

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
5/2/2022	2627	Vacant Unit	Sanded sheetrock repairs	KM
5/4/2022	2627	Vacant Unit	Sanded sheetrock repairs, cleaned around windows	KM
5/5/2022	2627	Vacant Unit	Unloaded supplies, made sheetrock repairs, loaded trash from garage, cleaned up	KM
5/6/2022	2627	Vacant Unit	Sanded and spackled sheetrock repairs	KM
5/10/2022	2627	Vacant Unit	Sanded and recoated sheetrock repairs	KM
5/12/2022	2627	Vacant Unit	Recaulked around windows, swept garage floor	KM
5/16/2022	2627	Vacant Unit	Sanded sheetrock, worked on caulking around windows	KM
5/17/2022	2627	Vacant Unit	Pulled staples from bathroom floor, applied additional mud to sheetrock repairs, cleaned around bedroom windows	KM
5/18/2022	2627	Vacant Unit	Sanded sheetrock repairs around windows, pulled staples in hall bathroom, cleaned up	KM
5/19/2022	2627	Vacant Unit	Cleaned up sheetrock dust, installed toilet in master bathroom, removed toilet and underlayment in hall bathroom, cleaned up	KM
5/20/2022	2627	Vacant Unit	Pulled staples from hall bathroom, swept, cleaned up	KM
5/25/2022	2627	Vacant Unit	Pulled staples in bathroom in prep for flooring replacement, cleaned	KM
5/5/2022	2660	Vacant Unit	Touched up paint, finished scraping kitchen vinyl and glue, cleaned up, vacuumed, painted new door	SF
5/6/2022	2660	Vacant Unit	Painted utility room and closet doors	SF
5/9/2022	2660	Vacant Unit	Met with contractor, cleaned garage for drywall work, replaced some switches and outlets, installed light fixture, touched up paint, and cleaned up for flooring repair	SF
5/10/2022	2660	Vacant Unit	Transported cabinets from shop, unpacked, and placed in kitchen area	SF
5/11/2022	2660	Vacant Unit	Met with contractor, broke down boxes from cabinets, cleaned up, planned layout for cabinets	SF
5/12/2022	2660	Vacant Unit	Gathered materials for contractor, did some plumbing work for new cabinets in kitchen, reviewed layout with contractor for cabinet installation, set a bathroom door, blew out furnace, cleaned up, put together a list of supplies needed	SF
5/13/2022	2660	Vacant Unit	Unloaded siding and materials, located some trim from shop	SF
5/16/2022	2660	Vacant Unit	Dropped off trim boards and looked into rot issue	SF
5/18/2022	2660	Vacant Unit	Cut out drywall around living room windows, moved tools, cleaned up	SF
5/19/2022	2660	Vacant Unit	Cut and primed trim, met with contractor about some rot, cleaned and painted closet brackets and vent covers	SF
5/20/2022	2660	Vacant Unit	Took trim to contractor, looked at rot	SF
5/24/2022	2660	Vacant Unit	Brought trailer to load items from garage, located parts for range hood	SF
5/26/2022	2660	Vacant Unit	Checked on contractor and work to be done	SF
Work Orders				
5/18/2022	506	Work Order	Performed annual inspection, replaced bathroom bulbs	SF
5/18/2022	514	Work Order	Performed annual inspection, replaced smoke alarms	SF

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5/18/2022	518	Work Order	Performed annual inspection	SF
5/24/2022	704	Work Order	Looked into issue with stove, replaced element and drip bowls	SF
5/3/2022	2603	Work Order	Installed sliding glass door screen, searched for parts to repair door	SF
5/9/2022	2603	Work Order	Met with plumber regarding shower replacement	SF
5/18/2022	2603	Work Order	Met with resident about flooring and took measurements	SF
5/11/2022	2618	Work Order	Performed APM inspection, completed repairs	SF
5/18/2022	2634	Work Order	Performed annual inspection	SF
5/18/2022	2639	Work Order	Performed annual inspection	SF
5/18/2022	2640	Work Order	Performed annual inspection	SF
5/24/2022	2659	Work Order	Cleaned garage door, prepped for paint	SF
5/25/2022	2659	Work Order	Painted three coats of paint on garage door, removed and painted house numbers and replaced screws	SF
Routine Activities				
5/2/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
5/2/2022	Playground	Routine	Cleaned and restocked restroom	KM
5/2/2022	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools	KM
5/3/2022	Office	Routine	Completed paperwork	SF
5/3/2022	Shop	Routine	Pressure washed lawn mowers and tractor, repaired two mowers, started all mowers and weed eaters	SF
5/3/2022	Storage Lot	Routine	Worked on repairing fence and gate	SF
5/4/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/4/2022	Memorial	Routine	Installed name plates on Kilkich Memorial Wall	KM
5/4/2022	Office	Routine	Completed paperwork	SF
5/4/2022	Office	Routine	Took cell phone to office for Debbie to complete the setup, brought mail to the office, completed paperwork	KM
5/4/2022	Shop	Routine	Fueled equipment, put string on weed eater, installed mower deck	SF
5/4/2022	Shop	Routine	Started transferring tools from 2500 to 3500 GMC van, emptied trash from back of van and golf cart	KM
5/5/2022	Housing Area	Routine	Picked up rent from elders	KM
5/5/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/5/2022	Office	Routine	Completed paperwork	SF
5/5/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded sheetrock and mud	KM
5/5/2022	Shop	Routine	Pressure washed John Deere mower	SF
5/5/2022	Storage Lot	Routine	Assist with gate that fell off tracks	KM
5/6/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/6/2022	Office	Routine	Emptied office trash cans, brought mail to office, did paperwork	KM
5/6/2022	Office	Routine	Repaired toilet, completed paperwork	SF
5/6/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM

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5/6/2022	Shop	Routine	Moved items upstairs, organized	SF
5/7/2022	Shop	Routine	Cleaned up under overhang, moved lights and trailer for contractor, met with and gave contractor key to water	SF
5/9/2022	Housing Area	Routine	Made list of addresses with long lawns	KM
5/9/2022	Office	Routine	Checked oil in backup generator, took out office recycling, brought mail to office, completed paperwork	KM
5/9/2022	Office	Routine	Completed paperwork	SF
5/9/2022	Playground	Routine	Cleaned and restocked restroom	KM
5/9/2022	Shop	Routine	Transferred tools from one van to another, emptied trash from back of van and golf cart, unloaded and put away tools	KM
5/10/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/10/2022	Housing Area	Routine	Posted flyers on all units	KM
5/10/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/10/2022	Shop	Routine	Helped move cabinets to 2660, emptied trash from van and golf cart	KM
5/10/2022	Shop	Routine	Moved cabinets for 2660 down from mezzanine	SF
5/11/2022	Office	Routine	Reviewed inventory with Marcy, researched product, did paperwork	SF
5/11/2022	Shop	Routine	Gathered and loaded supplies	SF
5/12/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/12/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/12/2022	Office	Routine	Made phone calls to vendors, completed paperwork	SF
5/12/2022	Shop	Routine	Cleaned out van to load and haul siding	SF
5/12/2022	Shop	Routine	Emptied trash from back of S-10, van, and golf cart	KM
5/13/2022	Office	Routine	Emptied office trash cans, brought mail to office, did paperwork	KM
5/13/2022	Office	Routine	Watered plants, completed paperwork	SF
5/13/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/13/2022	Town	Routine	Picked up supplies and siding, fueled van	SF
5/16/2022	Office	Routine	Checked leak in ceiling, cut out drywall, removed insulation, cleaned	SF
5/16/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
5/16/2022	Playground	Routine	Cleaned and restocked restroom	KM
5/16/2022	Shop	Routine	Cut, planed, and primed cedar for trim, worked on planer, cleaned up, emptied dust bags	SF
5/16/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/17/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/17/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/17/2022	Office	Routine	Completed paperwork	SF
5/17/2022	Shop	Routine	Cut, planed, and primed cedar for trim, loaded trim to drop off to contractor, cleaned up, began sanding bench ends, reinstalled cell booster	SF
5/17/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
5/18/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM

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5/18/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/18/2022	Office	Routine	Completed paperwork	SF
5/18/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
5/18/2022	Shop	Routine	Hauled garbage to dumpster, called for new dumpster, cleaned up	SF
5/18/2022	Town	Routine	Picked up flooring samples	SF
5/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/19/2022	Office	Routine	Completed paperwork	SF
5/19/2022	Shop	Routine	Cleaned and pressure washed mower, stained benches, pressure washed concrete under overhang, cleaned up	SF
5/19/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
5/20/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/20/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/20/2022	Office	Routine	Watered plants, completed paperwork	SF
5/20/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
5/20/2022	Shop	Routine	Stained benches, cleaned up	SF
5/23/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/23/2022	Office	Routine	Checked oil in backup generator, took out office recycling, brought mail to office, completed paperwork	KM
5/23/2022	Playground	Routine	Cleaned and restocked restroom	KM
5/23/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/24/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/24/2022	Housing Area	Routine	Replaced broken mailbox lock and duplicated keys	SF
5/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/24/2022	Office	Routine	Completed paperwork	SF
5/24/2022	Shop	Routine	Cleaned work bench, transferred tools between vans, loaded trim boards for 2660, emptied trash from back of van and golf cart	KM
5/24/2022	Shop	Routine	Met contractor for fire sprinkler inspection, worked on benches, called plumber to get keys to open electrical boxes for electrician	SF
5/25/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/25/2022	Office	Routine	Brought mail to office, completed paperwork	KM
5/25/2022	Office	Routine	Met with Master Blaster to get pricing for pressure washing pole building, decks, and office, completed paperwork	SF
5/25/2022	Shop	Routine	Cleaned up, moved benches out of the way	SF
5/25/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/26/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/26/2022	Housing Area	Routine	Posted pest control notices	KM
5/26/2022	Office	Routine	Cut out drywall in ceiling, cut new piece to patch, applied mud and tape, cleaned up, watered plants, completed paperwork	SF
5/26/2022	Office	Routine	Emptied office trash cans, brought mail to office, did paperwork	KM
5/26/2022	Shop	Routine	Cleaned out van, called about water heater warranties, cleaned up paint brushes and rollers	SF

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5/26/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
5/31/2022	Office	Routine	Checked oil in backup generator, took out office recycling, brought mail to office, completed paperwork	KM
5/31/2022	Office	Routine	Met with Pacific Air Comfort for annual maintenance on HVAC units	SF
5/31/2022	Playground	Routine	Cleaned and restocked restroom	KM
5/31/2022	Shop	Routine	Checked fluid level and cleaned golf cart, emptied trash from back of van and golf cart, unloaded and put away tools, put battery charger on van, gathered fuel slips from vehicles	KM
5/31/2022	Shop	Routine	Met with Pacific Air Comfort for annual maintenance on HVAC units	SF
5/31/2022	Shop	Routine	Took benches outside to cover with stain, cleaned up, moved trailers back inside, removed labels from water heaters for warranty	SF
Groundskeeping				
5/2/2022	Housing Area	Grounds	Trash pickup	KM
5/4/2022	Housing Area	Grounds	Mowed along Miluk Drive, garden and duplex area, gravel road leading to dam, and along Cape Arago Highway	SF
5/4/2022	Housing Area	Grounds	Trash pickup	KM
5/5/2022	Housing Area	Grounds	Met with landscaper about moles and dog waste issues	SF
5/5/2022	Housing Area	Grounds	Trash pickup	KM
5/6/2022	Housing Area	Grounds	Trash pickup	KM
5/9/2022	Housing Area	Grounds	Trash pickup	KM
5/10/2022	Housing Area	Grounds	Mowed vacant lots, weedeated, cleaned up	SF
5/10/2022	Housing Area	Grounds	Trash pickup	KM
5/12/2022	Housing Area	Grounds	Trash pickup	KM
5/13/2022	Housing Area	Grounds	Trash pickup	KM
5/16/2022	Housing Area	Grounds	Trash pickup	KM
5/17/2022	Housing Area	Grounds	Trash pickup	KM
5/18/2022	Housing Area	Grounds	Trash pickup	KM
5/19/2022	Housing Area	Grounds	Mowed vacant lot next to office	SF
5/19/2022	Housing Area	Grounds	Trash pickup	KM
5/20/2022	Housing Area	Grounds	Trash pickup	KM
5/23/2022	Housing Area	Grounds	Trash pickup	KM
5/24/2022	Housing Area	Grounds	Trash pickup	KM
5/25/2022	Housing Area	Grounds	Mowed along Miluk Drive	SF
5/25/2022	Housing Area	Grounds	Trash pickup	KM
5/26/2022	Housing Area	Grounds	Trash pickup	KM
5/31/2022	Housing Area	Grounds	Trash pickup	KM
5/31/2022	Housing Area	Grounds	Used DR Trimmer on hillside on Miluk Drive	SF
Admin Support				
5/6/2022	Town	Admin	Courier run	KM
5/16/2022	Town	Admin	Courier run	KM
5/18/2022	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
5/20/2022	Town	Admin	Courier run	KM
5/25/2022	Housing Area	Admin	Delivered letter for Resident Services	KM
5/26/2022	Town	Admin	Courier run	KM
Staff Time Off				
5/2/2022			PTO	SF
5/3/2022			Part day PTO	SF
5/3/2022			PTO	KM
5/5/2022			Part day PTO	KM
5/9/2022			Part day PTO	KM
5/11/2022			PTO	KM
5/12/2022			Part day PTO	KM
5/16/2022			Part day PTO	KM
5/16/2022			Part day PTO	SF
5/18/2022			Part day PTO	KM
5/23/2022			Part day PTO	KM
5/23/2022			PTO	SF
5/24/2022			Part day PTO	KM
5/25/2022			Part day PTO	KM
5/27/2022			Admin leave for Memorial Day holiday	SF
5/27/2022			Admin leave for Memorial Day holiday	KM
5/30/2022			Memorial Day holiday	SF
5/30/2022			Memorial Day holiday	KM