

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
6/1/2022	2620B	Vacant Unit	Walked through vacant unit	SF
6/6/2022	2620B	Vacant Unit	Cut and installed two bedroom blinds, scheduled cleaning contractor	SF
6/14/2022	2620B	Vacant Unit	Met cleaning contractor, took out trash	SF
6/15/2022	2620B	Vacant Unit	Started unloading tools and supplies	KM
6/16/2022	2620B	Vacant Unit	Unloaded tools, removed nails, began spackling holes	KM
6/17/2022	2620B	Vacant Unit	Unloaded tools, removed nails, began spackling holes	KM
6/22/2022	2620B	Vacant Unit	Unloaded van, removed light covers, cleaned walls, cover plates, and switches	KM
6/23/2022	2620B	Vacant Unit	Cleaned dishwasher and cover plates, removed heater covers	KM
6/24/2022	2620B	Vacant Unit	Touched up paint	KM
6/1/2022	2627	Vacant Unit	Cut out OSB in hall bathroom for floor repairs, cleaned up	KM
6/2/2022	2627	Vacant Unit	Gathered trash and debris, cleaned out garage, hauled trash to dumpster	KM
6/15/2022	2627	Vacant Unit	Loaded up tools from unit	KM
6/21/2022	2627	Vacant Unit	Loaded tools and took to 2620B, cleaned walls, removed nails and filled holes, cleaned up	KM
6/3/2022	2660	Vacant Unit	Worked on putting kitchen back together	SF
6/7/2022	2660	Vacant Unit	Put items back together, worked on kitchen	SF
6/9/2022	2660	Vacant Unit	Worked on countertop, scraped laminate	SF
6/13/2022	2660	Vacant Unit	Worked on kitchen, finished scraping laminate from countertop, cut plywood for dishwasher spacer	SF
6/14/2022	2660	Vacant Unit	Finished dishwasher divider, cut hole in cabinet for range hood	SF
6/15/2022	2660	Vacant Unit	Worked on cabinets and venting	SF
Work Orders				
6/2/2022	514	Work Order	Performed interior APM inspection, rebuilt bathroom faucet, cleaned vent fans, vacuumed heaters, replaced hall and living room outlets, changed CFLs to LEDs	SF
6/1/2022	518	Work Order	Performed interior APM inspection, replaced bathroom sink drain, vacuumed heaters, adjusted laundry doors, replaced CFLs with LEDs, replaced smoke alarm batteries	SF
6/9/2022	520	Work Order	Performed annual inspection	SF
6/14/2022	701	Work Order	Performed annual inspection	SF
6/15/2022	701	Work Order	Replaced leaking water heater	SF
6/6/2022	2603	Work Order	Worked on shower removal from master bathroom	SF
6/7/2022	2603	Work Order	Removed shower unit, cleaned up	SF
6/8/2022	2603	Work Order	Cut out rot under shower, framed, insulated, covered, cleaned up, prepped for plumber to install new shower, helped bring in new shower base, reinstalled door and trim, wiped up floor	SF
6/9/2022	2603	Work Order	Worked on shower, installed drywall backing for shower flange	SF
6/23/2022	2603	Work Order	Worked on shower	SF

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Routine Activities				
6/1/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/1/2022	Housing Area	Routine	Picked up rotten bench and took to shop, set up two new benches, checked condition of other benches	SF
6/1/2022	Housing Area	Routine	Picked up rug cleaner after resident use	KM
6/1/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/1/2022	Office	Routine	Met with Tracey, completed paperwork	SF
6/1/2022	Shop	Routine	Assisted with new benches, emptied trash from van and golf cart, loaded up tools	KM
6/1/2022	Shop	Routine	Loaded up benches, moved items upstairs, cleaned out van	SF
6/2/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/2/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/2/2022	Office	Routine	Made phone calls, completed paperwork	SF
6/2/2022	Shop	Routine	Helped lube door, emptied trash from van, unloaded and put away tools	KM
6/2/2022	Shop	Routine	Lubed overhead doors, cleaned up, moved cedar down from upstairs, put together a supply list, met with contractor to measure for flooring	SF
6/3/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/3/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/3/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/3/2022	Office	Routine	Watered plants, completed paperwork	SF
6/3/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
6/3/2022	Shop	Routine	Put items away, cleaned up	SF
6/6/2022	Office	Routine	Looked for as builts, completed paperwork	SF
6/6/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
6/6/2022	Playground	Routine	Cleaned and restocked restroom	KM
6/6/2022	Shop	Routine	Checked fluid level on golf cart	KM
6/6/2022	Shop	Routine	Cleaned gutters, checked gutter clips, and checked roof using manlift, met with Lon and Martin about as builts, measured cove base in bathroom and hallway for replacement after flooring is installed	SF
6/7/2022	831	Routine	Cleaned gutters using manlift	SF
6/7/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/7/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/7/2022	Office	Routine	Completed paperwork	SF
6/7/2022	Shop	Routine	Cleaned camera lenses and checked gutter straps using manlift	SF
6/7/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
6/8/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/8/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/8/2022	Office	Routine	Scheduled flooring install, completed paperwork, repaired and lubed flag pole using manlift	SF

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6/8/2022	Shop	Routine	Checked oil in all mowers and vehicles, cleaned out front of S-10, emptied trash from van and golf cart, put away tools	KM
6/8/2022	Shop	Routine	Cleaned out van, put away tools and supplies	SF
6/9/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/9/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/9/2022	Office	Routine	Completed paperwork	SF
6/9/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
6/9/2022	Town	Routine	Fueled van, picked up weed eater parts	KM
6/10/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/10/2022	Office	Routine	Emptied office trash cans, brought mail to office, did paperwork	KM
6/10/2022	Office	Routine	Watered plants, completed paperwork	SF
6/10/2022	Shop	Routine	Emptied trash from van and golf cart, emptied trash from restrooms and shop office, unloaded and put away tools	KM
6/10/2022	Shop	Routine	Unloaded lumber from van, put items away, programmed and tested code for storage lot	SF
6/10/2022	Town	Routine	Picked up materials, fueled van	SF
6/13/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/13/2022	Office	Routine	Completed paperwork	SF
6/13/2022	Playground	Routine	Cleaned and restocked restroom	KM
6/13/2022	Shop	Routine	Emptied trash from van and golf cart	KM
6/13/2022	Shop	Routine	Worked on building and sanding benches	SF
6/14/2022	831	Routine	Met with Masterblaster for cleaning pole building, took them around to look at decks to be cleaned	SF
6/14/2022	Office	Routine	Put together a list of needed supplies	SF
6/14/2022	Shop	Routine	Fueled and started mowers and weed eaters and dropped off for resident use	SF
6/14/2022	Shop	Routine	Sanded benches, cleaned up yard and loaded wood to go to burn pile, assisted Platter with dump truck repairs	SF
6/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/15/2022	Office	Routine	Made phone calls, completed paperwork	SF
6/15/2022	Shop	Routine	Cleaned work areas, loaded and unloaded van	SF
6/15/2022	Shop	Routine	Emptied trash from van, put away unused tools, loaded supplies and tools needed for 2620B	KM
6/16/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/16/2022	Office	Routine	Completed paperwork	SF
6/16/2022	Shop	Routine	Emptied trash from van, put charger on the battery, unloaded tools to other van, removed battery	KM
6/16/2022	Town	Routine	Fueled van, filled grounds fuel cans, picked up supplies	SF
6/17/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/17/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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6/17/2022	Office	Routine	Watered plants, moved items around for carpets to be cleaned, set up fans, completed paperwork	SF
6/17/2022	Playground	Routine	Cleaned and restocked restroom	SF
6/17/2022	Shop	Routine	Emptied trash from van and golf cart	KM
6/21/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/21/2022	Office	Routine	Returned furniture to offices after carpet cleaning	SF
6/21/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart, installed battery in GMC 3500	KM
6/21/2022	Shop	Routine	Repaired a closet door, sanded and stained benches	SF
6/22/2022	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
6/22/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/22/2022	Shop	Routine	Emptied trash from golf cart and van, loaded supplies	KM
6/23/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/23/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/23/2022	Shop	Routine	Emptied trash from van, unloaded and put away tools	KM
6/24/2022	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
6/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM
6/24/2022	Office	Routine	Watered plants, mowed yard area next to parking lot	SF
6/24/2022	Shop	Routine	Built window screens, unloaded and put away lawn equipment	SF
6/24/2022	Shop	Routine	Emptied trash from van and S10	KM
6/29/2022	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
6/29/2022	Housing Area	Routine	Posted pest control notices	KM
6/29/2022	Office	Routine	Cleaned up and organized desk area	SF
6/29/2022	Office	Routine	Completed paperwork	KM
6/29/2022	Shop	Routine	Cleaned and organized van, recycled cardboard, took trash to dumpster	SF
6/29/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
6/30/2022	Office	Routine	Completed paperwork	KM
Tribal Support				
6/9/2022	Plankhouse	Tribal	Helped clean fish for Restoration	KM
Groundskeeping				
6/1/2022	Housing Area	Grounds	Trash pickup	KM
6/2/2022	Housing Area	Grounds	Trash pickup	KM
6/3/2022	Housing Area	Grounds	Trash pickup	KM
6/6/2022	Housing Area	Grounds	Trash pickup	KM
6/7/2022	Housing Area	Grounds	Trash pickup	KM
6/8/2022	Housing Area	Grounds	Trash pickup	KM
6/9/2022	Housing Area	Grounds	Mowed empty lot on Miluk and duplex garden area	SF
6/9/2022	Housing Area	Grounds	Trash pickup	KM
6/10/2022	Housing Area	Grounds	Trash pickup	KM

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6/13/2022	Housing Area	Grounds	Trash pickup	KM
6/15/2022	Housing Area	Grounds	Trash pickup	KM
6/16/2022	Housing Area	Grounds	Mowed and weedeated along Miluk	SF
6/16/2022	Housing Area	Grounds	Trash pickup	KM
6/17/2022	Housing Area	Grounds	Trash pickup	KM
6/21/2022	Housing Area	Grounds	Mowed vacant lots	SF
6/21/2022	Housing Area	Grounds	Trash pickup	KM
6/22/2022	Housing Area	Grounds	Mowed and weedeated along Miluk and Mexeye	SF
6/22/2022	Housing Area	Grounds	Trash pickup	KM
6/23/2022	Housing Area	Grounds	Trash pickup	KM
6/23/2022	Housing Area	Grounds	Weedeated duplexes, garden area, and along Miluk Drive	SF
6/24/2022	Housing Area	Grounds	Trash pickup	KM
6/29/2022	Housing Area	Grounds	Trash pickup	KM
6/30/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
6/2/2022	Town	Admin	Courier run	KM
6/16/2022	Town	Admin	Courier run	KM
6/23/2022	Town	Admin	Courier run	KM
Staff Time Off				
6/1/2022			Part day PTO	KM
6/2/2022			Part day PTO	KM
6/6/2022			Part day PTO	KM
6/7/2022			Part day PTO	KM
6/9/2022			Part day PTO	SF
6/13/2022			Part day PTO	KM
6/14/2022			PTO	KM
6/20/2022			Juneteenth holiday	KM
6/20/2022			Juneteenth holiday	SF
6/21/2022			Part day PTO	KM
6/23/2022			Part day PTO	SF
6/24/2022			Part day PTO	SF
6/27/2022			PTO/admin leave for Tribal Restoration holiday	SF
6/27/2022			PTO/admin leave for Tribal Restoration holiday	KM
6/28/2022			Tribal Restoration Day holiday	SF
6/28/2022			Tribal Restoration Day holiday	KM
6/29/2022			Part day PTO	KM
6/30/2022			Part day PTO	KM
6/30/2022			PTO	SF