

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
4/1/2022	2627	Vacant Unit	Sanded sheet rock repairs, cleaned up	KM
4/4/2022	2627	Vacant Unit	Unloaded tools	KM
4/5/2022	2627	Vacant Unit	Sanded sheet rock repairs, cleaned up	KM
4/6/2022	2627	Vacant Unit	Sanded sheet rock repairs, cleaned up	KM
4/11/2022	2627	Vacant Unit	Sanded sheet rock repairs, cleaned up	KM
4/12/2022	2627	Vacant Unit	Sanded and recoated sheetrock repairs, cleaned up	KM
4/13/2022	2627	Vacant Unit	Worked on sheetrock repairs and spackling holes, removed door trim, cleaned up	KM
4/14/2022	2627	Vacant Unit	Sanded and recoated sheetrock repairs, cleaned up	KM
4/15/2022	2627	Vacant Unit	Sanded sheet rock repairs, cleaned up garage	KM
4/18/2022	2627	Vacant Unit	Swept floors, sanded sheetrock repairs	KM
4/19/2022	2627	Vacant Unit	Made repairs to sheetrock, sanded and applied additional mud, cleaned up, loaded trash to take to dumpster, recaulked around windows, began restapling underlayment	KM
4/20/2022	2627	Vacant Unit	Recaulked around windows, sanded sheetrock	KM
4/21/2022	2627	Vacant Unit	Cleaned up after sanding sheetrock repairs, scraped old caulking from around windows, loaded up trash	KM
4/26/2022	2627	Vacant Unit	Sanded sheetrock repairs, cleaned up floors, caulked around windows	KM
4/27/2022	2627	Vacant Unit	Recoated and sanded sheetrock repairs, scraped old caulking from around windows, cleaned up	KM
4/28/2022	2627	Vacant Unit	Sanded sheetrock repairs, cleaned up floors, caulked around windows	KM
4/4/2022	2660	Vacant Unit	Installed new doors in bedroom and master bath	SF
4/7/2022	2660	Vacant Unit	Installed bedroom door	SF
4/8/2022	2660	Vacant Unit	Installed new hall bathroom door, cleaned up	SF
4/12/2022	2660	Vacant Unit	Scraped vinyl flooring in kitchen	SF
4/13/2022	2660	Vacant Unit	Cleaned up, met with contractor to go over work to be done, worked on flooring	SF
4/18/2022	2660	Vacant Unit	Scraped up vinyl flooring	SF
4/19/2022	2660	Vacant Unit	Cleaned up	SF
4/20/2022	2660	Work Order	Installed new light fixtures	SF
4/25/2022	2660	Vacant Unit	Cut door jamb to fit bedroom door	SF
4/26/2022	2660	Vacant Unit	Cleaned up, hauled trash to dumpster, met with contractor	SF
4/27/2022	2660	Vacant Unit	Hauled stuff to garage, vacuumed out heating ducts, worked on doors, met with duct inspector, hauled stuff to dumpster, installed light fixture in bedroom	SF
4/28/2022	2660	Vacant Unit	Painted door, touched up paint on walls, painted around windows, finished installing bedroom door, cleaned up	SF
Work Orders				
4/11/2022	502	Work Order	Replaced water heater	SF

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4/15/2022	701	Work Order	Looked into issue with dishwasher that was leaking, checked fence, replace infinite switches on range	SF
4/18/2022	701	Work Order	Replaced water heater	SF
4/4/2022	709	Work Order	Took apart the dryer booster to troubleshoot, put dryer ducting together, cleaned up, looked into issue with the range	SF
4/6/2022	709	Work Order	Removed stove and plug, installed plug on replacement stove, leveled and tested	SF
4/19/2022	2603	Work Order	Performed annual inspection	SF
4/21/2022	2603	Work Order	Performed interior APM inspection	SF
4/27/2022	2603	Work Order	Repaired screen door frame	SF
4/19/2022	2607	Work Order	Repaired garage door opener	SF
4/13/2022	2609	Work Order	Installed bathroom fan motor, replaced light bulbs in hall bath, rebuilt bathroom faucet	SF
4/29/2022	2611	Work Order	Checked on electrical issue, replaced GFCI and outlet in living room	SF
4/25/2022	2618	Work Order	Performed annual inspection	SF
4/13/2022	2620A	Work Order	Performed annual inspection	SF
4/21/2022	2620A	Work Order	Performed interior APM inspection	SF
4/18/2022	2636	Work Order	Performed annual inspection	SF
4/26/2022	2636	Work Order	Performed APM inspection, replaced two heaters and thermostat, replaced drip pans and range hood filter, cleaned refrigerator coils, replaced GFCI in master bedroom	SF
4/18/2022	2658	Work Order	Performed annual inspection	SF
4/13/2022	2659	Work Order	Performed annual inspection	SF
4/19/2022	2659	Work Order	Performed APM inspection, tightened faucet and replaced aerator in master bath, replaced sink drain and light switch in kitchen, replaced hood filter, replaced light switch on back porch, replaced ground crimps with wire nuts	SF
4/25/2022	2659	Work Order	Met with resident to measure property lines	SF
4/13/2022	2670A	Work Order	Performed annual inspection	SF
4/13/2022	2670A	Work Order	Worked on issue with refrigerator not getting cold, defrosted freezer, fan motor not working, installed fan motor from spare refrigerator	SF
4/20/2022	2670A	Work Order	Performed APM inspection, inventoried appliances, replaced drip bowls on stove, replaced smoke alarm batteries	SF
4/1/2022	2670C	Work Order	Repaired gate on back deck, installed screws on bathroom doors, looked at other work order items	SF
4/7/2022	2670C	Work Order	Installed railing on back deck, made repairs to deck and gate, caulked hall bath tub, repaired vinyl flooring in the entry	SF
Routine Activities				
4/1/2022	Housing	Routine	Dropped off and picked up lawn equipment for resident use	SF
4/1/2022	Office	Routine	Completed paperwork	SF

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4/1/2022	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
4/1/2022	Shop	Routine	Cleaned and fueled lawn equipment, organized work areas, cleaned up, changed batteries in door locks	SF
4/1/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/4/2022	Housing	Routine	Picked up lawn equipment after resident use	KM
4/4/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/4/2022	Office	Routine	Completed paperwork	SF
4/4/2022	Playground	Routine	Cleaned and restocked restroom	KM
4/4/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van	KM
4/4/2022	Shop	Routine	Organized work areas, put away items	SF
4/5/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/5/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/6/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/6/2022	Office	Routine	Put inventory tags on new equipment, completed paperwork	SF
4/6/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/6/2022	Shop	Routine	Met with electrician, cleaned spare range and replaced parts, met with Platter about ways to organize some of the shop, looked into cameras that were not working, unplugged the utility sink drain	SF
4/7/2022	2616	Routine	Removed wasp nest	SF
4/7/2022	Office	Routine	Attended phone introduction and training	KM
4/7/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/7/2022	Office	Routine	Priced supplies, completed paperwork	SF
4/7/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/7/2022	Shop	Routine	Took apart sliding glass door frames, cleaned up	SF
4/7/2022	Town	Routine	Dropped off a return, picked up supplies	SF
4/8/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
4/8/2022	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
4/8/2022	Office	Routine	Watered plants, completed paperwork	SF
4/8/2022	Shop	Routine	Cleaned wood working area and moved sliding glass doors	SF
4/8/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/11/2022	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
4/11/2022	Office	Routine	Researched water heaters, completed paperwork	SF
4/11/2022	Playground	Routine	Cleaned and restocked restroom	KM
4/11/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
4/11/2022	Shop	Routine	Cleaned up and vacuumed floor around wood shop area, organized work areas	SF
4/12/2022	Housing	Routine	Delivered flyers to all units for Resident Services	KM
4/12/2022	Housing	Routine	Picked up lawn equipment after resident use	KM
4/12/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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4/12/2022	Office	Routine	Met with Marcy about inventory, made phone calls, did paperwork	SF
4/12/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/12/2022	Shop	Routine	Put items away, moved refrigerators to mezzanine, inspected old water heaters, checked inventory, cleaned up	SF
4/12/2022	Town	Routine	Picked up appliances	SF
4/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/13/2022	Playground	Routine	Cleaned and restocked restroom	SF
4/13/2022	Shop	Routine	Loaded sheetrock, emptied trash from back of van and golf cart	KM
4/13/2022	Shop	Routine	Organized work areas	SF
4/14/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/14/2022	Office	Routine	Researched pressure washers, made phone calls, did paperwork	SF
4/14/2022	Shop	Routine	Checked oil in van, emptied trash from back of van and golf cart	KM
4/14/2022	Shop	Routine	Organized supplies, tools, and work areas	SF
4/15/2022	Housing	Routine	Delivered letters for Resident Services	KM
4/15/2022	Housing	Routine	Replaced mailbox lock	SF
4/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/15/2022	Office	Routine	Completed paperwork	SF
4/15/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/15/2022	Shop	Routine	Rearranged items	SF
4/18/2022	Office	Routine	Priced appliances, put together a supply order, completed paperwork	SF
4/18/2022	Office	Routine	Took out recycling, checked oil in backup generator, hauled items to shop tool room, brought mail to office, completed paperwork	KM
4/18/2022	Playground	Routine	Cleaned and restocked restroom	KM
4/18/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, cleaned restrooms	KM
4/18/2022	Shop	Routine	Unloaded van, put items away, cleaned up	SF
4/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/19/2022	Office	Routine	Put together a supply order, watered plants, completed paperwork	SF
4/19/2022	Shop	Routine	Emptied trash from back of van and golf cart, and put away tools	KM
4/19/2022	Shop	Routine	Loaded up van with supplies, met with electrician to get a quote on wiring for generator	SF
4/20/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/20/2022	Office	Routine	Researched appliance parts, put together a supply order, completed paperwork	SF
4/20/2022	Shop	Routine	Emptied trash from back of van, loaded sheetrock, mud, and tools	KM
4/20/2022	Shop	Routine	Organized and loaded supplies into van	SF
4/20/2022	Town	Routine	Picked up GMC van from repair shop, ordered tires for van, priced tires for dump trailer	KM
4/20/2022	Town	Routine	Picked up GMC van from repair shop	SF
4/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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4/21/2022	Office	Routine	Completed paperwork	SF
4/21/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
4/21/2022	Shop	Routine	Loaded supplies, cleaned van	SF
4/22/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
4/22/2022	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
4/22/2022	Office	Routine	Installed new blind in Marcy's office, made warranty phone calls, completed paperwork	SF
4/22/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded supplies and materials	KM
4/22/2022	Shop	Routine	Unloaded van, cleaned up	SF
4/25/2022	Housing	Routine	Dropped off and picked up lawn equipment for resident use	KM
4/25/2022	Housing	Routine	Removed wasp nest	SF
4/25/2022	Office	Routine	Made phone calls, organized, completed paperwork	SF
4/25/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
4/25/2022	Playground	Routine	Cleaned and restocked restroom	KM
4/25/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
4/25/2022	Shop	Routine	Moved some cedar down to cut for trim, organized tools and supplies, cleaned up	SF
4/26/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/26/2022	Office	Routine	Completed paperwork	SF
4/26/2022	Shop	Routine	Cleaned up, moved new water heaters upstairs, put away supply order	SF
4/26/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
4/27/2022	Housing	Routine	Picked up lawn equipment after resident use	KM
4/27/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/27/2022	Office	Routine	Completed paperwork	SF
4/27/2022	Shop	Routine	Helped remove parts from sliding screen door, repaired broken screen door from 2603, unloaded and put away tools from van, transferred some tools from one van to another	KM
4/28/2022	2659	Routine	Spoke with resident about painting garage door	SF
4/28/2022	Housing	Routine	Posted pest control flyers	KM
4/28/2022	Office	Routine	Attended Board meeting, completed paperwork	SF
4/28/2022	Office	Routine	Brought mail to office, completed paperwork	KM
4/28/2022	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
4/28/2022	Shop	Routine	Used forklift to move dishwashers delivered to office to shop, installed screen material on door for 2603, cleaned up	SF

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4/29/2022	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
4/29/2022	Office	Routine	Watered plants, repaired blinds in Marcy's office, did paperwork	SF
4/29/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/29/2022	Shop	Routine	Unloaded van, met with flooring contractor	SF
4/29/2022	Town	Routine	Fueled van	KM
Groundskeeping				
4/1/2022	Housing	Grounds	Trash pickup	KM
4/4/2022	Housing	Grounds	Trash pickup	KM
4/5/2022	Housing	Grounds	Trash pickup	KM
4/6/2022	Housing	Grounds	Trash pickup	KM
4/7/2022	Housing	Grounds	Trash pickup	KM
4/7/2022	Shop	Grounds	Sprayed weeds around shop	KM
4/8/2022	Housing	Grounds	Trash pickup	KM
4/11/2022	Housing	Grounds	Trash pickup	KM
4/12/2022	Housing	Grounds	Trash pickup	KM
4/13/2022	Housing	Grounds	Trash pickup	KM
4/14/2022	Housing	Grounds	Trash pickup	KM
4/15/2022	Housing	Grounds	Trash pickup	KM
4/18/2022	Housing	Grounds	Trash pickup	KM
4/19/2022	Housing	Grounds	Trash pickup	KM
4/20/2022	Housing	Grounds	Trash pickup	KM
4/21/2022	Housing	Grounds	Trash pickup	KM
4/22/2022	Housing	Grounds	Trash pickup	KM
4/25/2022	Housing	Grounds	Trash pickup	KM
4/26/2022	Housing	Grounds	Trash pickup	KM
4/27/2022	Housing	Grounds	Trash pickup	KM
4/28/2022	Housing	Grounds	Trash pickup	KM
4/29/2022	Housing	Grounds	Trash pickup	KM
Admin Support				
4/4/2022	Town	Admin	Courier run	KM
4/6/2022	Town	Admin	Courier run	KM
4/8/2022	Town	Admin	Courier run	KM
4/15/2022	Town	Admin	Courier run	KM
4/22/2022	Town	Admin	Courier run	KM
4/26/2022	Town	Admin	Courier run	KM
4/29/2022	Town	Admin	Courier run	KM
Staff Time Off				
4/4/2022			Part day PTO	KM
4/5/2022			Part day PTO	KM
4/5/2022			PTO	SF

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4/6/2022			Part day PTO	KM
4/7/2022			Part day PTO	KM
4/11/2022			Part day PTO	KM
4/14/2022			Part day PTO	KM
4/18/2022			Part day PTO	KM
4/20/2022			Part day PTO	KM
4/25/2022			Part day PTO	KM
4/27/2022			Part day PTO	SF
4/28/2022			Part day PTO	SF
4/28/2022			Part day PTO	KM