

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/1/2021	2611	Vacant Unit	Finished loading up tools, repaired and built screens	KM
12/1/2021	2611	Vacant Unit	Shut off water to replace rubber washer in hose bib, cleaned out garage completely, mopped and cleaned glue from entire floor, wiped counters, final did walk through and clean up; ready for occupancy	SF
12/6/2021	2627	Vacant Unit	Checked unit for work to be done, hauled dump trailer to unit	SF
12/6/2021	2627	Vacant Unit	Unloaded tools, pulled nails from walls	KM
12/7/2021	2627	Vacant Unit	Met with contractor	SF
12/7/2021	2627	Vacant Unit	Unloaded tools, pulled nails from walls, removed blinds and brackets, caulked windows, removed doors and hardware, took trash to garage	KM
12/8/2021	2627	Vacant Unit	Checked out flooring issues, scrubbed and wiped walls in primary bedroom, closet and ceiling, cleaned up flooring, removed tack strip	SF
12/8/2021	2627	Vacant Unit	Pulled up vinyl for underlayment in kitchen, cleaned up	KM
12/9/2021	2627	Vacant Unit	Removed primary bedroom and bathroom doors and door trim, unloaded tools, cleaned up	KM
12/9/2021	2627	Vacant Unit	Replaced bulbs throughout home, removed primary bathroom toilet, removed dishwasher, replaced two light fixtures, cut out areas for drywall repairs, cut out damaged corner bead, cleaned up, washed bedroom windows	SF
12/10/2021	2627	Vacant Unit	Removed door trim	KM
12/10/2021	2627	Vacant Unit	Removed shelving brackets and hangers, met with contractor about rot repairs, moved appliances to garage	SF
12/13/2021	2627	Vacant Unit	Assisted with floor repair in laundry room and kitchen	KM
12/13/2021	2627	Vacant Unit	Made drywall repairs, installed corner bead, made kitchen and utility room floor repairs, removed plywood from the floor to repair and add more support	SF
12/14/2021	2627	Vacant Unit	Assisted with laundry room and kitchen repairs	KM
12/14/2021	2627	Vacant Unit	Worked on floor repairs	SF
12/15/2021	2627	Vacant Unit	Worked on flooring repairs and insulation	SF
12/15/2021	2627	Vacant Unit	Worked on rot repair in laundry room and kitchen, cleaned up	KM
12/16/2021	2627	Vacant Unit	Assisted with removing kitchen cabinets and underlayment, removed staples, swept, cleaned up	KM
12/16/2021	2627	Vacant Unit	Covered kitchen and utility room floors with plywood, removed base cabinets, cut and capped water lines, cleaned up under cabinets	SF
12/17/2021	2627	Vacant Unit	Cleaned up, cut up and started floor repair in the hallway	SF
12/20/2021	2627	Vacant Unit	Assist with flooring repair and clean up	KM
12/20/2021	2627	Vacant Unit	Worked on hallway floor rot repair, framing, and insulation, cleaned	SF
12/21/2021	2627	Vacant Unit	Helped repair floor, stapled seams and fastened plywood, cleaned up staples, removed blind brackets, unloaded lumber, cleaned up	KM
12/21/2021	2627	Vacant Unit	Finished hallway floor repairs, pulled staples, prepped for underlayment, loaded up debris to haul to dump, unloaded lumber	SF

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12/22/2021	2627	Vacant Unit	Prepped flooring for underlayment, cleaned up, removed staples, spread floor leveler, cut out and patched rotten spot in entry closet, met with contractor	SF
12/22/2021	2627	Vacant Unit	Unloaded tools, removed blind brackets, removed staples from floor, swept and cleaned up	KM
12/27/2021	2627	Vacant Unit	Cleaned up, moved doors and lumber from bedroom, began prepping bedroom floor for repairs	SF
12/28/2021	2627	Vacant Unit	Assisted with flooring repairs in primary bedroom	KM
12/28/2021	2627	Vacant Unit	Cut out rot in floor in primary bedroom, cleaned up, framed and insulated new floor, cut plywood for repair	SF
12/29/2021	2627	Vacant Unit	Cut out rot in primary bedroom floor, cleaned up, framed and insulated new floor, cut and installed plywood for repair, cleaned up floor for underlayment, hauled out trash, patched floor holes and	SF
12/30/2021	2627	Vacant Unit	Hauled tools from unit, cleaned up floor in bedroom and bathroom, pulled staples, primed entire floor, prepped for underlayment	SF
12/2/2021	2664	Vacant Unit	Picked up trash from floors, removed nails from walls, unloaded tools	KM
12/3/2021	2664	Vacant Unit	Pulled nails, filled holes, caulked around windows	KM
Work Orders				
12/7/2021	2605	Work Order	Replaced exterior light bulbs	SF
12/15/2021	2616	Work Order	Replaced thermostat, adjusted utility door	SF
12/7/2021	2631	Work Order	Tested water heater, found leak, removed and replaced water heater	SF
Routine Activities				
12/1/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/1/2021	Office	Routine	Moved file cabinets from Shelley and Anne's office, met with Lyman, completed paperwork	SF
12/1/2021	Shop	Routine	Cleaned out van, put away laundry	SF
12/1/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/2/2021	Housing	Routine	Dropped off and picked up rug cleaner after resident use	KM
12/2/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/2/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/3/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
12/3/2021	Office	Routine	Hauled trash from offices to dumpster, brought mail to office, completed paperwork	KM
12/3/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/6/2021	Housing	Routine	Posted flyers on all units	KM
12/6/2021	Office	Routine	Assisted with holiday card stuffing and mailing, met with Lyman	SF
12/6/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
12/6/2021	Playground	Routine	Cleaned and stocked restroom	KM
12/6/2021	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, loaded up tools	KM

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12/6/2021	Shop	Routine	Sorted through and repaired Christmas lights	SF
12/7/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/7/2021	Office	Routine	Met with Lyman, completed paperwork	SF
12/7/2021	Shop	Routine	Cleaned out van, gathered supplies, painted cedar, made a supply list	SF
12/7/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/7/2021	Town	Routine	Picked up paint, materials, glass, fueled van	SF
12/8/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/8/2021	Office	Routine	Moved file cabinets and furniture in Anne's office	SF
12/8/2021	Shop	Routine	Cleaned up, unloaded van, loaded up supplies and tools	SF
12/8/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/9/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/9/2021	Office	Routine	Procured materials, and completed paperwork	SF
12/9/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/10/2021	Office	Routine	Emptied trash cans from offices and took to dumpster, brought mail to office, completed paperwork	KM
12/10/2021	Office	Routine	Made phone calls, procured products, completed paperwork	SF
12/10/2021	Shop	Routine	Emptied trash from back of van	KM
12/13/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/13/2021	Office	Routine	Completed paperwork	SF
12/13/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/13/2021	Shop	Routine	Unloaded supplies and tools from van	SF
12/14/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/14/2021	Office	Routine	Installed Christmas lights, completed paperwork	SF
12/14/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/15/2021	2620	Routine	Cleaned gutters	SF
12/15/2021	Housing	Routine	Posted flyers on all units	KM
12/15/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/15/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/16/2021	Office	Routine	Attended Board meeting	SF
12/16/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/16/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/17/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/17/2021	Office	Routine	Watered plants, researched products, made phone calls, completed paperwork	SF
12/17/2021	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
12/20/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/20/2021	Office	Routine	Completed paperwork	SF
12/20/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/20/2021	Shop	Routine	Loaded materials, cut plywood for flooring repairs	SF
12/21/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/21/2021	Office	Routine	Completed paperwork	SF

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12/21/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/21/2021	Town	Routine	Hauled dump trailer to dump, picked up supplies and materials	SF
12/22/2021	Office	Routine	Completed paperwork	SF
12/22/2021	Office	Routine	Emptied trash cans from offices and took to dumpster, brought mail to office, completed paperwork	KM
12/22/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/22/2021	Shop	Routine	Loaded supplies and materials	SF
12/27/2021	Housing	Routine	Changed and tested welcome sign bulbs	SF
12/27/2021	Office	Routine	Completed paperwork	SF
12/27/2021	Playground	Routine	Cleaned and stocked restroom	KM
12/27/2021	Shop	Routine	Emptied trash from back of van, loaded tools	KM
12/28/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/28/2021	Shop	Routine	Emptied trash from back of van and golf cart, checked oil in vehicles, unloaded and put away tools	KM
12/28/2021	Shop	Routine	Unloaded and loaded van	SF
12/29/2021	Housing	Routine	Posted pest control flyers	KM
12/29/2021	Office	Routine	Brought mail to office, completed paperwork	KM
12/29/2021	Shop	Routine	Checked oil and greased forklift, loaded up tools	KM
12/29/2021	Shop	Routine	Gathered fuel slips, emptied trash from back of van and golf cart, unloaded and put away tools	KM
12/29/2021	Town	Routine	Picked up supplies	SF
12/30/2021	Office	Routine	Watered plants, researched products, made phone calls, completed paperwork	SF
12/30/2021	Office	Routine	Performed maintenance on back up generator, emptied all trash cans, brought mail to office, completed paperwork	KM
12/30/2021	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
12/30/2021	Shop	Routine	Loaded materials, unloaded trash from van, hooked up and hauled dump trailer to 2627	SF
Groundskeeping				
12/1/2021	Housing	Grounds	Trash pickup	KM
12/2/2021	Housing	Grounds	Trash pickup	KM
12/3/2021	Housing	Grounds	Trash pickup	KM
12/6/2021	Housing	Grounds	Trash pickup	KM
12/7/2021	Housing	Grounds	Trash pickup	KM
12/8/2021	Housing	Grounds	Trash pickup	KM
12/9/2021	Housing	Grounds	Trash pickup	KM
12/10/2021	Housing	Grounds	Trash pickup	KM
12/13/2021	Housing	Grounds	Trash pickup	KM
12/14/2021	Housing	Grounds	Trash pickup	KM
12/15/2021	Housing	Grounds	Trash pickup	KM
12/16/2021	Housing	Grounds	Trash pickup	KM

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12/17/2021	Housing	Grounds	Trash pickup	KM
12/20/2021	Housing	Grounds	Trash pickup	KM
12/21/2021	Housing	Grounds	Trash pickup	KM
12/22/2021	Housing	Grounds	Trash pickup	KM
12/27/2021	Housing	Grounds	Trash pickup	KM
12/28/2021	Housing	Grounds	Trash pickup	KM
12/29/2021	Housing	Grounds	Trash pickup	KM
12/30/2021	Housing	Grounds	Trash pickup	KM
Admin Support				
12/1/2021	Town	Admin	Courier run	KM
12/2/2021	Town	Admin	Courier run	KM
12/7/2021	Town	Admin	Courier run	KM
12/10/2021	Town	Admin	Courier run	KM
12/13/2021	Town	Admin	Courier run	KM
12/17/2021	Town	Admin	Courier run	KM
12/22/2021	Town	Admin	Courier run	KM
12/29/2021	Town	Admin	Courier run	KM
Staff Time Off				
12/1/2021			Part day PTO	SF
12/2/2021			PTO	SF
12/3/2021			PTO	SF
12/6/2021			Part day PTO	SF
12/9/2021			Part day PTO	SF
12/14/2021			Part day PTO	SF
12/20/2021			Part day PTO	KM
12/20/2021			Part day PTO	SF
12/21/2021			Part day PTO	KM
12/23/2021			Christmas Eve holiday	SF
12/23/2021			Christmas Eve holiday	KM
12/24/2021			Christmas holiday	SF
12/24/2021			Christmas holiday	KM
12/27/2021			Admin leave for weather (snow)	SF
12/27/2021			Admin leave for weather (snow)	KM
12/30/2021			Part day admin leave for New Year's Eve holiday	KM
12/30/2021			Part day admin leave for New Year's Eve holiday	SF
12/31/2021			New Year's holiday	SF
12/31/2021			New Year's holiday	KM