

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/1/2022	2627	Vacant Unit	Scraped old caulking from around windows and recaulked, sanded sheetrock patches	KM
3/2/2022	2627	Vacant Unit	Scraped old caulking from around windows and recaulked, sanded sheetrock patches	KM
3/3/2022	2627	Vacant Unit	Repaired sheetrock, caulked around windows, cleaned up	KM
3/4/2022	2627	Vacant Unit	Scraped caulking from windows, pulled staples in main bathroom floor	KM
3/9/2022	2627	Vacant Unit	Scraped caulking around windows, sanded sheet rock repairs, spackled walls, swept floors, cleaned up	KM
3/10/2022	2627	Vacant Unit	Unloaded tools, filled holes, scraped caulking from around windows, recaulked windows, cleaned up	KM
3/14/2022	2627	Vacant Unit	Scraped and recaulked windows	KM
3/15/2022	2627	Vacant Unit	Cleaned around windows, scraped caulking, recaulked, cleaned up	KM
3/16/2022	2627	Vacant Unit	Recoated sheetrock repairs, scraped caulking around windows, cleaned windows, cleaned up	KM
3/17/2022	2627	Vacant Unit	Scraped caulking from around back door and bathroom windows, recaulked around back door, cleaned up	KM
3/18/2022	2627	Vacant Unit	Caulked windows	KM
3/21/2022	2627	Vacant Unit	Unloaded tools, scraped windows	KM
3/23/2022	2627	Vacant Unit	Scraped and recaulked windows	KM
3/31/2022	2627	Vacant Unit	Sanded sheetrock, patched holes	KM
3/3/2022	2660	Vacant Unit	Cleaned up, swept and vacuumed along edges of walls to prep for mud and texture, applied mud to walls in bedrooms and closets, scraped up vinyl flooring in closets, removed nails from trim	SF
3/4/2022	2660	Vacant Unit	Sanded drywall along base of walls	SF
3/7/2022	2660	Vacant Unit	Prepped walls for texture, textured walls in bedrooms	SF
3/8/2022	2660	Vacant Unit	Sanded drywall, primed bedroom, cleaned up	SF
3/9/2022	2660	Vacant Unit	Primed walls	SF
3/14/2022	2660	Vacant Unit	Vacuumed floors, masked off windows and outlets in prep for painting, cleaned up	SF
3/15/2022	2660	Vacant Unit	Masked and painted walls	SF
3/16/2022	2660	Vacant Unit	Painted second coat in bedrooms and closets	SF
3/17/2022	2660	Vacant Unit	Removed and replaced kitchen light fixtures, cleaned up, painted	SF
3/18/2022	2660	Vacant Unit	Painted kitchen, removed old light fixtures and put together new ones	SF
3/21/2022	2660	Vacant Unit	Prepped for paint, cleaned up, moved doors from garage to inside unit	SF
3/22/2022	2660	Vacant Unit	Unloaded new doors and cut them to size, prepped for painting, installed new light fixture, cleaned up	SF
3/23/2022	2660	Vacant Unit	fa	SF
3/28/2022	2660	Vacant Unit	Scraped up flooring, cleaned up	SF
3/29/2022	2660	Vacant Unit	Met with electrician, scraped flooring	SF
3/30/2022	2660	Vacant Unit	Scraped up flooring	SF

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3/3/2022	2664	Vacant Unit	Walked through unit with Tracey and new resident	SF
Work Orders				
3/15/2022	502	Work Order	Rebuilt kitchen sink faucet	SF
3/30/2022	704	Work Order	Looked into issue with light fixture	SF
3/17/2022	2611	Work Order	Hauled brush to burn pile	SF
3/3/2022	2616	Work Order	Repaired patio blind	SF
3/9/2022	2651	Work Order	Looked into issue with dishwasher	SF
3/11/2022	2651	Work Order	Removed dishwasher, replaced pump, reinstalled and tested dishwasher	SF
3/23/2022	2659	Work Order	Looked into issue with leaking toilet	SF
Routine Activities				
3/1/2022	Housing Area	Routine	Picked up rent from elder	KM
3/1/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/1/2022	Shop	Routine	Made list of items needed for office generator and mowers, emptied trash from back of van and golf cart	KM
3/2/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/2/2022	Office	Routine	Completed paperwork	SF
3/2/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/3/2022	2666	Routine	Performed inspection	SF
3/3/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/3/2022	Office	Routine	Completed paperwork	SF
3/3/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/4/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/4/2022	Office	Routine	Emptied all trash cans in front and back offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
3/4/2022	Office	Routine	Unloaded items picked up from Pony Village, loaded items to go to shop, completed paperwork	SF
3/4/2022	Shop	Routine	Started mowers, emptied trash from back of van and golf cart	KM
3/4/2022	Shop	Routine	Unloaded tools and supplies from van to pick up items from town	SF
3/4/2022	Town	Routine	Picked up items from Tribe storage at Pony Village, stopped at Sears to check on appliance order	SF
3/7/2022	Housing Area	Routine	Picked up and crushed trash in dumpster, called for pick up	SF
3/7/2022	Housing Area	Routine	Removed door from Little Free Library to take measurements to replace broken plexiglass	SF
3/7/2022	Office	Routine	Watered plants, installed new clips on flagpole, completed paperwork	SF
3/7/2022	Shop	Routine	Unloaded CIT Pony Village sale items, loaded tools back into van	SF
3/8/2022	Office	Routine	Took cardboard to recycling bin	KM
3/8/2022	Office	Routine	Vacuumed office, cleaned up around plants, removed dead leaves, vacuumed behind and on top of shelves, emptied and took out trash, met with HVAC contractor for work being don under office, sealed off vents, installed lock box, aired out office, cleaned up	SF

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3/8/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/9/2022	Office	Routine	Met with Marcy about inventory, met with Lyman about prep work, completed paperwork	SF
3/9/2022	Office	Routine	Reset backup generator, brought mail to office, completed paperwork	KM
3/9/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/9/2022	Town	Routine	Loaded trash and debris from vacant unit work, hauled to dump	SF
3/10/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/10/2022	Office	Routine	Ordered supplies, completed paperwork	SF
3/10/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/10/2022	Shop	Routine	Sanded benches and prepped for stain, checked gate codes and log for unknown vehicle parked in storage lot	SF
3/11/2022	Office	Routine	Emptied all trash cans in front and back offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
3/11/2022	Office	Routine	Met with flooring installed for samples, completed paperwork	SF
3/11/2022	Shop	Routine	Changed gate codes, located parts	SF
3/11/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/14/2022	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
3/14/2022	Office	Routine	Completed paperwork	SF
3/14/2022	Playground	Routine	Cleaned and restocked restroom	KM
3/14/2022	Shop	Routine	Checked fluid level on golf cart, checked oil in vehicles, emptied trash from back of van, cleaned restrooms	KM
3/14/2022	Shop	Routine	Put away supplies, loaded supplies and materials, put together shop vacuum	SF
3/15/2022	Housing Area	Routine	Hooked up trailer, hauled brush to burn pile	SF
3/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/15/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/15/2022	Shop	Routine	Put together shop vac, cleaned up, put away tools and supplies	SF
3/16/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/16/2022	Office	Routine	Met with Platter about projects, completed paperwork	SF
3/16/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/16/2022	Shop	Routine	Unloaded and put away supplies	SF
3/17/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/17/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/17/2022	Office	Routine	Completed paperwork	SF
3/17/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies	KM
3/17/2022	Shop	Routine	Unloaded and put away supplies	SF
3/18/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/18/2022	Office	Routine	Emptied all trash cans in front and back offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
3/18/2022	Office	Routine	Watered plants, completed paperwork	SF

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3/18/2022	Shop	Routine	Unloaded and put away supplies	SF
3/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/21/2022	Office	Routine	Met with Platter about projects, completed paperwork	SF
3/21/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and cart, worked on mowers	KM
3/22/2022	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
3/22/2022	Office	Routine	Completed paperwork	SF
3/22/2022	Office	Routine	Removed old parts from generator and drained oil, brought mail to office, completed paperwork	KM
3/22/2022	Shop	Routine	Emptied trash from van and golf cart, loaded tools and supplies, gathered parts and tools to work on backup generator at the office	KM
3/22/2022	Shop	Routine	Loaded tools into van	SF
3/23/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/23/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/23/2022	Office	Routine	Completed paperwork	SF
3/23/2022	Office	Routine	Finished repair to backup generator, topped off with oil, replaced hose clamps, completed test run, cleaned up, returned tools to van	KM
3/23/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
3/24/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/24/2022	Shop	Routine	Worked on mowers and made list of parts needed, emptied trash from back of van and golf cart, unloaded and put away tools	KM
3/25/2022	Housing Area	Routine	Cleaned up trash near Cultural Garden and hauled to dumpster	SF
3/25/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/25/2022	Office	Routine	Emptied all trash cans in front and back offices, hauled trash to dumpster, brought mail to office, completed paperwork	KM
3/25/2022	Office	Routine	Watered plants, completed paperwork	SF
3/25/2022	Shop	Routine	Cleaned out van	SF
3/25/2022	Shop	Routine	Emptied trash from back of golf cart and van	KM
3/25/2022	Town	Routine	Picked up grounds fuel	SF
3/28/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
3/28/2022	Office	Routine	Completed paperwork	SF
3/28/2022	Shop	Routine	Aired up van tires and moved outside to look at other possible issues, cleaned up, worked on mowers	SF
3/29/2022	Office	Routine	Cleaned up desk, watered plants	SF
3/29/2022	Shop	Routine	Cleaned up, organized, and ran equipment, cleaned up lawn and garden section, vacuumed floors	SF
3/30/2022	Housing Area	Routine	Picked up mower that would not start from resident	SF
3/30/2022	Office	Routine	Installed new white board, removed and hauled a couple unused ones to the shop	SF

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3/30/2022	Shop	Routine	Installed a couple white boards in warehouse office, organized supplies, installed some shelving, cleaned up, started some equipment, loaded mowers to be taken in for repairs	SF
3/31/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/31/2022	Office	Routine	Brought mail to office, completed paperwork	KM
3/31/2022	Office	Routine	Completed paperwork	SF
3/31/2022	Shop	Routine	Cleaned up and organized work areas, vacuumed dust from concrete floors, replaced batteries in thermostats, cleaned up John Deere mower, hauled cardboard to recycling	SF
3/31/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
Projects				
3/22/2022	2633	Project	Removed and installed new water heater under HAF program	SF
Groundskeeping				
3/1/2022	Housing Area	Grounds	Trash pickup	KM
3/2/2022	Housing Area	Grounds	Trash pickup	KM
3/3/2022	Housing Area	Grounds	Trash pickup	KM
3/4/2022	Housing Area	Grounds	Trash pickup	KM
3/8/2022	Housing Area	Grounds	Trash pickup	KM
3/9/2022	Housing Area	Grounds	Trash pickup	KM
3/10/2022	Housing Area	Grounds	Trash pickup	KM
3/11/2022	Housing Area	Grounds	Trash pickup	KM
3/14/2022	Housing Area	Grounds	Trash pickup	KM
3/15/2022	Housing Area	Grounds	Trash pickup	KM
3/16/2022	Housing Area	Grounds	Trash pickup	KM
3/17/2022	Housing Area	Grounds	Trash pickup	KM
3/18/2022	Housing Area	Grounds	Trash pickup	KM
3/21/2022	Housing Area	Grounds	Trash pickup	KM
3/22/2022	Housing Area	Grounds	Trash pickup	KM
3/23/2022	Housing Area	Grounds	Trash pickup	KM
3/24/2022	Housing Area	Grounds	Trash pickup	KM
3/25/2022	Housing Area	Grounds	Trash pickup	KM
3/31/2022	Housing Area	Grounds	Mowed grass in lower area on Miluk near the garden	SF
3/31/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/2/2022	Town	Admin	Courier run	KM
3/7/2022	Town	Admin	Courier run	SF
3/10/2022	Town	Admin	Courier run	KM
3/11/2022	Town	Admin	Courier run	KM
3/17/2022	Town	Admin	Courier run	KM
3/18/2022	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
3/21/2022	Town	Admin	Courier run	KM
3/25/2022	Town	Admin	Courier run	KM
Staff Time Off				
3/1/2022			PTO	SF
3/2/2022			Part day PTO	SF
3/2/2022			Part day PTO	KM
3/3/2022			Part day PTO	KM
3/7/2022			PTO	KM
3/8/2022			Part day PTO	KM
3/10/2022			Part day PTO	SF
3/17/2022			Part day PTO	KM
3/21/2022			Part day PTO	KM
3/22/2022			Part day PTO	KM
3/23/2022			Part day PTO	SF
3/24/2022			PTO	SF
3/28/2022			Part day PTO	SF
3/28/2022			PTO	KM
3/29/2022			Part day PTO	SF
3/29/2022			PTO	KM
3/30/2022			PTO	KM
3/31/2022			Part day PTO	SF
3/31/2022			Part day PTO	KM