

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
10/27/2021	506	Vacant Unit	Checked unit, called cleaning contractor	SF
10/1/2021	2611	Vacant Unit	Did walkthrough with Lyman, prepared preliminary scope of work	SF
10/4/2021	2611	Vacant Unit	Met with contractor and provided tools to assist with flooring removal, pressure washed front ramp and back deck in prep for	SF
10/5/2021	2611	Vacant Unit	Prepped unit for flooring removal and paint, removed items, screws, nails from walls, removed towel dispensers, changed all bulbs inside, hauled stuff from unit, unloaded dump trailer for contractor to load removed flooring	SF
10/7/2021	2611	Vacant Unit	Unloaded underlayment and supplies	SF
10/8/2021	2611	Vacant Unit	Met with contractor and garage installer technician, removed security system from unit	SF
10/12/2021	2611	Vacant Unit	Replaced kitchen faucet, bath faucet and drain, removed lights from living room, removed exit signs, met with flooring installer	SF
10/12/2021	2611	Vacant Unit	Unloaded tools	KM
10/13/2021	2611	Vacant Unit	Prepped unit for paint, removed exit signs, checked in attic to look at wiring, met with flooring installer to review flooring samples	SF
10/13/2021	2611	Vacant Unit	Pulled nails and spackled holes	KM
10/14/2021	2611	Vacant Unit	Pulled nails and spackled holes in garage	KM
10/14/2021	2611	Vacant Unit	Removed wiring and cables from entry closet, removed doors and took to garage, rekeyed all locks, cleaned up	SF
10/15/2021	2611	Vacant Unit	Met with flooring contractor for measurements, loaded tools into van	SF
10/15/2021	2611	Vacant Unit	Spackled and sanded patches	KM
10/18/2021	2611	Vacant Unit	Unloaded tools	KM
10/19/2021	2611	Vacant Unit	Spackled and sanded patches, loaded trash, cleaned up	KM
10/19/2021	2611	Vacant Unit	Took dump trailer to shop, spoke with landscape contractor about trimming bushes and hedge	SF
10/20/2021	2611	Vacant Unit	Spackled holes in garage walls	KM
10/21/2021	2611	Vacant Unit	Patched drywall, filled holes in ceiling, installed two light fixtures, removed cable from attic and entry closet, removed exit signs from garage, removed heater and thermostat from garage, disconnected and removed wire and breakers from panel box, installed cover plates, cleaned up, installed junction box in attic for living room light	SF
10/21/2021	2611	Vacant Unit	Removed framing around water heater, filled and sanded holes in walls, loaded trash into van	KM
10/22/2021	2611	Vacant Unit	Refilled holes with spackling, sanded, took trash to dumpster	KM
10/25/2021	2611	Vacant Unit	Painted, made drywall repairs, removed phone jacks, installed cover plates, cleaned up	SF
10/26/2021	2611	Vacant Unit	Painted, textured, and primed drywall repairs	SF
10/26/2021	2611	Vacant Unit	Removed and cleaned outlet and switch cover plates, filled holes, wiped down doors before painting, loaded trash to take to dumpster	KM
10/27/2021	2611	Vacant Unit	Painted doors, touched up	KM

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10/27/2021	2611	Vacant Unit	Took dump trailer down for contractor to load construction debris, installed heating thermostat in living room and hall, cleaned up	SF
10/28/2021	2611	Vacant Unit	Touched up paint, painted doors and jambs, moved doors out of the way for flooring installation	KM
10/29/2021	2611	Vacant Unit	Met with garage door installer, removed light fixture blocking install	SF
10/18/2021	2627	Vacant Unit	Checked and secured unit	SF
10/18/2021	2646D	Vacant Unit	Rekeyed locks, wiped down furniture, checked over unit, replaced blinds in bedroom and bathroom, wiped down windowsills and doors, called to schedule cleaning contractor	SF
10/22/2021	2646D	Vacant Unit	Checked unit after cleaning	SF
Work Orders				
10/8/2021	502	Work Order	Repaired leaky faucet	SF
10/13/2021	504	Work Order	Rebuilt kitchen faucet, replaced outlet in bedroom, replaced batteries in smoke alarm, unplugged tub drain	SF
10/13/2021	709	Work Order	Installed three blinds and brackets, checked heating thermostat issue, replaced batteries	SF
10/18/2021	709	Work Order	Spoke with resident about shed installation request, looked into brush and tree limbs that need trimmed, checked pump under unit	SF
10/19/2021	709	Work Order	Installed vent screens on foundation vents	SF
10/21/2021	709	Work Order	Finished installing vent screens	SF
10/27/2021	709	Work Order	Spoke with resident about shed installation request, checked pump under unit	SF
10/12/2021	Elders	Work Order	Replaced the smoke alarm	SF
10/21/2021	2618	Work Order	Removed and replaced inoperable mailbox lock and duplicated keys	SF
10/27/2021	2666	Work Order	Spoke with resident about repairs	SF
10/4/2021	2670C	Work Order	Installed pulls and knobs on all kitchen cabinets, cleaned up,	SF
10/7/2021	Office	Work Order	Worked on backup generator, replaced battery, repaired oil leak, cut off old hose clamps and installed new ones	KM
10/8/2021	Office	Work Order	Finished working on and tested generator	KM
Routine Activities				
10/1/2021	CITPD	Routine	Met with contractor to check on exterior heat pump unit air handler	SF
10/1/2021	Office	Routine	Emptied trash from offices, brought mail to office, did paperwork	KM
10/1/2021	Office	Routine	Made phone calls, completed paperwork	SF
10/1/2021	Shop	Routine	Assessing supply inventory	SF
10/1/2021	Shop	Routine	Cleaned restrooms, emptied trash from back of van and golf cart and put away tools	KM
10/4/2021	CITPD	Routine	Met with Ch. Merritt to discuss flooring and items left at 2611	SF
10/4/2021	Housing Area	Routine	Made list of units with lawns needing mowed	KM
10/4/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
10/4/2021	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
10/4/2021	Playground	Routine	Cleaned and restocked restroom	KM
10/4/2021	Shop	Routine	Checked fluid level on golf cart, cleaned restrooms	KM

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10/4/2021	Shop	Routine	Loaded supplies and tools	SF
10/5/2021	Office	Routine	Completed paperwork	SF
10/5/2021	Office	Routine	Took out recycling, loaded ink cartridges for recycling, brought mail to office, completed paperwork	KM
10/5/2021	Shop	Routine	Unloaded van, put water heaters upstairs, packaged damaged dishwasher return, hooked up dump trailer to take to 2611, replaced bulb in box van, unloaded van	SF
10/5/2021	Shop	Routine	Worked on inventory, emptied trash from back of van and golf cart, put away supplies	KM
10/5/2021	Town	Routine	Picked up supplies and paint	SF
10/6/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/6/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/6/2021	Shop	Routine	Started all mowers and weed eaters, worked on inventory of tools and equipment, emptied trash from back of van and golf cart	KM
10/6/2021	Shop	Routine	Unloaded van, put away items, loaded underlayment for 2611	SF
10/7/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/7/2021	Office	Routine	Made phone calls, completed paperwork	SF
10/7/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/7/2021	Shop	Routine	Loaded supplies and tools, put away items	SF
10/7/2021	Shop	Routine	Listed parts needed for lawn mowers, gathered supplies for	KM
10/8/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/8/2021	Office	Routine	Completed paperwork	SF
10/8/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/8/2021	Shop	Routine	Unloaded and put away supplies	SF
10/12/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/12/2021	Housing Area	Routine	Made list of units with lawns needing mowed	KM
10/12/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
10/12/2021	Office	Routine	Completed paperwork	SF
10/12/2021	Playground	Routine	Cleaned and restocked restroom	KM
10/12/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/12/2021	Shop	Routine	Gathered materials, put together a supply order	SF
10/13/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/13/2021	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
10/13/2021	Shop	Routine	Emptied trash from back of van, transferred tools and supplies into van, worked on tool inventory	KM
10/13/2021	Shop	Routine	Unloaded van	SF
10/14/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
10/14/2021	Office	Routine	Loaded supplies into van, worked on supply order, did paperwork	SF
10/14/2021	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM

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10/14/2021	Shop	Routine	Emptied trash from back of van, transferred tools and supplies into van, worked on tool inventory	KM
10/14/2021	Shop	Routine	Unloaded supplies from van	SF
10/15/2021	Housing Area	Routine	Replaced solar light at middle mailbox structure	SF
10/15/2021	Office	Routine	Helped move furniture for Debbie, vacuumed in file room, completed paperwork	SF
10/15/2021	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
10/15/2021	Shop	Routine	Moved dumpster, recycling bin, and trailer, emptied trash from back of van and golf cart, put away tools and supplies	KM
10/15/2021	Shop	Routine	Unloaded van	SF
10/18/2021	2620C	Routine	Programmed new remote for garage door opener	SF
10/18/2021	Office	Routine	Made phone calls, completed paperwork	SF
10/18/2021	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
10/18/2021	Playground	Routine	Cleaned and restocked restroom	KM
10/18/2021	Shop	Routine	Cleaned restrooms, emptied trash from back of van and golf cart and put away tools	KM
10/18/2021	Shop	Routine	Put away supplies and materials, put dishwasher upstairs, took trash to dumpster	SF
10/19/2021	Office	Routine	Helped move file cabinets, scheduled contractor for work at 2611, completed paperwork, met with Anne and Debbie	SF
10/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/19/2021	Shop	Routine	Cleaned and organized work area, put items away, loaded supplies into van, cleaned the rug cleaner, worked on dump trailer	SF
10/19/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/19/2021	Shop	Routine	Worked on inventory of tools	KM
10/20/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/20/2021	Office	Routine	Made phone calls, completed paperwork, worked with Don Garrett on Self-Monitoring Assessment	SF
10/20/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/20/2021	Shop	Routine	Put away supply order, cleaned up van, met with Oak Harbor for damaged dishwasher return	SF
10/20/2021	Town	Routine	Fueled box van, picked up supplies	SF
10/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/21/2021	Office	Routine	Reviewed property improvement request, made phone calls, completed paperwork	SF
10/21/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/22/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/22/2021	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM

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10/22/2021	Office	Routine	Repotted plant, cleaned up, met with Tracey about work at 2666, watered plants, completed paperwork, moved desk and chair to shop	SF
10/22/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/22/2021	Shop	Routine	Unloaded van	SF
10/25/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
10/25/2021	Office	Routine	Completed paperwork	SF
10/25/2021	Playground	Routine	Cleaned and restocked restroom	KM
10/25/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart, cleaned restrooms, loaded tools	KM
10/26/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/26/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/26/2021	Shop	Routine	Loaded and unloaded items in van	SF
10/27/2021	2670	Routine	Cleared gutter outlet	SF
10/27/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/27/2021	Office	Routine	Met with Anne, completed paperwork	SF
10/27/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/27/2021	Shop	Routine	Hooked up dump trailer, charged battery on Ford Truck, cleaned up, put away tools and supplies	SF
10/28/2021	Office	Routine	Brought mail to office, completed paperwork	KM
10/28/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/29/2021	Office	Routine	Emptied trash from offices, brought mail to office, did paperwork	KM
10/29/2021	Office	Routine	Made phone calls, watered plants, sorted through exterior inspection paperwork, completed paperwork	SF
10/29/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
10/29/2021	Shop	Routine	Unloaded van, met with contractor for scheduled maintenance on HVAC units	SF
Groundskeeping				
10/1/2021	Housing Area	Grounds	Trash pickup	KM
10/4/2021	Housing Area	Grounds	Trash pickup	KM
10/5/2021	Housing Area	Grounds	Trash pickup	KM
10/6/2021	Housing Area	Grounds	Trash pickup	KM
10/7/2021	Housing Area	Grounds	Trash pickup	KM
10/8/2021	Housing Area	Grounds	Trash pickup	KM
10/12/2021	Housing Area	Grounds	Trash pickup	KM
10/13/2021	Housing Area	Grounds	Trash pickup	KM
10/14/2021	Housing Area	Grounds	Trash pickup	KM
10/15/2021	Housing Area	Grounds	Trash pickup	KM

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10/18/2021	Housing Area	Grounds	Trash pickup	KM
10/19/2021	Housing Area	Grounds	Trash pickup	KM
10/20/2021	Housing Area	Grounds	Trash pickup	KM
10/21/2021	Housing Area	Grounds	Trash pickup	KM
10/22/2021	Housing Area	Grounds	Trash pickup	KM
10/25/2021	Housing Area	Grounds	Trash pickup	KM
10/26/2021	Housing Area	Grounds	Trash pickup	KM
10/27/2021	Housing Area	Grounds	Trash pickup	KM
10/28/2021	Housing Area	Grounds	Trash pickup	KM
10/29/2021	Housing Area	Grounds	Trash pickup	KM
Admin Support				
10/5/2021	Town	Admin	Courier run	KM
10/6/2021	Office	Admin	Attended Self-Monitoring training	SF
10/6/2021	Town	Admin	Courier run	KM
10/7/2021	Office	Admin	Attended Self-Monitoring training	SF
10/8/2021	Town	Admin	Courier run	KM
10/14/2021	Town	Admin	Courier run	KM
10/20/2021	Town	Admin	Courier run	KM
10/21/2021	Town	Admin	Courier run	KM
10/27/2021	Town	Admin	Courier run	KM
10/29/2021	Town	Admin	Courier run	KM
Staff Time Off				
10/4/2021			Part day PTO	KM
10/6/2021			Part day PTO	KM
10/7/2021			Part day PTO	KM
10/11/2021			Indigenous Peoples' Day holiday	SF
10/11/2021			Indigenous Peoples' Day holiday	KM
10/12/2021			Part day PTO	KM
10/14/2021			Part day PTO	SF
10/18/2021			Part day PTO	KM
10/19/2021			Part day PTO	KM
10/20/2021			Part day PTO	KM
10/21/2021			Part day PTO	KM
10/25/2021			Part day PTO	KM
10/26/2021			Part day PTO	SF
10/27/2021			Part day PTO	SF
10/28/2021			PTO	SF