

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
2/7/2022	2627	Vacant Unit	Washed walls in prep for painting	SF
2/8/2022	2627	Vacant Unit	Washed walls in prep for painting	SF
2/8/2022	2627	Vacant Unit	Unloaded tools from van, swept floors, began filling holes in walls	KM
2/9/2022	2627	Vacant Unit	Spackled, sanded, and recoated holes in walls	KM
2/10/2022	2627	Vacant Unit	Filled and sanded holes in walls, removed cobwebs from along ceilings	KM
2/15/2022	2627	Vacant Unit	Spackled and sanded holes in walls, scraped around top of windows in master bedroom and recaulked, cleaned up	KM
2/16/2022	2627	Vacant Unit	Filled and sanded sheetrock repairs	KM
2/17/2022	2627	Vacant Unit	Moved doors, spackled holes in walls, prepped windows for caulking	KM
2/22/2022	2627	Vacant Unit	Unloaded supplies	KM
2/23/2022	2627	Vacant Unit	Scraped old caulking from around windows and recaulked, spackled holes in walls, swept floors in laundry room and kitchen, began pulling staples from hall bathroom floor, cleaned up in garage	KM
2/24/2022	2627	Vacant Unit	Filled holes in walls, cut caulking around windows and recaulked	KM
2/28/2022	2627	Vacant Unit	Unloaded tools and supplies	KM
2/3/2022	2660	Vacant Unit	Walked through with contractor	SF
2/4/2022	2660	Vacant Unit	Met with flooring contractor to take measurements	SF
2/7/2022	2660	Vacant Unit	Measured for trim, put together a list of supplies needed	SF
2/8/2022	2660	Vacant Unit	Met with contractor to go over work to be done outside, made list of supplies needed, brought materials to unit	SF
2/15/2022	2660	Vacant Unit	Repaired drywall, mudded, sanded, textured, prepped for painting	SF
2/16/2022	2660	Vacant Unit	Made drywall repairs, applied mud, sanded, textured, prepped for painting, scraped vinyl floor at entry, cleaned up	SF
2/17/2022	2660	Vacant Unit	Sanded drywall and recoated with mud, swept, scraped vinyl floor	SF
2/22/2022	2660	Vacant Unit	Met with Lyman, cleaned up, emptied trash cans into dump trailer, scraped vinyl flooring	SF
2/23/2022	2660	Vacant Unit	Met with contractor, sanded and mudded drywall on bedroom walls, prepped for texture	SF
2/24/2022	2660	Vacant Unit	Cut brush away from home, cleaned up front flower bed area, spread mud on base of wall in master bedroom, cleaned equipment, scraped and cleaned up some of the flooring	SF
2/25/2022	2660	Vacant Unit	Met with contractor, cut and primed front door trim, cleaned up, hauled trash, moved items to garage, met with pest control	SF
2/28/2022	2660	Vacant Unit	Checked on contractor progress, filled holes and gaps at base of walls with drywall mud	SF
2/1/2022	2664	Vacant Unit	Loaded trash and tools to go back to shop, cleaned cove base and kitchen light switch plates, swept floors, moved tools to laundry room	KM
2/1/2022	2664	Vacant Unit	Replaced wiring and ballasts for kitchen lights and installed new bulbs, installed outside fixture and new doorbell, vacuumed cobwebs in garage, cleaned up	SF

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2/2/2022	2664	Vacant Unit	Loaded tools, cleaned counter tops and cove base, touched up paint, hauled trash to dumpster	KM
2/2/2022	2664	Vacant Unit	Used pressure washer to run down and clean gutter drain lines, repaired patio blinds, cleaned up	SF
2/3/2022	2664	Vacant Unit	Loaded up all tools, wiped down all counters, hauled items back to shop	KM
2/3/2022	2664	Vacant Unit	Removed two satellite dishes from garage roof and patched holes, ran inspection camera down heating ducting to check out, crawled under home to check for leaks, insulated water cross-overs, taped up some spots in the vapor barrier, touched up painting on exterior of home, loaded items back into van	SF
2/4/2022	2664	Vacant Unit	Final cleaning of home and garage, wiped down counters, swept and mopped floors, cleaned out garage, duplicated keys, sprayed locks, cleaned garage window	SF
2/7/2022	2664	Vacant Unit	Measured and ordered glass units for replacement	SF
2/9/2022	2664	Vacant Unit	Put together list of supplies needed, moved trailer out of garage, helped check and remove rot damage, unloaded supplies	SF
2/10/2022	2664	Vacant Unit	Helped remove window, brought materials to contractor, inspected and worked on electrical in garage, cut brush away from unit	SF
2/23/2022	2664	Vacant Unit	Removed and replaced glass units in kitchen and bedroom	SF
<b>Work Orders</b>				
2/10/2022	706	Work Order	Looked into plumbing issue, made phone calls for plumber to repair	SF
2/8/2022	709	Work Order	Worked on garbage disposal, changed batteries in smoke alarm	SF
2/17/2022	2609	Work Order	Looked at tree behind unit to be removed, scheduled removal	SF
2/18/2022	2609	Work Order	Met contractor to remove tree that fell over; took apart fence, cleaned up, temporarily put fence back together	SF
2/22/2022	2609	Work Order	Stretched and mended deer fencing on bog side, cut back brush	SF
2/16/2022	2620A	Work Order	Looked into electrical issue	SF
2/7/2022	2629	Work Order	Repaired leak under kitchen sink	SF
2/28/2022	Office	Work Order	Met with generator repair technician	KM
<b>Routine Activities</b>				
2/16/2022	2633	Routine	Located sewer line for excavation work	SF
2/1/2022	Housing Area	Routine	Picked up rent from elder	KM
2/4/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/10/2022	Housing Area	Routine	Picked up lawn equipment and rug cleaner after resident use	KM
2/11/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/14/2022	Housing Area	Routine	Made list of addresses that had long lawns	KM
2/16/2022	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
2/22/2022	Housing Area	Routine	Crushed trash in community dumpsters	SF
2/22/2022	Housing Area	Routine	Made list of addresses that had long lawns	KM
2/22/2022	Housing Area	Routine	Tried to extract broken mailbox key, met with mail carrier	SF

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2/24/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/24/2022	Housing Area	Routine	Posted letters for Resident Services	KM
2/24/2022	Housing Area	Routine	Posted pest control flyers	KM
2/24/2022	Housing Area	Routine	Sorted out trash in dumpster, called for pickup and return	SF
2/28/2022	Housing Area	Routine	Crushed trash in community dumpsters	SF
2/1/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/1/2022	Office	Routine	Spread ice melter on parking lot, sidewalks, and stairs	SF
2/2/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/2/2022	Office	Routine	Completed paperwork	SF
2/3/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/3/2022	Office	Routine	Completed paperwork	SF
2/4/2022	Office	Routine	Completed paperwork	SF
2/4/2022	Office	Routine	Emptied office trash, brought mail to office, completed paperwork	KM
2/7/2022	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/7/2022	Office	Routine	Watered plants, put together a supply order	SF
2/8/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/8/2022	Office	Routine	Completed paperwork	SF
2/9/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/10/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/10/2022	Office	Routine	Made phone calls, completed paperwork	SF
2/11/2022	Office	Routine	Emptied all trash cans from offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
2/11/2022	Office	Routine	Watered plants, put together a supply order	SF
2/14/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/15/2022	Office	Routine	Completed paperwork	SF
2/16/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/16/2022	Office	Routine	Completed paperwork	SF
2/17/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/17/2022	Office	Routine	Completed paperwork	SF
2/18/2022	Office	Routine	Took out office trash, recycled items, brought mail to office, and completed paperwork	KM
2/18/2022	Office	Routine	Watered plants, completed paperwork	SF
2/22/2022	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/22/2022	Office	Routine	Made phone calls, completed paperwork	SF
2/23/2022	Office	Routine	Brought mail to office, completed paperwork	KM
2/23/2022	Office	Routine	Completed paperwork	SF
2/24/2022	Office	Routine	Attended Board meeting, completed paperwork	SF
2/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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2/25/2022	Office	Routine	Emptied trash from offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
2/25/2022	Office	Routine	Watered plants, completed paperwork	SF
2/28/2022	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/28/2022	Office	Routine	Completed paperwork	SF
2/7/2022	Playground	Routine	Cleaned and restocked restroom	KM
2/14/2022	Playground	Routine	Cleaned and restocked restroom	KM
2/22/2022	Playground	Routine	Cleaned and restocked restroom	KM
2/25/2022	Playground	Routine	Checked on restroom lock and changed batteries	SF
2/28/2022	Playground	Routine	Cleaned and restocked restroom	KM
2/1/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/1/2022	Shop	Routine	Unloaded and put away supplies	SF
2/2/2022	Shop	Routine	Cleaned out van, organized work area	SF
2/2/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/3/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/3/2022	Shop	Routine	Unloaded van	SF
2/4/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/4/2022	Shop	Routine	Met pest control	SF
2/7/2022	Shop	Routine	Checked fluid level in golf cart, cleaned restrooms, checked oil in vehicles, loaded van with tools	KM
2/8/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/8/2022	Shop	Routine	Gathered and cut cedar to size for trim at 2660	SF
2/9/2022	Shop	Routine	Helped cut and plane trim, emptied trash from back of van and golf cart, loaded tools into van	KM
2/9/2022	Shop	Routine	Cut, planed, and primed trim	SF
2/10/2022	Shop	Routine	Helped cut and plane trim, emptied trash from back of van and golf cart, loaded tools into van	KM
2/10/2022	Shop	Routine	Cut and primed trim, unloaded materials from van	SF
2/11/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/11/2022	Shop	Routine	Unloaded van	SF
2/14/2022	Shop	Routine	Checked fluid level in golf cart, cleaned restrooms, checked oil in vehicles, loaded van with tools	KM
2/15/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM

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2/15/2022	Shop	Routine	Loaded supplies and tools into van, met delivery and unloaded	SF
2/16/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/16/2022	Shop	Routine	Ran cedar boards through planer, cleaned up	SF
2/17/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/18/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/18/2022	Shop	Routine	Loaded tools and materials into van	SF
2/22/2022	Shop	Routine	Checked fluid level in golf cart, cleaned restrooms, checked oil in vehicles, loaded van with tools	KM
2/22/2022	Shop	Routine	Emptied van and put away tools	SF
2/23/2022	Shop	Routine	Cleaned up, hauled out sawdust from dust collector	SF
2/23/2022	Shop	Routine	Loaded supplies, emptied trash from back of van and golf cart	KM
2/24/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/24/2022	Shop	Routine	Gathered stain for benches, hooked up battery chargers to mower and forklift, met with flooring contractor to look at samples	SF
2/25/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools and supplies	KM
2/25/2022	Shop	Routine	Unloaded and put away supplies	SF
2/28/2022	Shop	Routine	Checked fluid level in golf cart, cleaned restrooms, checked oil in vehicles, loaded van with tools	KM
2/1/2022	Town	Routine	Fueled van, picked up supplies	SF
2/9/2022	Town	Routine	Picked up supplies and materials	SF
2/23/2022	Town	Routine	Picked up glass and supplies	SF
<b>Groundskeeping</b>				
2/1/2022	Housing Area	Grounds	Trash pickup	KM
2/2/2022	Housing Area	Grounds	Trash pickup	KM
2/3/2022	Housing Area	Grounds	Trash pickup	KM
2/4/2022	Housing Area	Grounds	Trash pickup	KM
2/7/2022	Housing Area	Grounds	Trash pickup	KM
2/8/2022	Housing Area	Grounds	Trash pickup	KM
2/9/2022	Housing Area	Grounds	Trash pickup	KM
2/10/2022	Housing Area	Grounds	Trash pickup	KM
2/11/2022	Housing Area	Grounds	Trash pickup	KM
2/14/2022	Housing Area	Grounds	Trash pickup	KM
2/15/2022	Housing Area	Grounds	Trash pickup	KM
2/16/2022	Housing Area	Grounds	Trash pickup	KM
2/17/2022	Housing Area	Grounds	Trash pickup	KM
2/18/2022	Housing Area	Grounds	Trash pickup	KM

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2/22/2022	Housing Area	Grounds	Trash pickup	KM
2/23/2022	Housing Area	Grounds	Trash pickup	KM
2/24/2022	Housing Area	Grounds	Trash pickup	KM
2/25/2022	Housing Area	Grounds	Trash pickup	KM
2/28/2022	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
2/3/2022	Town	Admin	Courier run	KM
2/8/2022	Town	Admin	Courier run	KM
2/9/2022	Town	Admin	Courier run	KM
2/17/2022	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
2/2/2022			Part day PTO	KM
2/7/2022			Part day PTO	KM
2/7/2022			Part day PTO	SF
2/8/2022			Part day PTO	KM
2/9/2022			Part day PTO	KM
2/10/2022			Part day PTO	KM
2/11/2022			Part day PTO	SF
2/14/2022			Part day PTO	KM
2/14/2022			PTO	SF
2/15/2022			Part day PTO	SF
2/16/2022			Part day PTO	KM
2/17/2022			Part day PTO	SF
2/17/2022			Part day PTO	KM
2/21/2022			Presidents' Day holiday	KM
2/21/2022			Presidents' Day holiday	SF
2/22/2022			Part day PTO	KM
2/23/2022			Part day PTO	SF
2/24/2022			Part day PTO	KM
2/24/2022			Part day PTO	SF
2/28/2022			Part day PTO	KM
2/28/2022			Part day PTO	SF