SF
6/10/2021	520	Vacant Unit	Ready for occupancy	
6/10/2021	2646D	Vacant Unit	Made beds, wiped down counters, took out trash, final walkthrough	SF
6/10/2021	2646D	Vacant Unit	Ready for occupancy	
<b>Work Orders</b>				
6/30/2021	520	Work Order	Checked on possible mildew issue, picked up dehumidifier	SF
6/30/2021	704	Work Order	Looked into electrical issue	SF
6/8/2021	CITPD	Work Order	Met with Pacific Air Comfort for issue with HVAC	SF
6/30/2021	CITPD	Work Order	Pulled and began repairing torn screens	KM
6/15/2021	2603	Work Order	Crawled under unit to determine parts needed to fix shower drain	SF
6/16/2021	2603	Work Order	Removed and replaced a rotten fence post and repaired fence	SF
6/22/2021	2603	Work Order	Crawled under home to cut out and replace plumbing to shower drain	SF
6/23/2021	Elders	Work Order	Removed and began rebuilding garage steps	SF
6/24/2021	Elders	Work Order	Finished rebuilding steps and rail for door from utility room to garage	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
6/30/2021	Elders	Work Order	Installed lag bolts in back deck, cleaned up	KM
6/30/2021	2620C	Work Order	Worked on kitchen sink and faucet plumbing issues	SF
6/14/2021	2646	Work Order	Removed and replaced a rotten fence post	SF
6/15/2021	2646	Work Order	Replaced rotten fence post, dug up concrete and broken post, repaired fence board, hauled garbage to dumpster	SF
6/23/2021	2670B	Work Order	Removed and replaced water heater, contacted cleaning contractor to extract water from carpet, setup dehumidifiers, cleaned up	SF
<b>Routine Activities</b>				
6/1/2021	Office	Routine	Raised flags, completed paperwork	SF
6/1/2021	Shop	Routine	Filled watering tank and loaded onto bed of truck	SF
6/1/2021	Playground	Routine	Watered plants	SF
6/2/2021	Housing Area	Routine	Completed employee interviews	KM
6/2/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/2/2021	Shop	Routine	Gathered fuel slips, emptied trash from back of van, unloaded and put away tools, emptied trash from restrooms	KM
6/2/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/2/2021	Office	Routine	Completed paperwork	SF
6/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/3/2021	Office	Routine	Researched products, completed paperwork	SF
6/3/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
6/3/2021	Town	Routine	Picked up supplies and materials, stopped at Sears to check on dishwasher order	SF
6/4/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/4/2021	Housing Area	Routine	Watered memorial trees, some areas of cultural garden, playground plants, and plants at top corner of intersection	SF
6/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/4/2021	Office	Routine	Emptied all trash cans, took to dumpster	KM
6/4/2021	Office	Routine	Put together supply order, watered plants, completed paperwork	SF
6/4/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
6/7/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/7/2021	Housing Area	Routine	Made list of long lawns for resident services	KM
6/7/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/7/2021	Office	Routine	Completed paperwork	SF
6/7/2021	Playground	Routine	Cleaned and restocked restroom	KM
6/7/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
6/8/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/8/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/8/2021	Office	Routine	Put together supply order, met with Marcy for inventory updates, completed employee interview	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
6/8/2021	Shop	Routine	Used forklift to move shed to warehouse, emptied trash from back of van, put away tools and supplies	KM
6/9/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/9/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/9/2021	Office	Routine	Researched products, completed paperwork	SF
6/9/2021	Shop	Routine	Cleaned out van, put away tools and equipment	SF
6/9/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
6/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/10/2021	Office	Routine	Made phone calls, researched products, completed paperwork	SF
6/10/2021	Shop	Routine	Cleaned mowers, checked oil in vehicles, installed vinyl glove holder in golf cart, cleaned up around mowers, unloaded and put away tools, greased and checked oil in forklift	KM
6/10/2021	Shop	Routine	Weedeated around building, unloaded van, put away tools, added items to list for supply order	SF
6/11/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/11/2021	Housing Area	Routine	Posted letters regarding upcoming exterior APM inspections	KM
6/11/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/11/2021	Office	Routine	Ordered supplies, watered plants, researched lights, completed paperwork	SF
6/11/2021	Shop	Routine	Emptied trash cans, swept and cleaned bathrooms	KM
6/14/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/14/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/14/2021	Office	Routine	Made phone calls, researched products, completed paperwork	SF
6/14/2021	Playground	Routine	Wiped down restroom	SF
6/14/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
6/15/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/15/2021	Office	Routine	Made phone calls, researched products, completed paperwork	SF
6/15/2021	Playground	Routine	Cleaned restroom, investigated part that came off play structure	SF
6/15/2021	Shop	Routine	Emptied trash from back of van, laundered shop towels, unloaded and put away tools, emptied trash cans, swept floors	KM
6/15/2021	Shop	Routine	Worked on repairing refrigerator that had freezer leaking into refrigerator area, loaded and unloaded supplies	SF
6/16/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/16/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/16/2021	Office	Routine	Researched products, completed paperwork	SF
6/16/2021	Playground	Routine	Located part and repaired playground structure	SF
6/16/2021	Shop	Routine	Emptied trash from back of van and golf cart, cleaned restrooms, laundered shop towels	KM
6/16/2021	Shop	Routine	Made repairs to tractor, ordered supplies	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
6/16/2021	Town	Routine	Picked up parts for John Deere tractor	SF
6/17/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
6/17/2021	Office	Routine	Attended Board meeting, researched parts for John Deere, made phone calls, took out trash	SF
6/17/2021	Shop	Routine	Worked on John Deere, put away supplies	SF
6/21/2021	Housing Area	Routine	Made list of addresses with long lawns, dropped off and picked up lawn equipment for resident use	KM
6/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/21/2021	Playground	Routine	Cleaned and restocked restroom	KM
6/21/2021	Shop	Routine	Emptied trash from back of van, checked fluid on golf cart, put away tools, weedeated around shop yard	KM
6/22/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/22/2021	Office	Routine	Researched heat pump, completed paperwork	SF
6/22/2021	Shop	Routine	Emptied trash from shop and van, weedeated shop yard	KM
6/22/2021	Shop	Routine	Worked on John Deere mower deck, sharpened blades, cleaned deck and greased fittings	SF
6/23/2021	Office	Routine	Made phone calls, researched products, completed paperwork	SF
6/23/2021	Shop	Routine	Cleaned out van, loaded supplies, installed new first aid kits and signs	SF
6/24/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/24/2021	Housing Area	Routine	Met with contractor	SF
6/24/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/24/2021	Office	Routine	Completed paperwork	SF
6/24/2021	Shop	Routine	Emptied trash from back of van, weedeated shop yard	KM
6/24/2021	Shop	Routine	Unloaded materials and supplies from box van	SF
6/29/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/29/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
6/29/2021	Playground	Routine	Cleaned and restocked restroom	KM
6/29/2021	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/30/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/30/2021	Office	Routine	Brought mail to office, completed paperwork	KM
6/30/2021	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
6/30/2021	Playground	Routine	Installed three additional lights	SF
6/30/2021	Shop	Routine	Cleaned out back of van, put away supplies	SF
6/30/2021	Shop	Routine	Emptied trash from back of van and truck, cleaned screen table	KM
<b>Tribal Support</b>				
6/24/2021	Shop	Tribal	Cut cedar for salmon cooking	KM
<b>Groundskeeping</b>				
6/2/2021	Housing Area	Grounds	Trash pickup	KM
6/3/2021	Housing Area	Grounds	Trash pickup	KM
6/4/2021	Housing Area	Grounds	Trash pickup	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
6/7/2021	Comm. Garden	Grounds	Cut water line from valve, helped move shed to warehouse	SF
6/7/2021	Housing Area	Grounds	Trash pickup	KM
6/8/2021	Housing Area	Grounds	Trash pickup	KM
6/9/2021	Housing Area	Grounds	Trash pickup	KM
6/10/2021	Housing Area	Grounds	Trash pickup	KM
6/11/2021	Housing Area	Grounds	Trash pickup	KM
6/14/2021	Comm. Garden	Grounds	Hauled plastic garden framing to pole building, measured area for hydroseeding	SF
6/14/2021	Housing Area	Grounds	Trash pickup	KM
6/15/2021	Comm. Garden	Grounds	Helped move plastic garden frame to pole building	KM
6/15/2021	Comm. Garden	Grounds	Hauled and stacked plastic garden framing at pole building	SF
6/15/2021	Housing Area	Grounds	Trash pickup	KM
6/16/2021	Housing Area	Grounds	Mowed on Miluk Drive	SF
6/16/2021	Housing Area	Grounds	Trash pickup	KM
6/21/2021	Housing Area	Grounds	Trash pickup	KM
6/22/2021	Housing Area	Grounds	Mowed around garden, duplex area and along road, mowed vacant lot, mowed lots by lake	SF
6/22/2021	Housing Area	Grounds	Trash pickup	KM
6/24/2021	Housing Area	Grounds	Mowed vacant lots, did some weed eating	SF
6/24/2021	Housing Area	Grounds	Trash pickup	KM
6/29/2021	Housing Area	Grounds	Trash pickup	KM
6/30/2021	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
6/3/2021	Town	Admin	Courier run	KM
6/8/2021	Town	Admin	Courier run	KM
6/11/2021	Town	Admin	Courier run	KM
6/15/2021	Town	Admin	Courier run	KM
6/22/2021	Town	Admin	Courier run	KM
6/30/2021	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
6/1/2021			PTO	KM
6/7/2021			Part day PTO	SF
6/9/2021			Part day PTO	SF
6/14/2021			Part day PTO	KM
6/14/2021			Part day PTO	SF
6/17/2021			PTO	KM
6/18/2021			Juneteenth holiday	KM
6/18/2021			Juneteenth holiday	SF
6/21/2021			Part day PTO	SF
6/21/2021			Part day PTO	KM
6/23/2021			PTO	KM

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

<b>DATE</b>	<b>LOCATION</b>	<b>TYPE OF WORK</b>	<b>WORK PERFORMED</b>	<b>REP</b>
6/28/2021			Tribal Restoration Day holiday	KM
6/28/2021			Tribal Restoration Day holiday	SF
6/29/2021			PTO	SF
6/30/2021			Part day PTO	SF