

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/5/2022	2620B	Vacant Unit	Cleaned walls, filled nail holes	KM
7/5/2022	2620B	Vacant Unit	Looked into electrical issues, replaced bulbs throughout home, washed light fixtures, replaced smoke alarm	SF
7/6/2022	2620B	Vacant Unit	Cleaned walls, spackled, touched up paint	KM
7/7/2022	2620B	Vacant Unit	Cleaned walls	KM
7/11/2022	2620B	Vacant Unit	Cleaned walls	KM
7/12/2022	2620B	Vacant Unit	Cleaned outlet and switch plates, washed walls, touched up paint	KM
7/13/2022	2620B	Vacant Unit	Cleaned heaters, lights, walls, and doors	KM
7/14/2022	2620B	Vacant Unit	Cleaned doors, walls, and around windows, cleaned up, loaded up trash	KM
7/19/2022	2620B	Vacant Unit	Cleaned walls, doors, and around windows, cleaned up, replaced outlet and switches as needed	KM
7/20/2022	2620B	Vacant Unit	Cleaned walls, ceilings, heaters, and sink drains, loaded trash and tools	KM
7/21/2022	2620B	Vacant Unit	Cleaned up, cleaned glass covers, lights, and kitchen drains, loaded up tools, hauled trash to dumpster	KM
7/25/2022	2620B	Vacant Unit	Cleaned walls and doors, touched up paint	KM
7/26/2022	2620B	Vacant Unit	Cleaned walls, doors, and around windows, touched up paint, loaded trash into van	KM
7/27/2022	2620B	Vacant Unit	Cleaned top edge of walls and door trim, touched up paint, cleaned outlets and switch plates, loaded trash into van	KM
7/28/2022	2620B	Vacant Unit	Touched up paint	KM
7/5/2022	2660	Vacant Unit	Sanded countertops, prepped for laminate, cleaned home and hauled items to garage, installed new range hood, swept floors	SF
7/6/2022	2660	Vacant Unit	Worked on countertops, cut new top for cabinet, cut and installed some laminate, cleaned up	SF
7/7/2022	2660	Vacant Unit	Worked on kitchen	SF
7/8/2022	2660	Vacant Unit	Cut laminate for counter edges, met contractor to discuss fence repairs	SF
7/12/2022	2660	Vacant Unit	Installed countertop laminate and edging	SF
7/14/2022	2660	Vacant Unit	Painted two coats on deck, removed corner bead from windows, loaded garbage and hauled to dumpster, removed deck rail for repair	SF
7/15/2022	2660	Vacant Unit	Sanded and painted railing, finished securing deck rail, cleaned up	SF
7/18/2022	2660	Vacant Unit	Installed drywall under front windows, swept, cleaned up	SF
7/19/2022	2660	Vacant Unit	Taped and applied mud under windows, installed closet brackets, put items back together, cleaned up	SF
7/20/2022	2660	Vacant Unit	Put items back together, cut, planed, and primed cedar for around windows, dropped off and picked up dump trailer for contractor to use	SF
7/27/2022	2660	Vacant Unit	Put items back together, installed kitchen sink, screwed down countertops, met with contractor	SF
7/28/2022	2660	Vacant Unit	Replaced some receptacles, worked on electric issues, installed plumbing to kitchen sink	SF
7/29/2022	2660	Vacant Unit	Worked on electrical in kitchen	SF

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Work Orders				
7/28/2022	708	Work Order	Repaired garage door lock	SF
7/7/2022	2603	Work Order	Met with fiberglass contractor and flooring contractor for repairs	SF
7/11/2022	2603	Work Order	Repaired shower, mudded and taped drywall, installed trim, cleaned up	SF
7/26/2022	2603	Work Order	Met with flooring installers, looked into subfloor issues and possible water leak, checked dishwasher, began drying subfloor to install new underlayment	SF
7/27/2022	2603	Work Order	Checked on flooring, set up fans to help dry subfloor, met with flooring installer and resident	SF
7/29/2022	2603	Work Order	Looked into faucets for washing machine, shut off water and replaced washers, checked on flooring	SF
7/26/2022	2616	Work Order	Rebuilt kitchen and hall bath faucets	SF
7/6/2022	2646C	Work Order	Repaired bathroom window, replaced balance	SF
7/6/2022	2650	Work Order	Performed annual inspection, replaced door knob, repaired kitchen sink sprayer and spray diverter	SF
7/14/2022	2664	Work Order	Cleaned off deck, painted first coat on deck and hand rails	SF
7/28/2022	2664	Work Order	Painted second coat of paint on deck	SF
Routine Activities				
7/1/2022	Office	Routine	Watered plants, completed paperwork	SF
7/1/2022	Shop	Routine	Cleaned up, worked on van	SF
7/5/2022	Office	Routine	Checked oil in backup generator, made list of homes with long lawns, took out recycling, brought mail to office, completed paperwork	KM
7/5/2022	Office	Routine	Completed paperwork	SF
7/5/2022	Playground	Routine	Cleaned and restocked restroom	KM
7/5/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
7/5/2022	Shop	Routine	Cleaned up, loaded van, picked locks on donated shelters	SF
7/6/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/6/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/6/2022	Office	Routine	Completed paperwork	SF
7/6/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/6/2022	Shop	Routine	Loaded supplies, cut laminate	SF
7/7/2022	Office	Routine	Attended Board meeting, brought mail to office, completed paperwork	SF
7/7/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/7/2022	Shop	Routine	Loaded tools, emptied trash from back of van and golf cart	KM
7/8/2022	Office	Routine	Watered plants, completed paperwork	SF
7/8/2022	Shop	Routine	Cleaned mower, delivered to resident for use	SF
7/8/2022	Town	Routine	Picked up Platter after dropping off Ford Truck for repairs	SF
7/11/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/11/2022	Office	Routine	Checked oil in backup generator, made list of homes with long lawns, took out recycling, brought mail to office, completed paperwork	KM

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7/11/2022	Office	Routine	Completed paperwork	SF
7/11/2022	Playground	Routine	Cleaned and restocked restroom	KM
7/11/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
7/11/2022	Shop	Routine	Loaded supplies and tools, cleaned out van	SF
7/12/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/12/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/12/2022	Office	Routine	Met with Marcy, completed paperwork	SF
7/12/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/12/2022	Shop	Routine	Met with Anne, removed glass and metal grids from shelters, prepped for sandblasting	SF
7/13/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/13/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
7/14/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/14/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/14/2022	Office	Routine	Completed paperwork	SF
7/14/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/14/2022	Shop	Routine	Scraped foam from window trim on bus shelters, unloaded glass from van, loaded supplies	SF
7/15/2022	791C	Routine	Located key for thermostat cover for Tribal personnel	SF
7/15/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/15/2022	Office	Routine	Worked on front door, watered plants, completed paperwork	SF
7/15/2022	Shop	Routine	Replaced GFCI, programmed temporary gate code	SF
7/18/2022	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/18/2022	Office	Routine	Checked oil in backup generator, made list of homes with long lawns, took out recycling, brought mail to office, completed paperwork	KM
7/18/2022	Playground	Routine	Cleaned and restocked restroom	KM
7/18/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
7/18/2022	Shop	Routine	Cleaned out van, put away tools and supplies	SF
7/19/2022	2668	Routine	Worked on mailbox lock	SF
7/19/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/19/2022	Shop	Routine	Emptied trash from van and S10, loaded up tools	KM
7/19/2022	Shop	Routine	Prepped for flooring, removed dishwasher, washer, dryer, lockers, utility sink, and all cove base	SF
7/20/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/20/2022	Shop	Routine	Emptied dust collection bag, cleaned up, hauled out trash, removed toilets and reinstalled after flooring, loaded dump trailer with scrap metal and hauled to Shinglehouse, unloaded and put away supplies	SF

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7/20/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
7/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/21/2022	Shop	Routine	Emptied trash from van and truck, unloaded and put away tools, sanitized door handles and key pads	KM
7/22/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/22/2022	Office	Routine	Emptied trash cans from all offices and took to dumpster, brought garbage bags down from shop, brought mail to office, completed paperwork	KM
7/22/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/25/2022	Housing Area	Routine	Made list of yards with long lawns, picked up lawn equipment after resident use	KM
7/25/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/25/2022	Playground	Routine	Cleaned and restocked restroom	KM
7/25/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
7/26/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/26/2022	Office	Routine	Completed paperwork	SF
7/26/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
7/26/2022	Shop	Routine	Unloaded tools and supplies from van	SF
7/27/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/27/2022	Office	Routine	Completed paperwork	SF
7/27/2022	Shop	Routine	Cut laminate, re-installed toilet and dishwasher, unloaded and put away tools	SF
7/27/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/28/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/28/2022	Housing Area	Routine	Posted pest control notices	KM
7/28/2022	Office	Routine	Attended Board meeting, completed paperwork	SF
7/28/2022	Office	Routine	Attended Board meeting, brought mail to office, completed paperwork	KM
7/28/2022	Shop	Routine	Cleaned out van to haul water heaters	SF
7/28/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
7/28/2022	Town	Routine	Picked up supplies	SF
7/29/2022	Office	Routine	Brought mail to office, completed paperwork	KM
7/29/2022	Office	Routine	Watered plants, ordered supplies, completed paperwork	SF
7/29/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/29/2022	Shop	Routine	Took apart windows and put in dumpster, removed plastic and tape from new shelters	SF
Groundskeeping				
7/5/2022	Housing Area	Grounds	Trash pickup	KM
7/6/2022	Housing Area	Grounds	Trash pickup	KM
7/7/2022	Housing Area	Grounds	Trash pickup	KM
7/11/2022	Housing Area	Grounds	Trash pickup	KM

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7/12/2022	Housing Area	Grounds	Trash pickup	KM
7/13/2022	Housing Area	Grounds	Trash pickup	KM
7/14/2022	Housing Area	Grounds	Trash pickup	KM
7/15/2022	Housing Area	Grounds	Trash pickup	KM
7/18/2022	Housing Area	Grounds	Trash pickup	KM
7/19/2022	Housing Area	Grounds	Trash pickup	KM
7/20/2022	Housing Area	Grounds	Trash pickup	KM
7/21/2022	Housing Area	Grounds	Trash pickup	KM
7/22/2022	Housing Area	Grounds	Trash pickup	KM
7/25/2022	Housing Area	Grounds	Trash pickup	KM
7/26/2022	Housing Area	Grounds	Trash pickup	KM
7/27/2022	Housing Area	Grounds	Trash pickup	KM
7/28/2022	Housing Area	Grounds	Trash pickup	KM
7/29/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
7/5/2022	Town	Admin	Courier run	KM
7/7/2022	Town	Admin	Courier run	KM
7/14/2022	Town	Admin	Courier run	KM
7/21/2022	Town	Admin	Courier run	KM
7/22/2022	Town	Admin	Courier run	KM
7/28/2022	Town	Admin	Courier run	KM
7/29/2022	Town	Admin	Courier run	KM
Staff Time Off				
7/1/2022			Admin leave for Independence Day holiday	SF
7/1/2022			Admin leave for Independence Day holiday	KM
7/4/2022			Independence Day holiday	SF
7/4/2022			Independence Day holiday	KM
7/7/2022			Part day PTO	KM
7/8/2022			PTO	KM
7/13/2022			PTO	SF
7/14/2022			Part day PTO	SF
7/15/2022			Admin leave for birthday	KM
7/18/2022			Part day PTO	SF
7/19/2022			Part day PTO	SF
7/21/2022			PTO	SF
7/22/2022			PTO	SF
7/25/2022			PTO	SF