

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/2/2021	2646D	Vacant Unit	Did a quick walk through of unit, checked mailbox, gave keys to	SF
8/2/2021	2670C	Vacant Unit	Cleaned up garage, hauled off water heater, checked drains, tightened leaky faucets in bathrooms, replaced bulbs and aerators, sprayed garage locks and garage door rollers and rail	SF
Work Orders				
8/2/2021	Elders	Work Order	Crawled under unit to spray foam in any holes that rodents could enter, installed screen on vent under deck	SF
8/10/2021	Elders	Work Order	Removed rust from deck, made repairs	KM
8/26/2021	2620A	Work Order	Replaced toilet tank lever	SF
8/25/2021	2627	Work Order	Delivered materials to contractor	SF
8/5/2021	2629	Work Order	Pressure washed back deck and rails	SF
8/11/2021	2629	Work Order	Sanded and painted deck	SF
8/26/2021	2629	Work Order	Cut brush away from home in prep for painting	SF
8/5/2021	2646A	Work Order	Pressure washed back deck, stairs, and rails	SF
8/25/2021	2646A	Work Order	Removed items from deck, painted first coat on deck, painted stair	SF
8/11/2021	2646B	Work Order	Sanded rails in prep for paint	SF
8/26/2021	2646B	Work Order	Painted second coat on deck and rails	SF
8/2/2021	2650	Work Order	Reviewed floor samples with resident	SF
8/25/2021	2651	Work Order	Spoke with resident about flooring issues	SF
8/3/2021	2670	Work Order	Pressure washed back decks, rails, and stairs, pressure washed front concrete and stairs, pressure washed concrete driveways	SF
8/4/2021	2670	Work Order	Removed roofing and nails from top deck in front, prepped to paint deck and began painting, removed and repaired back deck rails, sanded rear deck and hand rails, prepped for paint	SF
8/26/2021	2670	Work Order	Installed vent screens on front of unit, checked decks	SF
8/10/2021	2670A	Work Order	Painted railing, sanded deck	SF
8/24/2021	2670A	Work Order	Painted first coat of paint on deck, painted rails	SF
8/6/2021	2670C	Work Order	Painted front deck, painted rails on back deck	SF
8/10/2021	2670C	Work Order	Sanded and painted deck	SF
8/24/2021	2670C	Work Order	Painted second coat of paint on back deck and stair rails	SF
8/2/2021	2670D	Work Order	Helped Scott change locks and secure unit	KM
8/2/2021	2670D	Work Order	Rekeyed all locks, took videos of unit	SF
8/6/2021	2670D	Work Order	Rekeyed locks on garage door	SF
Routine Activities				
8/2/2021	Office	Routine	Completed paperwork	SF
8/2/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
8/2/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/2/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	KM

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8/2/2021	Shop	Routine	Filled water tank	SF
8/3/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/3/2021	Office	Routine	Made phone calls, completed paperwork	SF
8/3/2021	Shop	Routine	Emptied trash from back of van and golf cart, swept shop, cleaned up work areas, checked oil in mowers and vehicles, greased fork lift	KM
8/3/2021	Shop	Routine	Unloaded van and loaded equipment	SF
8/4/2021	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
8/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/4/2021	Office	Routine	Researched mowers and batteries, made phone calls, researched step for box van bumper, completed paperwork	SF
8/4/2021	Shop	Routine	Loaded and unloaded supplies and tools in van	SF
8/4/2021	Shop	Routine	Washed and cleaned batteries in flat bed golf cart, started generators, cleaned up, emptied trash from back of van and golf cart, unloaded and put away tools	KM
8/5/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/5/2021	Housing Area	Routine	Located and sprayed a wasp nest at duplexes	SF
8/5/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/5/2021	Office	Routine	Completed paperwork	SF
8/5/2021	Shop	Routine	Cleaned out front of van, emptied trash from around shop, made a list of supplies needed, sprayed around wash pad	KM
8/5/2021	Shop	Routine	Filled water tank, loaded pressure washer and supplies into truck	SF
8/6/2021	Housing Area	Routine	Posted flyers on all units	KM
8/6/2021	Housing Area	Routine	Sprayed wasp nest at duplexes	SF
8/6/2021	Office	Routine	Emptied trash from all offices, brought mail to office, completed paperwork	KM
8/6/2021	Office	Routine	Watered plants, completed paperwork	SF
8/6/2021	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/6/2021	Shop	Routine	Unloaded equipment from Ford truck	SF
8/9/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
8/9/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/9/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	KM
8/9/2021	Shop	Routine	Cleaned restrooms	KM
8/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2021	Office	Routine	Completed paperwork	SF
8/10/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded up tools, gathered materials and supplies for work orders	KM
8/10/2021	Town	Routine	Picked up dishwasher	SF
8/11/2021	Office	Routine	Completed paperwork	SF

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8/11/2021	Office	Routine	Completed paperwork	KM
8/13/2021	Office	Routine	Watered plants, took out trash, brought mail to office, completed paperwork	KM
8/13/2021	Shop	Routine	Cleaned bathrooms and door handles, emptied trash from back of van and golf carts, cleaned out S-10	KM
8/16/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
8/16/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/16/2021	Shop	Routine	Made parts list for mowers, cleaned restrooms, checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	KM
8/17/2021	Housing Area	Routine	Picked up rug cleaner after resident use	KM
8/17/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/17/2021	Shop	Routine	Replaced insurance cards in vehicles, emptied trash from back of van, loaded tools	KM
8/18/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/18/2021	Shop	Routine	Helped load supplies and materials for contractor work, emptied trash from back of van and golf cart	KM
8/19/2021	Housing Area	Routine	Posted flyers on all units	KM
8/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/19/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded golf cart	KM
8/20/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/20/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
8/20/2021	Shop	Routine	Loaded sprayer on flat bed cart, emptied trash from back of van and golf cart	KM
8/23/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/23/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
8/23/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/23/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	KM
8/24/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/24/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/24/2021	Office	Routine	Made phone calls, completed paperwork	SF
8/24/2021	Playground	Routine	Sprayed disinfectant on equipment, watered plants	SF
8/24/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
8/24/2021	Shop	Routine	Filled tank to water plants, swapped out pump for watering tank, put away tools and supplies	SF
8/25/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2021	Office	Routine	Put together a supply order, made phone calls, completed	SF

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8/25/2021	Shop	Routine	Emptied trash from golf cart and loaded tools in van	KM
8/25/2021	Shop	Routine	Organized van, cleaned up shop, put together a supply order	SF
8/26/2021	Office	Routine	Completed paperwork	SF
8/26/2021	Shop	Routine	Organized van, cleaned up shop, met with contractor to pick up materials	SF
8/27/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/27/2021	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
8/27/2021	Office	Routine	Watered plants, hung curtain rod for Tracey, completed paperwork	SF
8/27/2021	Shop	Routine	Emptied trash from back of van, unloaded golf cart and loaded mowers, hauled trash to dumpster	KM
8/27/2021	Shop	Routine	Organized and cleaned out van in prep for ramp installation, entered and deleted some codes for gates	SF
8/30/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/30/2021	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/30/2021	Playground	Routine	Cleaned and restocked restroom	KM
8/30/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, restocked supplies, put away tools	KM
8/30/2021	Town	Routine	Dropped off box van to have ramp installed, picked up when done	KM
8/31/2021	Housing Area	Routine	Ran water in vacant units	KM
8/31/2021	Office	Routine	Brought mail to office, completed paperwork	KM
8/31/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies, met contractor for paint	KM
Groundskeeping				
8/2/2021	Housing Area	Grounds	Trash pickup	KM
8/2/2021	Playground	Grounds	Watered trees and plants	SF
8/3/2021	Housing Area	Grounds	Trash pickup	KM
8/4/2021	Housing Area	Grounds	Trash pickup	KM
8/5/2021	Housing Area	Grounds	Trash pickup	KM
8/6/2021	Housing Area	Grounds	Trash pickup	KM
8/9/2021	Housing Area	Grounds	Trash pickup	KM
8/10/2021	Housing Area	Grounds	Trash pickup	KM
8/11/2021	Housing Area	Grounds	Trash pickup	KM
8/13/2021	Housing Area	Grounds	Trash pickup	KM
8/16/2021	Housing Area	Grounds	Trash pickup	KM
8/17/2021	Housing Area	Grounds	Trash pickup	KM
8/17/2021	Shop	Grounds	Sprayed weeds and grass around shop	KM
8/18/2021	Housing Area	Grounds	Trash pickup	KM
8/18/2021	Shop	Grounds	Sprayed weeds around police garage and along fence line	KM
8/19/2021	Housing Area	Grounds	Trash pickup	KM
8/20/2021	Housing Area	Grounds	Trash pickup	KM

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8/20/2021	Shop	Grounds	Sprayed weed and grass around shop area and storage lot	KM
8/23/2021	Housing Area	Grounds	Trash pickup	KM
8/23/2021	Shop	Grounds	Sprayed weeds and grass in shop area and around storage bins	KM
8/24/2021	Housing Area	Grounds	Trash pickup	KM
8/24/2021	Housing Area	Grounds	Watered plants and memorial trees	SF
8/24/2021	Shop	Grounds	Sprayed weeds and grass in shop area, around fence line, and around building	KM
8/25/2021	Housing Area	Grounds	Trash pickup	KM
8/25/2021	Shop	Grounds	Sprayed weeds and grass around shop yard and around sidewalks	KM
8/26/2021	Playground	Grounds	Sprayed disinfectant on equipment, watered plants	SF
8/27/2021	Housing Area	Grounds	Trash pickup	KM
8/30/2021	Housing Area	Grounds	Trash pickup	KM
8/31/2021	Housing Area	Grounds	Trash pickup	KM
Admin Support				
8/4/2021	Town	Admin	Courier run	KM
8/13/2021	Town	Admin	Courier run	KM
8/19/2021	Town	Admin	Courier run	KM
8/20/2021	Town	Admin	Courier run	KM
8/25/2021	Town	Admin	Courier run	KM
Staff Time Off				
8/2/2021			Part day PTO	KM
8/5/2021			Part day PTO	KM
8/9/2021			Part day PTO	KM
8/9/2021			PTO	SF
8/11/2021			Part day PTO	KM
8/12/2021			PTO	SF
8/12/2021			PTO	KM
8/13/2021			Part day PTO	KM
8/13/2021			PTO	SF
8/16/2021			PTO	SF
8/17/2021			PTO	SF
8/18/2021			PTO	SF
8/19/2021			PTO	SF
8/20/2021			PTO	SF
8/23/2021			PTO	SF
8/24/2021			Part day PTO	SF
8/26/2021			PTO	KM
8/30/2021			Part day PTO	KM
8/30/2021			PTO	SF
8/31/2021			Part day PTO	KM
8/31/2021			PTO	SF