

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
7/27/2021	2670C	Vacant Unit	Replaced thermostats, drained water heater and replaced with new one, installed new valves, pan, and connectors	SF
7/28/2021	2670C	Vacant Unit	Cut and installed new blinds, removed and replaced blind brackets, spackled holes	SF
<b>Work Orders</b>				
7/22/2021	510	Work Order	Installed new toilet seat	SF
7/12/2021	512	Work Order	Checked on water leaking into refrigerator, found drain was frozen, thawed and put back together	SF
7/22/2021	704	Work Order	Unplugged sink drain	SF
7/26/2021	710	Work Order	Unplugged tub drain	SF
7/1/2021	CITPD	Work Order	Rebuilt and reinstalled screens, cleaned up	KM
7/12/2021	CITPD	Work Order	Crawled into attic to get numbers off of air handler for HVAC rep	SF
7/13/2021	CITPD	Work Order	Cleaned gutters, installed foundation vent screen	SF
7/6/2021	2603	Work Order	Started replacing screens that were torn	KM
7/13/2021	2603	Work Order	Repaired and replaced screens	KM
7/14/2021	2603	Work Order	Finished repairing or replacing screens	KM
7/14/2021	2603	Work Order	Hauled some gravel down to fill hole on side of driveway	SF
7/13/2021	2605	Work Order	Installed vent screens	SF
7/21/2021	2605	Work Order	Started replacing soffitt vents	KM
7/13/2021	Elders	Work Order	Installed vent screens	SF
7/30/2021	Elders	Work Order	Checked vent screens, researched rodent entrance into unit, sprayed foam in hole under sink	SF
7/15/2021	2607	Work Order	Replaced bedroom door with a used one, made adjustments to another door, replaced shower head in hall bathroom	SF
7/19/2021	2607	Work Order	Took apart shower valve in hall bathroom, replaced cartridge, washers, and springs, unplugged tub drain	SF
7/13/2021	SCINT	Work Order	Installed vent screens	SF
7/14/2021	SCINT	Work Order	Repaired down spouts	KM
7/19/2021	SCINT	Work Order	Replaced downspout	KM
7/20/2021	SCINT	Work Order	Painted downspouts and reset splash block	KM
7/13/2021	2616	Work Order	Removed utility door and installed a new one, reinstalled trim and caulked, cut out drywall, mudded and taped repair, cleaned up	SF
7/14/2021	2616	Work Order	Sanded and recoated drywall patches, painted trim around door	SF
7/15/2021	2616	Work Order	Sanded drywall patches, cleaned up	SF
7/20/2021	2616	Work Order	Textured drywall repairs	SF
7/21/2021	2616	Work Order	Painted, primed, and textured spots	SF
7/8/2021	2617	Work Order	Went to replace utility room door, discovered termite issue in door jamb and wall, used inspection camera to find termite location and entrance, repaired two VCT tiles	SF

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7/12/2021	2617	Work Order	Met with pest control, inspected other places in wall for termites, looked for plumbing in the wall to see if it went under the slab	SF
7/21/2021	2617	Work Order	Installed new door and trim in utility room, caulked and painted, pulled out washer to cut out drywall around plumbing to check for termites, checked other parts of the walls	SF
7/26/2021	2617	Work Order	Met with Jim from pest control to look into termite issue	SF
7/29/2021	2617	Work Order	Replaced some tile in dining room, spoke with resident about	SF
7/19/2021	2624	Work Order	Replaced downspout	KM
7/21/2021	2624	Work Order	Painted downspout parts, checked for supplies needed	KM
7/22/2021	2624	Work Order	Finished painted downspout parts	KM
7/9/2021	2629	Work Order	Repaired front door lock, replaced kitchen faucet aerator	SF
7/21/2021	2650	Work Order	Met with flooring contractor for flooring measurements, spoke with Anne about flooring options	SF
7/22/2021	2670A	Work Order	Installed new light fixture in kitchen	SF
7/21/2021	2670B	Work Order	Checked on moisture content in floor, picked up dehumidifier	SF
7/28/2021	Office	Work Order	Looked at generator and wrote down battery size	KM
<b>Routine Activities</b>				
7/1/2021	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/1/2021	Office	Routine	Made phone calls, put together a supply order, completed	SF
7/1/2021	Office	Routine	Took out trash, brought mail to office, completed paperwork	KM
7/1/2021	Shop	Routine	Cleaned out and organized box van, cleaned up and put things away, filled water tank to water plants and trees	SF
7/1/2021	Shop	Routine	Restocked van, cleaned around bench, emptied trash from back of van and golf cart	KM
7/5/2021	Office	Routine	Met with Jordan Power Plus to work on backup generator	SF
7/6/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/6/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/6/2021	Office	Routine	Worked on generator shed, replaced screen material on venting, swept up the shed, met with Anne, completed paperwork	SF
7/6/2021	Playground	Routine	Cleaned and restocked restroom	KM
7/6/2021	Playground	Routine	Cut fabric around merry-go-round and swings, wiped down	SF
7/6/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
7/6/2021	Shop	Routine	Put away tools and supplies, cleaned up work areas	SF
7/7/2021	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/7/2021	Housing Area	Routine	Posted letters for upcoming Exterior APM inspections	KM
7/7/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/7/2021	Office	Routine	Made phone calls, put together a supply order, completed	SF
7/7/2021	Shop	Routine	Oiled and greased fork lift, emptied trash from back of van, restocked supplies, put away tools	KM
7/7/2021	Shop	Routine	Worked on pump cover, researched parts	SF

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7/7/2021	Town	Routine	Fueled box van and grounds cans, dropped off returns to FedEx, picked up supplies	SF
7/8/2021	Housing Area	Routine	Posted letters for upcoming Exterior APM inspections	KM
7/8/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/8/2021	Office	Routine	Met with Marcy on inventory, completed paperwork	SF
7/8/2021	Shop	Routine	Cleaned up around work areas, put away tools, emptied trash from back of van, cleaned up	KM
7/8/2021	Shop	Routine	Worked on building cover for the pump to the tanks, cleaned up, loaded tools and supplies	SF
7/9/2021	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/9/2021	Office	Routine	Took out trash, recycled cardboard, brought mail to office, completed paperwork	KM
7/9/2021	Office	Routine	Watered plants, verified deposit, researched drones, completed paperwork	SF
7/9/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
7/9/2021	Shop	Routine	Worked on pump cover, cleaned out back of van	SF
7/12/2021	Office	Routine	Made phone calls, completed paperwork	SF
7/12/2021	Shop	Routine	Put away tools and supplies, hauled pump cover outside, made a few cuts, and put into place	SF
7/13/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/13/2021	Office	Routine	Checked generator, brought mail to office, completed paperwork	KM
7/13/2021	Office	Routine	Sorted through work orders, completed paperwork	SF
7/13/2021	Playground	Routine	Cleaned and restocked restroom	KM
7/13/2021	Shop	Routine	Cut screens for foundation vents, loaded up supplies and door for a work order, cleaned out van, put together a supply order	SF
7/13/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
7/14/2021	2670	Routine	Installed retaining wall block around fire hydrant and hauled off soil	SF
7/14/2021	Office	Routine	Met with contractor, completed paperwork	SF
7/14/2021	Office	Routine	Took out recycling, hauled cardboard, brought mail to office, completed paperwork	KM
7/14/2021	Shop	Routine	Cleaned and painted one side of a door, removed mower deck from tractor and installed loader, removed items from truck and put away, unloaded back of van	SF
7/14/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
7/15/2021	Housing Area	Routine	Posted flyers on all units	KM
7/15/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/15/2021	Office	Routine	Made phone calls, completed paperwork	SF
7/15/2021	Shop	Routine	Cleaned batteries in golf carts, emptied trash from back of van, restocked supplies, put away tools	KM
7/15/2021	Shop	Routine	Worked on John Deere mower deck, cleaned and pressure washed tractor and mower, painted other side of door for a unit	SF

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7/15/2021	Town	Routine	Picked up paint and supplies	SF
7/16/2021	Office	Routine	Watered plants, took out trash, completed paperwork	SF
7/16/2021	Shop	Routine	Unloaded van, checked for needed supplies	SF
7/19/2021	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/19/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
7/19/2021	Office	Routine	Met with contractor, made phone calls, completed paperwork	SF
7/19/2021	Playground	Routine	Cleaned and restocked restroom	KM
7/19/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
7/19/2021	Shop	Routine	Worked on John Deere, removed loader and installed mower deck, researched parts for John Deere, researched shower valve parts, set up boards to be painted, loaded water tank into truck and filled	SF
7/20/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/20/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/20/2021	Office	Routine	Researched supplies, scheduled appointments, completed	SF
7/20/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
7/20/2021	Shop	Routine	Painted deck boards for some repairs, unloaded and loaded supplies and materials in van, worked on John Deere, filed mower blades	SF
7/20/2021	Town	Routine	Fueled van, picked up supplies, looked for battery charger	KM
7/21/2021	2670C	Routine	Checked on unit for Anne	SF
7/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/21/2021	Office	Routine	Met with Anne, completed paperwork	SF
7/21/2021	Shop	Routine	Cleaned up and restocked van	SF
7/21/2021	Shop	Routine	Cleaned up around work benches and table saw, emptied trash from back of van, restocked supplies, put away tools	KM
7/22/2021	2670C	Routine	Performed inspection	SF
7/22/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/22/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/22/2021	Office	Routine	Researched flooring, made phone calls, completed paperwork	SF
7/22/2021	Shop	Routine	Loaded old appliances, metal, and copper to be scrapped	SF
7/22/2021	Shop	Routine	Loaded old appliances, metal, and copper to be scrapped, emptied trash from back of van and golf cart	KM
7/22/2021	Town	Routine	Hauled scrap to Shinglehouse	SF
7/23/2021	Office	Routine	Took out trash from offices, cleaned restroom, brought mail to office, completed paperwork	KM
7/23/2021	Office	Routine	Watered plants, completed paperwork	SF
7/23/2021	Shop	Routine	Cleaned restrooms, emptied trash from back of van, restocked supplies, put away tools	KM
7/23/2021	Shop	Routine	Put together a list of supplies for Home Depot in Eugene	SF
7/26/2021	Office	Routine	Made phone calls, completed paperwork	SF

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7/26/2021	Shop	Routine	Met with flooring contractor to get flooring samples and discuss options for different flooring, organized supplies in van, removed mower deck from tractor to replace mower blades	SF
7/27/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/27/2021	Office	Routine	Completed paperwork	SF
7/27/2021	Playground	Routine	Cleaned restroom	KM
7/27/2021	Shop	Routine	Cleaned restrooms, emptied trash from back of van, restocked supplies, put away tools, cleaned downspout parts to paint	KM
7/27/2021	Shop	Routine	Sprayed and lubed garage door rollers, hinges, and springs, loaded van with supplies and water heater, loaded water tank into truck	SF
7/28/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/28/2021	Office	Routine	Spoke with Lyman about types of flooring, set mouse traps in furnace closets, completed paperwork	SF
7/28/2021	Playground	Routine	Cleaned restroom	KM
7/28/2021	Shop	Routine	Helped lube garage doors, emptied trash from back of van, restocked supplies, put away tools	KM
7/28/2021	Shop	Routine	Loaded and unloaded van, organized supplies, removed hydraulic connections to install new plugs and caps on John Deere, picked up and put away cement mixer from pole building	SF
7/29/2021	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/29/2021	Housing Area	Routine	Posted pest control notices	KM
7/29/2021	Office	Routine	Brought mail to office, completed paperwork	KM
7/29/2021	Office	Routine	Checked mouse traps, sprayed foam around openings in furnace closets, crawled under building to check for openings, inspected some previous work done on ductings and other projects, set up traps under building	SF
7/29/2021	Shop	Routine	Cleaned out S-10 and checked oil in Ford truck, emptied trash from back of van, restocked supplies, put away tools	KM
7/29/2021	Shop	Routine	Met Tribal police to pickup golf cart, topped the batteries with water, unloaded van	SF
7/30/2021	Office	Routine	Emptied trash from all offices, brought mail to the office, completed paperwork	KM
7/30/2021	Office	Routine	Verified deposit, watered plants, researched parts, met with pest control to set out bait station	SF
7/30/2021	Shop	Routine	Emptied trash from back of van, restocked supplies, put away tools	KM
<b>Groundskeeping</b>				
7/1/2021	Housing Area	Grounds	Trash pickup	KM
7/1/2021	Housing Area	Grounds	Watered plants and memorial trees on Miluk Drive and Mexeye	SF
7/1/2021	Playground	Grounds	Blew off rubber bark, watered plants	SF
7/6/2021	Housing Area	Grounds	Trash pickup	KM
7/7/2021	Housing Area	Grounds	Trash pickup	KM

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7/8/2021	Housing Area	Grounds	Trash pickup	KM
7/9/2021	Housing Area	Grounds	Trash pickup	KM
7/13/2021	Housing Area	Grounds	Trash pickup	KM
7/13/2021	Playground	Grounds	Watered plants	SF
7/14/2021	Housing Area	Grounds	Trash pickup	KM
7/14/2021	Housing Area	Grounds	Trimmed eucalyptus tree between 2610 and 2612, hauled debris to brush pile	SF
7/15/2021	Housing Area	Grounds	Trash pickup	KM
7/19/2021	Housing Area	Grounds	Trash pickup	KM
7/19/2021	Housing Area	Grounds	Watered plants and memorial trees on Miluk Drive and Mexeye	SF
7/20/2021	Housing Area	Grounds	Trash pickup	KM
7/20/2021	Playground	Grounds	Blew bark from concrete and parking lots, spread bark back around equipment, sanitized equipment, picked up trash, ut black felt from around swings	SF
7/21/2021	Housing Area	Grounds	Trash pickup	KM
7/22/2021	Housing Area	Grounds	Mowed on Miluk Drive	SF
7/22/2021	Housing Area	Grounds	Trash pickup	KM
7/23/2021	Housing Area	Grounds	Trash pickup	KM
7/23/2021	Housing Area	Grounds	Weedeated by garden area	SF
7/27/2021	Housing Area	Grounds	Trash pickup	KM
7/27/2021	Housing Area	Grounds	Watered plants and memorial trees on Miluk Drive and Mexeye	SF
7/28/2021	Housing Area	Grounds	Trash pickup	KM
7/29/2021	Housing Area	Grounds	Trash pickup	KM
7/30/2021	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
7/29/2021	Office	Admin	Attended Board meeting	SF
7/6/2021	Town	Admin	Courier run	KM
7/8/2021	Town	Admin	Courier run	KM
7/9/2021	Town	Admin	Courier run	KM
7/15/2021	Town	Admin	Courier run	KM
7/20/2021	Town	Admin	Courier run	KM
7/22/2021	Town	Admin	Courier run	KM
7/30/2021	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
7/2/2021			Admin leave for Independence Day holiday	SF
7/2/2021			Admin leave for Independence Day holiday	KM
7/5/2021			Independence Day holiday observed	SF
7/5/2021			Independence Day holiday observed	KM
7/6/2021			Part day PTO	SF
7/7/2021			Part day PTO	SF
7/12/2021			Part day PTO	SF

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7/12/2021			PTO	KM
7/14/2021			Part day PTO	KM
7/16/2021			Admin leave for birthday	KM
7/19/2021			Part day PTO	KM
7/23/2021			Part day PTO	SF
7/26/2021			PTO	KM
7/28/2021			Part day PTO	KM
7/28/2021			Part day PTO	SF
7/29/2021			Part day PTO	KM