

**Coquille Indian Housing Authority
Maintenance Report
January 2022**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/7/2022	2627	Vacant Unit	Picked up dump trailer, emptied trash into dumpster	SF
1/10/2022	2627	Vacant Unit	Met with contractor, dropped off supplies	SF
1/7/2022	2660	Vacant Unit	Met with contractor for walkthrough to assess repairs needed	SF
1/11/2022	2660	Vacant Unit	Dropped off dump trailer in garage for debris to be loaded	SF
1/12/2022	2660	Vacant Unit	Put together list of items needed, researched cabinets, met with contractor	SF
1/13/2022	2660	Vacant Unit	Emptied dehumidifiers, unlocked unit for contractor, measured for cabinets, put together order	SF
1/14/2022	2660	Vacant Unit	Met with contractor, emptied dehumidifier, dropped off supplies	SF
1/18/2022	2660	Vacant Unit	Unloaded paint and supplies, removed sink and dishwasher, met with contractor	SF
1/27/2022	2660	Vacant Unit	Helped remove upper wall cabinets, removed countertop, lubed rollers, cleaned tracks, adjusted lock on sliding door	SF
1/4/2022	2664	Vacant Unit	Began prep for reoccupancy, flushed water heater, removed light covers, patched drywall, prepped for painting, unloaded supplies, set up to cut blinds, checked on work to be done	SF
1/5/2022	2664	Vacant Unit	Made drywall repairs, sanded and mudded repairs, replaced toilet seats, removed blinds and brackets, spackled holes	SF
1/6/2022	2664	Vacant Unit	Finished drywall patches, textured, primed, and painted, finished removing brackets, repaired front door	SF
1/6/2022	2664	Vacant Unit	Hauled and unloaded tools from 2627, spackled holes in walls	KM
1/7/2022	2664	Vacant Unit	Touched up paint, lifted section of front sidewalk to cut tree root	SF
1/10/2022	2664	Vacant Unit	Cut blinds, repaired closet doors, began installing blinds, checked out furnace, adjusted garage door	SF
1/11/2022	2664	Vacant Unit	Cleaned switch and outlet cover plates, touched up paint, cleaned up	KM
1/11/2022	2664	Vacant Unit	Installed blinds	SF
1/12/2022	2664	Vacant Unit	Removed laminate counter edge, installed and stained oak counter edge, scheduled HVAC contractor to look at furnace, cleaned up	SF
1/12/2022	2664	Vacant Unit	Touched up paint, moved tools, cleaned up	KM
1/13/2022	2664	Vacant Unit	Cleaned doors, touched up paint, cleaned up	KM
1/13/2022	2664	Vacant Unit	Emptied dehumidifiers, unlocked unit for contractor, took measurements for cabinets, put together order	SF
1/18/2022	2664	Vacant Unit	Installed foundation vent screens, vacuumed, cleaned off areas above closets in living room and bedroom, scraped up mud, painted, touched up paint, worked on garage door, finished oak counter edge in kitchen	SF
1/18/2022	2664	Vacant Unit	Touched up paint, cleaned doors, cleaned up	KM
1/19/2022	2664	Vacant Unit	Finished cutting and installing foundation vent screens, worked on deck and repaired railing, worked on garage door hinges, adjusted railing, cleaned up	SF
1/19/2022	2664	Vacant Unit	Painted doors and jambs, touched up paint as needed, cleaned up	KM

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1/20/2022	2664	Vacant Unit	Cleaned out gutters, pressure washed sidewalks, driveways, home, and gutters, cleaned moss from roof	SF
1/20/2022	2664	Vacant Unit	Loaded up tools and trash, touched up paint on doors and walls	KM
1/24/2022	2664	Vacant Unit	Touched up paint on doors and jambs, cleaned up	KM
1/25/2022	2664	Vacant Unit	Painted gable ends and some window trim, removed window trim from bathroom because of rot, sealed window and installed new trim, repaired cabinet door, cleaned up	SF
1/25/2022	2664	Vacant Unit	Touched up paint, cleaned outlet and switch plates, repaired kitchen sink leak, cleaned up water, loaded trash and old blinds to take to dumpster	KM
1/26/2022	2664	Vacant Unit	Painted doors, repainted master bathroom door, garage door and jamb, cleaned up, moved tools to garage, cleaned vent cover, repaired kitchen cabinet door, removed screens for repairs, loaded up trash	KM
1/26/2022	2664	Vacant Unit	Touched up paint on exterior, finished painting gable ends and trim, restained kitchen cabinets, installed slider door guides, reinstalled cabinet doors, took apart side rails on back deck to switch them around, removed and rebuilt hand rails for steps	SF
1/27/2022	2664	Vacant Unit	Finished painting doors, loaded trash, swept floors, moved tools to garage	KM
1/27/2022	2664	Vacant Unit	Worked on back deck, delivered and set up new refrigerator, reversed door swing	SF
1/28/2022	2664	Vacant Unit	Loaded tools, met with Pacific Air to check the furnace	SF
1/31/2022	2664	Vacant Unit	Scraped paint from some windows, tested breakers, vacuumed floors, loaded tools into van, stained bathroom cabinet, replaced kitchen bulbs, repaired ducting at front door vent, installed bedroom blinds	SF
Work Orders				
1/6/2022	506	Work Order	Picked up shingles, replaced ridge cap shingles that had blown off	SF
1/11/2022	512	Work Order	Looked into noisy heater, repaired leak under sink, set up dehumidifier	SF
1/12/2022	512	Work Order	Picked up dehumidifier, pulled out stove, replaced drip bowls	SF
1/5/2022	704	Work Order	Replaced infinite switch on back burner of stove, repaired gate damaged by wind storm	SF
1/27/2022	2602	Work Order	Met with Pacific Air Comfort to check over heat pump	SF
1/4/2022	2609	Work Order	Removed parts of tree damaged by storm, hauled debris to burn pile	SF
1/6/2022	2609	Work Order	Cut down tree in front yard, cleaned up, piled up brush	SF
1/10/2022	2609	Work Order	Loaded up debris from front yard	SF
1/10/2022	2650	Work Order	Cut tree, loaded into trailer, hauled to burn pile	SF
1/11/2022	2650	Work Order	Cut tree, loaded into trailer, hauled to burn pile	SF
1/12/2022	2669	Work Order	Filled hole with gravel	SF
1/11/2022	2670D	Work Order	Replaced door bell button, disconnected living room heater, removed stove and replaced infinite switch for large burner, checked on leak in refrigerator	SF

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Routine Activities				
1/3/2022	Shop	Routine	Cleaned out van, hauled trash to dumpster, organized work area	SF
1/4/2022	Housing	Routine	Trash pickup	KM
1/4/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/4/2022	Office	Routine	Completed paperwork	SF
1/4/2022	Shop	Routine	Cleaned out van, loaded supplies and tools	SF
1/4/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/5/2022	Housing	Routine	Picked up and secured storm damaged fencing	SF
1/5/2022	Office	Routine	Completed paperwork	SF
1/5/2022	Shop	Routine	Loaded supplies and materials	SF
1/6/2022	Housing	Routine	Helped secure fences after storm	KM
1/6/2022	Housing	Routine	Picked up rent payment from elder	KM
1/6/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/6/2022	Office	Routine	Removed holiday lights	SF
1/6/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/6/2022	Shop	Routine	Loaded and unloaded tools	SF
1/7/2022	Office	Routine	Emptied trash, brought mail to office, completed paperwork	KM
1/7/2022	Office	Routine	Watered plants, loaded holiday decorations to take to shop, completed paperwork	SF
1/7/2022	Shop	Routine	Cleaned restrooms, emptied trash from back of van and golf cart, loaded tools	KM
1/10/2022	Housing	Routine	Sprayed mailbox locks on upper boxes	SF
1/10/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/10/2022	Playground	Routine	Cleaned and restocked restroom	KM
1/10/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and golf cart, unloaded tools	KM
1/10/2022	Shop	Routine	Worked on chainsaw, put away tools, created list of lumber to pick up from town	SF
1/11/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/11/2022	Office	Routine	Completed paperwork	SF
1/11/2022	Shop	Routine	Checked oil in vehicles, emptied trash from back of van and golf cart, put away tools	KM
1/11/2022	Shop	Routine	Cleaned out van	SF
1/11/2022	Town	Routine	Picked up supplies	SF
1/12/2022	Housing	Routine	Moved little free library from Sky Garden to corner near CIHA office	SF
1/12/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/12/2022	Office	Routine	Completed paperwork	SF
1/12/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/12/2022	Shop	Routine	Put loader bucket on John Deere, unloaded tools and lumber from van	SF
1/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/13/2022	Office	Routine	Put together supply list, procured cabinets and doors, did paperwork	SF

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1/13/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/14/2022	Office	Routine	Restocked back office bathroom, emptied trash cans from all offices, brought mail to office, completed paperwork	KM
1/14/2022	Office	Routine	Watered plants, put together supply order, completed paperwork	SF
1/14/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/18/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/18/2022	Office	Routine	Ordered dumpsters, put together supply list, completed paperwork	SF
1/18/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/19/2022	Housing	Routine	Checked on issue with one of the mailbox structure lights	SF
1/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/19/2022	Office	Routine	Completed paperwork	SF
1/19/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/20/2022	Housing	Routine	Replaced solar light in upper mailbox structure	SF
1/20/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/20/2022	Office	Routine	Completed paperwork	SF
1/20/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/20/2022	Shop	Routine	Unloaded and loaded van	SF
1/21/2022	Office	Routine	Vacuumed carpet in back office, emptied trash cans, organized office area, brought mail to office, completed paperwork	KM
1/21/2022	Office	Routine	Watered plants, completed paperwork	SF
1/21/2022	Shop	Routine	Cleaned restrooms, emptied trash from back of van and golf cart, loaded tools	KM
1/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/24/2022	Office	Routine	Loaded delivered items into van	SF
1/24/2022	Playground	Routine	Cleaned and restocked restroom	KM
1/24/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and golf cart, unloaded tools	KM
1/25/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
1/25/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/25/2022	Office	Routine	Met with Pacific Air Comfort, crawled under building to correct issues	SF
1/25/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/25/2022	Shop	Routine	Met delivery person, unloaded cabinets; met with Chris Foltz and unloaded benches and ends	SF
1/26/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/26/2022	Office	Routine	Completed paperwork	SF
1/26/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/26/2022	Shop	Routine	Gathered materials, put away supplies	SF
1/27/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/27/2022	Office	Routine	Completed paperwork	SF
1/27/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
1/27/2022	Shop	Routine	Filled holes by gate with gravel, loaded van	SF

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1/28/2022	Office	Routine	Completed paperwork	SF
1/28/2022	Office	Routine	Took out all trash, brought mail to office, completed paperwork	KM
1/28/2022	Shop	Routine	Cleaned up, moved cabinets and benches around, set up fan to help dry the benches, unloaded van	SF
1/28/2022	Shop	Routine	Unloaded and put away tools	KM
1/31/2022	Office	Routine	Brought mail to office, completed paperwork	KM
1/31/2022	Office	Routine	Watered plants, did procurement for supplies, completed paperwork	SF
1/31/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
Groundskeeping				
1/3/2022	Housing Area	Grounds	Picked up trash, put cans back that were blown over, assessed wind storm damage	SF
1/6/2022	Housing	Grounds	Trash pickup	KM
1/7/2022	Housing	Grounds	Trash pickup	KM
1/10/2022	Housing	Grounds	Trash pickup	KM
1/11/2022	Housing	Grounds	Trash pickup	KM
1/12/2022	Housing	Grounds	Trash pickup	KM
1/13/2022	Housing	Grounds	Trash pickup	KM
1/14/2022	Housing	Grounds	Trash pickup	KM
1/18/2022	Housing	Grounds	Trash pickup	KM
1/19/2022	Housing	Grounds	Trash pickup	KM
1/20/2022	Housing	Grounds	Trash pickup	KM
1/21/2022	Housing	Grounds	Trash pickup	KM
1/24/2022	Housing	Grounds	Trash pickup	KM
1/25/2022	Housing	Grounds	Trash pickup	KM
1/26/2022	Housing	Grounds	Trash pickup	KM
1/27/2022	Housing	Grounds	Trash pickup	KM
1/28/2022	Housing	Grounds	Trash pickup	KM
1/31/2022	Housing	Grounds	Trash pickup	KM
Admin Support				
1/6/2022	Town	Admin	Courier run	KM
1/10/2022	Town	Admin	Courier run	KM
1/13/2022	Town	Admin	Courier run	KM
1/19/2022	Town	Admin	Courier run	KM
1/20/2022	Town	Admin	Courier run	KM
1/26/2022	Town	Admin	Courier run	KM
1/27/2022	Town	Admin	Courier run	KM
1/28/2022	Town	Admin	Courier run	KM
Staff Time Off				
1/3/2022			Admin leave for weather (wind storm)	SF
1/3/2022			Admin leave for weather (wind storm)	KM
1/4/2022			Part day PTO	KM

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1/5/2022			PTO	KM
1/6/2022			Part day PTO	KM
1/10/2022			Part day PTO	KM
1/11/2022			Part day PTO	KM
1/12/2022			Part day PTO	KM
1/13/2022			Part day PTO	KM
1/17/2022			Martin Luther King Jr. holiday	SF
1/17/2022			Martin Luther King Jr. holiday	KM
1/18/2022			Part day PTO	KM
1/19/2022			Part day PTO	KM
1/19/2022			Part day PTO	SF
1/21/2022			Part day PTO	SF
1/24/2022			Part day PTO	KM
1/24/2022			Part day PTO	SF
1/27/2022			Part day PTO	KM
1/31/2022			Part day PTO	KM

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5818	0.5
5824	1
5818	0.5
5824	0.5
5826	2
5827	2
5828	1
5836	2
5848	2
5815	4
5816	3.5
5817	4
5812	1.5
5818	1.5
5824	3.5
5820	4
5824	1.5
5826	2.5
5821	3.5
5822	2
5827	2
5836	5.5
5831	3.5
5837	6.5
5832	3.5

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5838	6.5
5833	4
5840	1
5846	6
5841	5
5842	5
5847	7.5
5843	1.5
5848	4
5848	1
5855	7.5
5817	1
5824	1
5826	0.5
5816	1
5848	1
5815	3
5817	2
5824	0.5
5824	2.5
5824	2
5826	0.5
5824	1.5

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5814	3
5810	1
5810	1
5815	0.5
5815	1.5
5810	1.5
5816	3
5816	0.5
5816	1
5812	1
5812	0.5
5812	1
5817	1
5812	1.5
5817	1
5813	2
5818	1.5
5813	1.5
5824	0.5
5819	1
5819	1
5819	1.5
5824	1
5820	1
5824	0.5
5820	1.5
5824	0.5
5824	1.5
5826	1.5
5821	1
5826	1
5821	1.5
5826	1
5822	1
5827	5

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5822	1
5823	2
5828	3
5823	1
5831	1
5836	1.5
5831	1.5
5837	0.5
5832	1
5837	1
5832	1.5
5838	0.5
5833	1
5838	1
5833	1.5
5838	1
5834	2.5
5839	1
5834	1.5
5840	1
5845	1.5
5840	1
5840	3
5841	0.5
5841	1
5846	1.5
5841	1.5
5846	1.5
5842	1
5847	0.5
5842	1.5
5847	1
5843	1
5848	1
5843	1.5
5848	1

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5849	0.5
5844	2
5849	2.5
5844	1
5850	0.5
5855	1.5
5850	1
5814	2
5812	1
5813	1.5
5819	1.5
5820	1.5
5821	1
5822	1.5
5823	1
5831	1.5
5832	1
5833	1.5
5834	1
5840	1.5
5841	1
5842	1
5843	1
5844	1
5850	1.5
5812	1.5
5819	1
5822	1.5
5832	1
5833	1
5842	1.5
5843	1.5
5844	2

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5812	