

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/16/2021	SCINT	Vacant Unit	Met with Chief Merritt to check over unit	SF
9/10/2021	2670C	Vacant Unit	Loaded truck with trash from garage and took to dumpster, walked through unit to check work completed by contractor	SF
9/20/2021	2670C	Vacant Unit	Replaced some base trim in bathroom, cleaned up garage, swept floor and removed cobwebs, scraped concrete, began cleaning dryer duct, adjusted bi-fold doors, replaced parts and rollers on bi-fold doors, rekeyed all locks, secured dishwasher drain hose under kitchen sink	SF
9/20/2021	2670C	Vacant Unit	Pulled nails and spackled holes in walls, checked outlets and switches	KM
9/21/2021	2670C	Vacant Unit	Accessed attic to clean dryer ducting, removed, cleaned, and reinstalled booster fan and ducting, checked roof and removed bird nest clogging fan, worked on gutter over garage, checked drains, sprayed rails and rollers on garage door, duplicated keys	SF
9/21/2021	2670C	Vacant Unit	Spackled holes, touched up paint, replaced outlet, took out trash, recaulked around windows, cleaned up, ready for cleaning contractor	KM
9/22/2021	2670C	Vacant Unit	Finished touch up painting, cleaned up, removed tools and supplies	KM
9/27/2021	2670C	Vacant Unit	Vacuumed and mopped floors, cleared out unit	SF
9/28/2021	2670C	Vacant Unit	Helped remove rotten trim around back door, hose bib, and window	KM
9/28/2021	2670C	Vacant Unit	Removed old storm door, found rot; removed brick mold around door, found rot around window on back deck, removed trim; cleaned up and scraped old caulking, installed new brick mold and caulking, cleaned up, and began prepping new storm door	SF
9/29/2021	2670C	Vacant Unit	Prepped and installed storm door, finished caulking around trim, painted trim, door, and jamb, cut and installed trim plaque for exterior GFCI box, replaced GFCI, cleaned up	SF
9/30/2021	2670C	Vacant Unit	Finished installing storm door, cleaned up, removed tools and supplies, touched up paint on exterior deck area, vacuumed and cleaned back deck, reset timer for exterior lights, caulked tub, shower, and toilets; ready for occupancy	SF
9/20/2021	2670D	Vacant Unit	Walked through unit, scheduled cleaning contractor	SF
9/21/2021	2670D	Vacant Unit	Checked dryer booster fan, could not get it to work	SF
9/22/2021	2670D	Vacant Unit	Unloaded paint and tools, washed spots on walls, touched up paint	KM
9/23/2021	2670D	Vacant Unit	Cleaned walls in bedroom, touched up paint	KM
9/27/2021	2670D	Vacant Unit	Disassembled dryer booster fan to troubleshoot, rebuilt bathroom faucet, recaulked around shower, replaced bedroom blind, adjusted bi-fold doors, touched up paint, prepped for cleaning contractor	SF
9/29/2021	2670D	Vacant Unit	Replaced stove drip bowls and range hood filter, tested elements	SF
9/30/2021	2670D	Vacant Unit	Hauled stuff out from garage, hauled off wood and debris from side yard, cleaned carpet in master bedroom, swept and vacuumed garage floors and walls, rekeyed garage locks, checked timer and lights on exterior, hauled trash to dumpster	SF
9/30/2021	2670D	Vacant Unit	Removed, rebuilt, and installed new screens	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Work Orders				
9/17/2021	506	Work Order	Repair toilet	SF
9/16/2021	510/512	Work Order	Scraped and cleaned handrails in prep for sanding	KM
9/28/2021	512	Work Order	Looked into refrigerator leak, removed ice blocking drain hole	SF
9/16/2021	514/516	Work Order	Sanded handrails, cleaned up	KM
9/15/2021	518/520	Work Order	Cleaned and sanded handrails	KM
9/7/2021	CITPD	Work Order	Installed a couple vent screens, checked for rodents, dug out crawl space area	SF
9/2/2021	2609	Work Order	Cleaned dishwasher filter causing issue	SF
9/20/2021	2616	Work Order	Removed and installed new blind over sink	SF
9/7/2021	2627	Work Order	Trimmed some bushes in front of home in prep for paint, cleaned up, pressure washed siding and some of sidewalk	SF
9/8/2021	2627	Work Order	Finished trimming bush in front, cleaned up, removed wood from siding and patched holes	SF
9/9/2021	2627	Work Order	Took truck down to load yard debris from bush, removed and replaced all soffit vents, met with painting contractor	SF
9/2/2021	2629	Work Order	Met with painting contractor	SF
9/14/2021	2636	Work Order	Unplugged drain, tried to repair lock, looked into issue with kitchen faucet, replaced a couple light bulbs	SF
9/15/2021	2636	Work Order	Installed new kitchen faucet	SF
9/2/2021	2646B	Work Order	Looked into leak in garage from upstairs shower	SF
9/13/2021	2650	Work Order	Scraped up vinyl and tile flooring, removed cove base, removed appliances in prep for flooring	SF
9/14/2021	2650	Work Order	Removed flooring, scraped concrete, swept and vacuumed, removed tack strip and nails, removed toilet, replaced bulbs throughout home	SF
9/15/2021	2650	Work Order	Prepped for flooring, removed dishwasher and scraped vinyl under it, cleaned up, moved doors and appliances out of the way for flooring	SF
9/16/2021	2650	Work Order	Began installing cove base, cleaned up, removed and reinstalled a toilet, moved doors and appliances around, installed some doors, put refrigerator and stove in place, replaced drip pans	SF
9/17/2021	2650	Work Order	Installed cove base, hall toilet, and smoke alarm, finished bi-fold doors in master bedroom, swept all flooring, patched drywall behind cove base, installed dishwasher, cleaned up, hauled tools and supplies from unit	SF
9/21/2021	2650	Work Order	Unplugged hall bath drain, caulked tub and toilet, installed cove base in bathroom, caulked front door	SF
9/9/2021	2659	Work Order	Spoke with resident about exterior painting	SF
9/15/2021	2659	Work Order	Talked with contractor about repairs and painting	SF
9/2/2021	2670A	Work Order	Replaced leaking water heater	SF
9/8/2021	2670A	Work Order	Replaced rotten boards on deck, installed top rail on steps, removed roofing from steps, sanded wood and prepped for painting	SF
9/9/2021	2670A	Work Order	Painted second coat on deck, painted rails and steps	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Routine Activities				
9/2/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/2/2021	Office	Routine	Met contractor to repair backup generator, emptied trash cans, brought mail to office, completed paperwork	KM
9/2/2021	Office	Routine	Watered plants, replanted a couple plants, scheduled flooring installation for 2650, took out recycling, met generator repair contractor, completed paperwork	SF
9/2/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/2/2021	Shop	Routine	Put away supply order and restocked box van	SF
9/7/2021	Housing Area	Routine	Crushed trash in dumpsters	SF
9/7/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/7/2021	Office	Routine	Completed paperwork	SF
9/7/2021	Office	Routine	Took out recycling, brought mail to office, checked oil in backup generator, completed paperwork	KM
9/7/2021	Playground	Routine	Cleaned and restocked restroom	KM
9/7/2021	Shop	Routine	Cleaned restrooms, checked fluid level in golf cart, emptied trash from back of van and golf cart, put away tools and supplies	KM
9/7/2021	Shop	Routine	Loaded and unloaded van, checked on getting backhoe to crush trash in community dumpsters	SF
9/7/2021	Town	Routine	Fueled van and picked up supplies	SF
9/8/2021	Housing Area	Routine	Sorted out garbage in dumpsters	SF
9/8/2021	Office	Routine	Completed paperwork	SF
9/8/2021	Office	Routine	Gathered fuel slips, brought mail to office and completed paperwork	KM
9/8/2021	Shop	Routine	Checked to see where smoke was coming from under hood of van, began unloading tools, emptied trash from back of van and golf cart	KM
9/8/2021	Shop	Routine	Cut, planed, and primed several boards to replace garage door cover at 2627, unloaded Ford truck and van, put away supplies and tools	SF
9/9/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/9/2021	Office	Routine	Lowered and raised flags, made phone calls and scheduled appointments, called for dumpster replacements	SF
9/9/2021	Shop	Routine	Emptied GMC 2500 van, unloaded tools to work bench, moved tools from GMC 3500 to GMC 2500	KM
9/9/2021	Shop	Routine	Ran mower and trimmer around parking lot area to knock down tall weeds, greased gate wheels, loaded van with materials	SF
9/10/2021	Housing Area	Routine	Sorted out garbage in dumpsters	KM
9/10/2021	Office	Routine	Emptied trash cans in front office, brought mail to office, completed paperwork	KM
9/10/2021	Office	Routine	Put together a supply order, watered plants, priced appliances, and completed paperwork	SF
9/10/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM

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9/13/2021	Housing Area	Routine	Crushed trash in dumpsters	SF
9/13/2021	Office	Routine	Completed paperwork	SF
9/13/2021	Office	Routine	Took out recycling, brought mail to office, checked oil in backup generator, completed paperwork	KM
9/13/2021	Playground	Routine	Cleaned and restocked restroom	KM
9/13/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, put away tools and supplies	KM
9/13/2021	Shop	Routine	Loaded van with tools and supplies	SF
9/14/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/14/2021	Office	Routine	Completed paperwork	SF
9/14/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/15/2021	Housing Area	Routine	Sorted out garbage in dumpsters, called for pickup	SF
9/15/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/15/2021	Office	Routine	Completed paperwork	SF
9/15/2021	Shop	Routine	Cleaned out van, put away tools and supplies	SF
9/15/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/15/2021	Town	Routine	Picked up glass units and supplies	SF
9/16/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/16/2021	Office	Routine	Made phone calls, researched cove base	SF
9/16/2021	Shop	Routine	Unloaded and put away tools and supplies, emptied trash from back of van and golf cart, loaded tools and generator onto golf cart	KM
9/17/2021	Office	Routine	Completed paperwork	SF
9/17/2021	Office	Routine	Emptied trash cans and hauled trash to dumpster, brought mail to the office, completed paperwork	KM
9/17/2021	Shop	Routine	Emptied trash from back of van	KM
9/20/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/20/2021	Office	Routine	Watered plants, completed paperwork	SF
9/20/2021	Playground	Routine	Cleaned and restocked restroom	KM
9/20/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, put away tools and supplies	KM
9/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2021	Office	Routine	Repaired shelf in paper cabinet, gathered keys for cleaning contractor, completed paperwork	SF
9/21/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/21/2021	Shop	Routine	Unloaded and loaded van	SF
9/21/2021	Shop	Routine	Unloaded and loaded van, sprayed gate keypads	SF
9/22/2021	Office	Routine	Brought mail to office, completed paperwork	KM

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9/22/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/23/2021	Housing Area	Routine	Posted pest control notices	KM
9/23/2021	Office	Routine	Took out trash, brought mail to office, completed paperwork	KM
9/23/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/27/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/27/2021	Office	Routine	Priced appliances, put together a supply list, completed paperwork	SF
9/27/2021	Playground	Routine	Cleaned and restocked restroom	KM
9/27/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, put away tools and supplies	KM
9/27/2021	Shop	Routine	Cleaned out van, put away tools and supplies	SF
9/28/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/28/2021	Office	Routine	Put together a supply order, watered plants, priced appliances, and completed paperwork	SF
9/28/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
9/28/2021	Shop	Routine	Unloaded and loaded van, found trim for windows	SF
9/28/2021	Town	Routine	Picked up supplies and storm door	KM
9/29/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/29/2021	Office	Routine	Completed paperwork	SF
9/29/2021	Shop	Routine	Organized and cleaned out van, emptied trash from golf cart, put away tools	KM
9/29/2021	Shop	Routine	Unloaded and loaded van	SF
9/30/2021	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/30/2021	Office	Routine	Attended Board meeting, completed paperwork	SF
9/30/2021	Office	Routine	Brought mail to office, completed paperwork	KM
9/30/2021	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies	KM
Groundskeeping				
9/2/2021	Housing Area	Grounds	Trash pickup	KM
9/2/2021	Playground	Grounds	Sprayed disinfectant on equipment, cleaned bus stop	SF
9/2/2021	Shop	Grounds	Sprayed weeds and grass in storage lot and sidewalks	KM
9/7/2021	Housing Area	Grounds	Trash pickup	KM
9/8/2021	Housing Area	Grounds	Trash pickup	KM
9/9/2021	Housing Area	Grounds	Trash pickup	KM
9/10/2021	Housing Area	Grounds	Trash pickup	KM
9/13/2021	Housing Area	Grounds	Trash pickup	KM
9/14/2021	Housing Area	Grounds	Trash pickup	KM
9/15/2021	Housing Area	Grounds	Trash pickup	KM
9/16/2021	Housing Area	Grounds	Trash pickup	KM

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9/17/2021	Housing Area	Grounds	Trash pickup	KM
9/20/2021	Housing Area	Grounds	Trash pickup	KM
9/21/2021	Housing Area	Grounds	Trash pickup	KM
9/22/2021	Housing Area	Grounds	Trash pickup	KM
9/23/2021	Housing Area	Grounds	Trash pickup	KM
9/27/2021	Housing Area	Grounds	Trash pickup	KM
9/28/2021	Housing Area	Grounds	Trash pickup	KM
9/29/2021	Housing Area	Grounds	Trash pickup	KM
9/30/2021	Housing Area	Grounds	Trash pickup	KM
Admin Support				
9/2/2021	Town	Admin	Courier run	KM
9/7/2021	Town	Admin	Courier run	KM
9/9/2021	Town	Admin	Courier run	KM
9/10/2021	Town	Admin	Courier run	KM
9/13/2021	Town	Admin	Courier run	KM
9/14/2021	Town	Admin	Courier run	KM
9/15/2021	Town	Admin	Courier run	KM
9/20/2021	Town	Admin	Courier run	KM
9/23/2021	Town	Admin	Courier run	KM
9/28/2021	Town	Admin	Courier run	KM
9/30/2021	Town	Admin	Courier run	KM
Staff Time Off				
9/1/2021			PTO	KM
9/1/2021			PTO	
9/3/2021			Admin leave for Labor Day holiday	SF
9/3/2021			Admin leave for Labor Day holiday	KM
9/6/2021			Labor Day holiday	SF
9/6/2021			Labor Day holiday	KM
9/9/2021			Part day PTO	KM
9/14/2021			Part day PTO	KM
9/15/2021			Part day PTO	KM
9/21/2021			Part day PTO	KM
9/22/2021			Part day PTO	KM
9/22/2021			PTO	SF
9/23/2021			PTO	SF
9/24/2021			PTO	SF
9/24/2021			PTO	KM
9/27/2021			Part day PTO	KM
9/29/2021			Part day PTO	SF