

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/1/2021	506	Vacant Unit	Removed nails, spackled holes, touched up paint	SF
11/2/2021	506	Vacant Unit	Touched up paint, installed doors, rekeyed all locks, installed blinds in bedroom	SF
11/3/2021	506	Vacant Unit	Cleaned out storage shed, repaired shelving, vacuumed cobwebs, set up dehumidifier, touched up paint	SF
11/4/2021	506	Vacant Unit	Checked unit, emptied dehumidifier	SF
11/1/2021	2611	Vacant Unit	Stapled underlayment for flooring, moved doors to garage, removed vinyl flooring from under bar area, cleaned up	SF
11/2/2021	2611	Vacant Unit	Prepped for flooring installation, stapled underlayment, swept, installed and painted trim around garage door, cleaned up	SF
11/2/2021	2611	Vacant Unit	Removed door knobs, loaded tools, spackled and sanded holes in garage	KM
11/3/2021	2611	Vacant Unit	Met flooring installers, took dump trailer to shop	SF
11/4/2021	2611	Vacant Unit	Installed cove base, met with flooring contractor	SF
11/5/2021	2611	Vacant Unit	Touched up paint, painted door jambs	KM
11/8/2021	2611	Vacant Unit	Installed cove base, cleaned up	SF
11/9/2021	2611	Vacant Unit	Installed cove base, put things together	SF
11/9/2021	2611	Vacant Unit	Painted doors and jambs, touched up paint, swept floors	KM
11/10/2021	2611	Vacant Unit	Touched up paint, loaded trash, cleaned up	KM
11/15/2021	2611	Vacant Unit	Installed new thermostats, put light fixtures back up in garage, washed and installed cover plates throughout home, installed light fixtures, cleaned up, reinstalled doors	SF
11/16/2021	2611	Vacant Unit	Painted new bi-fold doors, touched up paint, removed blinds and brackets, spackled and painted holes, finished cove base, installed bedroom doors, put things together	SF
11/16/2021	2611	Vacant Unit	Touched up paint, painted doors and jambs	KM
11/17/2021	2611	Vacant Unit	Painted bedroom doors, replaced master bathroom faucet, installed door knobs and locks, installed bifold doors, cleaned up	SF
11/17/2021	2611	Vacant Unit	Touched up paint, painted doors and jambs, moved tools to garage for unit cleaning	KM
11/18/2021	2611	Vacant Unit	Installed blinds and door knobs, cleaned up	SF
11/18/2021	2611	Vacant Unit	Painted doors, touched up paint, moved tools for cleaning contractor	KM
11/19/2021	2611	Vacant Unit	Loaded up tools	KM
11/19/2021	2611	Vacant Unit	Measured window glass to order, installed bathroom blinds, scraped closet door edges and touched up paint, met with contractor about other work to be done	SF
11/22/2021	2611	Vacant Unit	Repaired flooring in entry, installed door seal around garage door, installed new shelving a brackets in master bedroom closet, cleaned solar tubes, sanded and varnished another coat on backsplash, stained and installed cabinet trim in kitchen	SF

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11/22/2021	2611	Vacant Unit	Touched up paint on doors and jambs	KM
11/23/2021	2611	Vacant Unit	Loaded doors, windows, and building materials from garage, cleaned out garage, repaired floor, caulked tubs, toilets, sinks, trim, and around doors as needed, installed kitchen backsplash, cleaned up	SF
11/23/2021	2611	Vacant Unit	Painted, filled holes in garage walls, swept floors	KM
11/24/2021	2611	Vacant Unit	Made miscellaneous repairs, cleaned up	SF
11/29/2021	2611	Vacant Unit	Dug up dead plants and flower beds, trimmed hydrangea, cleaned up, hauled brush to burn pile, replaced bathroom vent hood outside, checked roof and gutters, cut hole in gutter to add downspout	SF
11/29/2021	2611	Vacant Unit	Moved tools to garage, cleaned up, took trash to dumpster	KM
11/30/2021	2611	Vacant Unit	Crawled under home to install screen around tub drain holes cut into floor, pressure washed house, sidewalks, and driveway, finished installing downspout, cut and replaced missing and damaged fence boards, cleaned exterior light globes and replaced bulbs, cleaned up	SF
11/30/2021	2611	Vacant Unit	Loaded up all tools, swept garage, cleaned up	KM
Work Orders				
11/10/2021	709	Work Order	Met with contractor to look at rot issues	SF
11/16/2021	CITPD	Work Order	Removed doors to install at 2611	SF
11/18/2021	CITPD	Work Order	Assisted with doors, brought air filters from shop	KM
11/18/2021	CITPD	Work Order	Met with Pacific Air Comfort to install heat pump, took glass doors from 2611 and installed, replaced a couple bulbs and filters	SF
11/9/2021	2607	Work Order	Shut off water, replaced washer valve in kitchen sink	SF
11/9/2021	2628	Work Order	Replaced glass unit in bedroom, hauled refrigerator to shop	SF
11/24/2021	2628	Work Order	Unloaded doors and supplies, met with resident, removed door locks	SF
11/18/2021	2631	Work Order	Looked into trim that needs replaced and other needed work orders	SF
11/22/2021	2631	Work Order	Removed bad tiles from kitchen flooring, cleaned and installed new tiles, repaired toilet, insulated attic crawl space cover	SF
11/3/2021	2650	Work Order	Finished installing cove base	SF
11/10/2021	2666	Work Order	Pumped water from under unit	SF
Routine Activities				
11/1/2021	2640	Routine	Met with resident about property improvement request	SF
11/1/2021	Housing Area	Routine	Made list of homes with long lawns	KM
11/1/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
11/1/2021	Office	Routine	Completed paperwork	SF
11/1/2021	Playground	Routine	Cleaned and restocked restroom	KM
11/1/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools and supplies	KM
11/1/2021	Shop	Routine	Cut, planed, and primed cedar boards for trim	SF
11/2/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/2/2021	Office	Routine	Met with contractor to review exterior inspections and work to be completed, signed check requests, completed paperwork	SF

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11/2/2021	Shop	Routine	Mixed and separated paint into smaller containers, emptied trash from back of van and golf cart, washed and put away rags, hauled trash to dumpster	KM
11/3/2021	2666	Routine	Met with resident about flooring repairs	SF
11/3/2021	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
11/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/3/2021	Office	Routine	Completed paperwork	SF
11/3/2021	Shop	Routine	Assisted with cedar trim and maintenance on planer, emptied trash from van and golf cart, gathered fuel slips, primed cedar boards	KM
11/3/2021	Shop	Routine	Unloaded van, sorted lumber, changed planer blades	SF
11/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/4/2021	Office	Routine	Completed paperwork	SF
11/4/2021	Shop	Routine	Cleaned work area, checked oil in vehicles, started Toro mower and aired up tires, emptied trash from van and golf cart, unloaded tools	KM
11/4/2021	Shop	Routine	Cut and planed cedar boards for trim, loaded trash into dump trailer	SF
11/4/2021	Shop	Routine	Cut and primed cedar trim boards	KM
11/5/2021	Office	Routine	Emptied all trash cans, brought mail to office, completed paperwork	KM
11/5/2021	Shop	Routine	Cleaned out golf cart, emptied trash from back of van	KM
11/8/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
11/8/2021	Office	Routine	Made phone calls, completed paperwork	SF
11/8/2021	Playground	Routine	Blew bark from ball court and sidewalks	SF
11/8/2021	Playground	Routine	Cleaned and restocked restroom	KM
11/8/2021	Shop	Routine	Charged Ford truck battery, cut, planed, and primed cedar trim	SF
11/8/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools and supplies	KM
11/9/2021	Housing Area	Routine	Worked on mailbox locks	SF
11/9/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/9/2021	Office	Routine	Completed paperwork	SF
11/9/2021	Shop	Routine	Cleaned out van, painted trim, cleaned up, unloaded refrigerator	SF
11/9/2021	Shop	Routine	Emptied trash from van and golf cart, mixed paint, loaded up tools	KM
11/9/2021	Town	Routine	Hauled and unloaded dump trailer	KM
11/10/2021	2608	Routine	Loaded lumber from inside home	SF
11/10/2021	Housing Area	Routine	Met with mail carrier to change lock on one mailbox	SF
11/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/10/2021	Office	Routine	Watered plants, completed paperwork	SF
11/10/2021	Shop	Routine	Emptied trash from van and golf cart, mixed paint, loaded up tools	KM
11/10/2021	Shop	Routine	Unloaded materials from van, painted trim, cleaned out van, sorted through cedar boards	SF
11/12/2021	Office	Routine	Took out trash, cut out window sill in Debbie's office, replaced, caulked, and painted trim, cleaned up, completed paperwork	SF
11/12/2021	Shop	Routine	Unloaded van, cleaned up, loaded tools and supplies	SF

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11/15/2021	Housing Area	Routine	Posted flyers for Resident Services	KM
11/15/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
11/15/2021	Office	Routine	Completed paperwork	SF
11/15/2021	Playground	Routine	Cleaned and restocked restroom	KM
11/15/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools and supplies	KM
11/15/2021	Shop	Routine	Unloaded and loaded van, put away tools	SF
11/16/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/16/2021	Office	Routine	Completed paperwork	SF
11/16/2021	Shop	Routine	Loaded cedar trim boards, emptied trash from back of van and golf cart	KM
11/17/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/17/2021	Shop	Routine	Cut and painted wood for trim, emptied dust collector, cleaned up	SF
11/17/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
11/18/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/18/2021	Office	Routine	Completed paperwork	SF
11/18/2021	Shop	Routine	Cut and painted cedar trim	SF
11/18/2021	Shop	Routine	Restocked supplies, emptied trash from back of van	KM
11/19/2021	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/19/2021	Office	Routine	Moved file cabinets, watered plants, completed paperwork	SF
11/19/2021	Shop	Routine	Cleaned out front of vehicles, emptied trash from back of van, put away tools	KM
11/19/2021	Shop	Routine	Sanded and varnished oak backsplash for 2611, loaded trim and supplies for contractor	SF
11/22/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
11/22/2021	Office	Routine	Completed paperwork	SF
11/22/2021	Playground	Routine	Cleaned and restocked restroom	KM
11/22/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools and supplies	KM
11/22/2021	Shop	Routine	Cleaned out van, loaded supplies and tools	SF
11/23/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/23/2021	Office	Routine	Completed paperwork	SF
11/23/2021	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
11/23/2021	Shop	Routine	Unloaded van, hauled out trash and cardboard, put away supplies	SF
11/24/2021	Office	Routine	Emptied all trash cans, brought mail to office, completed paperwork	KM
11/24/2021	Office	Routine	Ordered glass, completed paperwork	SF
11/24/2021	Shop	Routine	Emptied trash from back of van and golf cart	KM
11/24/2021	Shop	Routine	Unloaded van, put away materials, loaded materials and supplies for contractor	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
11/29/2021	Housing Area	Routine	Picked up rug cleaner after resident use	KM
11/29/2021	Office	Routine	Brought holiday decorations to office	SF
11/29/2021	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
11/29/2021	Playground	Routine	Cleaned and restocked restroom	KM
11/29/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools and supplies	KM
11/29/2021	Shop	Routine	Loaded and unloaded supplies	SF
11/30/2021	Housing Area	Routine	Dropped off and picked up rug cleaner after resident use	KM
11/30/2021	Office	Routine	Brought mail to office, completed paperwork	KM
11/30/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
11/30/2021	Shop	Routine	Painted trim board, cleaned out van, put stuff away from 2611	SF
Groundskeeping				
11/1/2021	Housing Area	Grounds	Trash pickup	KM
11/2/2021	Housing Area	Grounds	Trash pickup	KM
11/3/2021	Housing Area	Grounds	Trash pickup	KM
11/4/2021	Housing Area	Grounds	Trash pickup	KM
11/5/2021	Housing Area	Grounds	Trash pickup	KM
11/8/2021	Housing Area	Grounds	Trash pickup	KM
11/9/2021	Housing Area	Grounds	Trash pickup	KM
11/10/2021	Housing Area	Grounds	Trash pickup	KM
11/15/2021	Housing Area	Grounds	Trash pickup	KM
11/16/2021	Housing Area	Grounds	Trash pickup	KM
11/17/2021	Housing Area	Grounds	Trash pickup	KM
11/18/2021	Housing Area	Grounds	Trash pickup	KM
11/19/2021	Housing Area	Grounds	Trash pickup	KM
11/22/2021	Housing Area	Grounds	Trash pickup	KM
11/23/2021	Housing Area	Grounds	Trash pickup	KM
11/24/2021	Housing Area	Grounds	Trash pickup	KM
11/29/2021	Housing Area	Grounds	Trash pickup	KM
11/30/2021	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/2/2021	Town	Admin	Courier run	KM
11/8/2021	Town	Admin	Courier run	SF
11/10/2021	Town	Admin	Courier run	KM
11/18/2021	Town	Admin	Courier run	KM
11/23/2021	Town	Admin	Courier run	KM
11/24/2021	Town	Admin	Courier run	KM
Staff Time Off				
11/1/2021			Part day PTO	KM
11/2/2021			Part day PTO	KM
11/5/2021			Birthday admin leave	SF

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11/8/2021			Part day PTO	KM
11/10/2021			Part day PTO	KM
11/10/2021			Part day PTO	SF
11/11/2021			Veterans Day holiday	SF
11/11/2021			Veterans Day holiday	KM
11/12/2021			PTO	KM
11/15/2021			Part day PTO	SF
11/15/2021			Part day PTO	KM
11/16/2021			Part day PTO	KM
11/23/2021			Part day PTO	SF
11/24/2021			Thanksgiving holiday admin leave	KM
11/24/2021			Thanksgiving holiday admin leave	SF
11/25/2021			Thanksgiving holiday	KM
11/25/2021			Thanksgiving holiday	SF
11/26/2021			Thanksgiving holiday	KM
11/26/2021			Thanksgiving holiday	SF
11/29/2021			Part day PTO	SF