

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

DATE	LOCATION	TYPE OF WORK		REP
Vacant Units				
8/8/2022	2620B	Vacant Unit	Touched up paint, cleaned ceilings	KM
8/9/2022	2620B	Vacant Unit	Touched up paint and trim around windows	KM
8/10/2022	2620B	Vacant Unit	Touched up paint, cleaned ceilings, loaded up trash	KM
8/11/2022	2620B	Vacant Unit	Loaded up trash and took to dumpster	KM
8/12/2022	2620B	Vacant Unit	Touched up paint	KM
8/16/2022	2620B	Vacant Unit	Cleaned doors and touched up paint	KM
8/17/2022	2620B	Vacant Unit	Cleaned walls, touched up paint	KM
8/18/2022	2620B	Vacant Unit	Repainted kitchen, cut in paint around cabinets, removed blinds, loaded trash, cleaned up	KM
8/23/2022	2620B	Vacant Unit	Touched up paint, loaded trash, cleaned up	KM
8/24/2022	2620B	Vacant Unit	Touched up paint, painted doors and trim	KM
8/25/2022	2620B	Vacant Unit	Cleaned and painted walls, mopped floors, painted doors and trim	KM
8/25/2022	2620B	Vacant Unit	Painted, reinstalled glass light shields, cleaned and installed heater covers, began replacing screens	GO
8/29/2022	2620B	Vacant Unit	Installed screens, finished touch up paint	GO
8/30/2022	2620B	Vacant Unit	Cleaned top of kitchen cabinets and doors	KM
8/31/2022	2620B	Vacant Unit	Cut and installed blinds, cleaned out tools, finished cleaning cabinets, bathroom, and windows	KM
8/8/2022	2624	Vacant Unit	Checked on contractors	SF
8/8/2022	2624	Vacant Unit	Picked up mail and delivered to new unit	SF
8/18/2022	2624	Vacant Unit	Walked through unit to check on progress	SF
8/19/2022	2624	Vacant Unit	Gathered new blinds to be installed, rekeyed locks, checked over unit	SF
8/22/2022	2624	Vacant Unit	Gathered tools and supplies needed, cleaned heater fans, light covers, and sun tunnels and covers	GO
8/23/2022	2624	Vacant Unit	Cleaned hinges and closet brackets, repaired drawer, took apart sliding door and cleaned tracks, repaired screens and door, installed new smoke alarm	SF
8/23/2022	2624	Vacant Unit	Replaced screens, replaced outlet covers, removed and cleaned bathroom fans, replaced toilet seat, installed exterior light , removed and installed hinges after cleaning off paint, repaired bi-fold door	GO
8/24/2022	2624	Vacant Unit	Cleared unit for cleaning contractor, put items together, repaired closet door and range hood	SF
8/24/2022	2624	Vacant Unit	Installed hinges, checked outlets, cleaned sidewalk and garage	GO
8/25/2022	2624	Vacant Unit	Checked on exterior issues and things that remained to be done, met with cleaner to go over unit	SF
8/25/2022	2624	Vacant Unit	Cleared downspout, installed splash guards	GO
8/26/2022	2624	Vacant Unit	Set up fan and dehumidifier, checked over unit	SF
8/29/2022	2624	Vacant Unit	Cleaned gutters, refastened gutters that were loose, cleaned and installed closet, pantry, and utility shelves, cleaned windows and installed screens, touched up paint, installed blinds	GO

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8/29/2022	2624	Vacant Unit	Cut and installed blinds, caulked toilets and backsplash, made repairs	SF
8/30/2022	2624	Vacant Unit	Cleaned up, repaired flooring by door, cleaned out garage	SF
8/30/2022	2624	Vacant Unit	Installed downspouts, sealed gutters	GO
8/31/2022	2624	Vacant Unit	Removed trash	GO
8/8/2022	2638	Vacant Unit	Changed locks, secured unit, met with Tribal Police	SF
8/26/2022	2638	Vacant Unit	Checked over unit	SF
8/30/2022	2638	Vacant Unit	Repaired and sanded handrail, painted front and back decks	GO
8/30/2022	2638	Vacant Unit	Went over deck repairs needed with Maintenance temp	SF
8/31/2022	2638	Vacant Unit	Loaded trash into dump trailer	SF
8/31/2022	2638	Vacant Unit	Removed trash	GO
8/1/2022	2660	Vacant Unit	Installed countertop edging, put together and installed new ceiling fan, met with contractor	SF
8/2/2022	2660	Vacant Unit	Installed new light fixtures, replaced two receptacles, cleaned up	SF
8/4/2022	2660	Vacant Unit	Installed new light fixtures in bathrooms and utility room, met with electrician to remove some wiring and switches, patched holes, cut and installed cedar for windowsill, installed vents in bedrooms	SF
8/9/2022	2660	Vacant Unit	Sanded, applied additional mud and tape to drywall in kitchen	SF
8/10/2022	2660	Vacant Unit	Sanded, textured, and primed drywall repair in kitchen	SF
8/30/2022	2660	Vacant Unit	Made repairs, cleaned up	SF
8/31/2022	2660	Vacant Unit	Cleaned up and hauled trash to dumpster, repaired garage door and cleaned hinges	SF
8/31/2022	2660	Vacant Unit	Primed and painted garage	GO
Work Orders				
8/11/2022	508	Work Order	Performed APM inspection, replaced two smoke alarms, showerhead, drip pans, kitchen sink aerator, and toilet seat, vacuumed heaters	SF
8/25/2022	512	Work Order	Performed APM inspection, replaced two smoke alarms, replaced two blinds in bedroom, rebuilt bathroom faucet kit, replaced glass unit in bathroom, cleaned refrigerator coils, vacuumed heaters	SF
8/26/2022	516	Work Order	Performed annual inspection	SF
8/9/2022	701	Work Order	Performed APM inspection, installed four new smoke alarms, replaced 28 LED bulbs and rusted screen door, rebuilt four screens	SF
8/24/2022	707	Work Order	Performed annual inspection	SF
8/8/2022	708	Work Order	Performed APM inspection, pulled dishwasher out to replace pump, replaced four smoke alarms, vacuumed heaters, tightened door hinges	SF
8/9/2022	708	Work Order	Removed dishwasher, took to shop to take apart, hooked up to find out why it is not draining properly	SF
8/10/2022	708	Work Order	Installed dishwasher	SF
8/19/2022	2605	Work Order	Measured window for glass replacement	SF
8/15/2022	2607	Work Order	Installed foundation screens	SF
8/24/2022	2609	Work Order	Performed APM inspection, looked into appliance hookups, unscrewed part of counter to get the dishwasher out, rebuilt hall bathroom faucet	SF

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8/25/2022	2609	Work Order	Installed new range hood, hooked up refrigerator, pulled out dishwasher and reinstalled	SF
8/26/2022	2609	Work Order	Screwed down countertop	SF
8/15/2022	2625	Work Order	Performed annual inspection	SF
8/16/2022	2625	Work Order	Looked into issue with garage side door, installed wood to keep rodents out, met with resident about other issues needing attention	SF
8/2/2022	2629	Work Order	Performed APM inspection, replaced drip pans, kitchen window blinds, and master bedroom window, installed vent screens	SF
8/24/2022	2636	Work Order	Repaired front ramp, painted deck in front, repaired railing	GO
8/18/2022	2639	Work Order	Performed APM inspection, repaired drain pipe in kitchen, vacuumed heaters, cleaned bathroom vent fans	SF
8/17/2022	2646A	Work Order	Performed annual inspection	SF
8/24/2022	2646B	Work Order	Performed annual inspection, installed new smoke alarm, repaired refrigerator handle, door, and shelf bracket, repaired oven handle	SF
8/31/2022	2646B	Work Order	Performed APM inspection and repairs	SF
8/16/2022	2646C	Work Order	Performed APM inspection, cleaned refrigerator coils, replaced range hood filter, installed a new smoke alarm	SF
8/17/2022	2646D	Work Order	Painted back deck and rails, replaced smoke alarm, replaced bathroom bulbs, cleaned vents, checked over unit for emergency housing move in	SF
8/18/2022	2646D	Work Order	Swept and cleaned out garage, loaded dryer and trash can and hauled to shop, gathered towels and other items needed for the emergency unit, dropped off COVID CARES box for unit, wiped down items, cleaned trash cans, met with Resident Services Coordinator and tenant to go	SF
8/24/2022	2648	Work Order	Performed annual inspection	SF
8/3/2022	2650	Work Order	Performed APM inspection, repaired kitchen faucet, replaced bedroom doorknob, unplugged tub drain, repaired vent fan in bathroom, vacuumed heaters and painted several heater grills, tightened door hinges	SF
Routine Activities				
8/1/2022	Office	Routine	Completed paperwork	SF
8/1/2022	Shop	Routine	Unloaded van, met with flooring installer for cove base installation, moved lockers out of way and put back in place, brought washer and dryer in and hooked back up, hooked up utility sink, cleaned mower deck and installed new mower blades on John Deere, entered new code for storage lot, started scraping glass for shelters	SF
8/2/2022	Office	Routine	Replaced valances in Resident Services Specialist's office, met with Deputy Director, completed paperwork	SF
8/2/2022	Shop	Routine	Repaired screens, put together a list of supplies needed	SF
8/3/2022	Office	Routine	Made phone calls, completed paperwork	SF
8/3/2022	Shop	Routine	Loaded supplies into van, put away supply order, unloaded truck, keyed locks for replacement	SF

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DATE	LOCATION	TYPE OF WORK		REP
8/4/2022	Office	Routine	Completed paperwork	SF
8/4/2022	Shop	Routine	Cleaned and delivered carpet cleaner, loaded van with supplies	SF
8/5/2022	Office	Routine	Loaded supply order into van, watered plants, took out trash, completed paperwork	SF
8/5/2022	Shop	Routine	Unloaded supply order, installed fan mower in refrigerator, took cardboard to recycle bin	SF
8/8/2022	Housing	Routine	Made list of addresses with long lawns for Resident Services	KM
8/8/2022	Housing Area	Routine	Picked up rent from elder	KM
8/8/2022	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/8/2022	Office	Routine	Completed paperwork	SF
8/8/2022	Playground	Routine	Cleaned and restocked restroom	KM
8/8/2022	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart	KM
8/8/2022	Shop	Routine	Cleaned up woodworking area, cut trim for 2660	SF
8/9/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
8/9/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/9/2022	Office	Routine	Made phone calls, completed paperwork	SF
8/9/2022	Shop	Routine	Cleaned up van, loaded supplies, put things away, brought tables down and loaded for delivery to residents for community garage sale	SF
8/9/2022	Shop	Routine	Worked on weed eaters, emptied trash from back of van and golf cart, unloaded and put away tools	KM
8/10/2022	Housing	Routine	Delivered flyers for Resident Services	KM
8/10/2022	Housing	Routine	Dropped off and picked up lawn equipment after resident use	KM
8/10/2022	Housing	Routine	Put up community garage sale sign at entrance	SF
8/10/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2022	Office	Routine	Met to discuss painting Accounting office, completed paperwork	SF
8/10/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/10/2022	Shop	Routine	Tested dishwasher, researched and repaired gate for pole building, replaced bolts for gate cover, lubed chain and wheels, cleaned out van	SF
8/11/2022	Housing	Routine	Dropped off rug cleaner for resident use	KM
8/11/2022	Housing	Routine	Dropped off tables for resident use during community garage sale	KM
8/11/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/11/2022	Office	Routine	Met with electrician to add new jacks in Accounting office, moved furniture in prep for paint, began painting walls	SF
8/11/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
8/11/2022	Shop	Routine	Unloaded van and loaded supplies, put away tools and supplies	SF
8/11/2022	Shop	Routine	Worked on storage lot gate that wouldn't close	SF
8/12/2022	Housing	Routine	Dropped off tables for resident use during community garage sale	SF
8/12/2022	Housing	Routine	Picked up lawn equipment after resident use	KM
8/12/2022	Office	Routine	Emptied all trash cans and hauled to dumpster, brought mail to office, completed paperwork	KM

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8/12/2022	Office	Routine	Watered plants, moved furniture, painted walls	SF
8/12/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools into van	KM
8/15/2022	Housing	Routine	Made list of addresses with long lawns for Resident Services	KM
8/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/15/2022	Office	Routine	Cleared out Accounting office to paint, took apart and loaded up desk, moved file cabinets, painted walls, ceiling, and trim, looked into other desks to move back in to office	SF
8/15/2022	Playground	Routine	Cleaned and restocked restroom	KM
8/15/2022	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart	KM
8/15/2022	Shop	Routine	Unloaded van	SF
8/16/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
8/16/2022	Housing	Routine	Picked up CIHA tables used for community garage sale	SF
8/16/2022	Housing	Routine	Picked up dehumidifier from 708	KM
8/16/2022	Office	Routine	Finished removing cobwebs from exterior of office, brought mail to office, completed paperwork	KM
8/16/2022	Office	Routine	Moved painting supplies/tools from Accounting office, took apart desk in Resident Services Specialist's office, moved desk to Maintenance office and put back together, completed paperwork	SF
8/16/2022	Shop	Routine	Unloaded cedar fence boards from trailer, removed community garage sale sign from entrance, put away tools and supplies	SF
8/16/2022	Shop	Routine	Worked on lawn equipment, emptied trash from back of van and golf cart, loaded tools into van	KM
8/17/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/17/2022	Office	Routine	Cleaned up maintenance office, hauled items to shop, did paperwork	SF
8/17/2022	Shop	Routine	Unloaded tables and unused items from office, cleaned paint tools and supplies, programmed and tested gate code	SF
8/17/2022	Shop	Routine	Worked on lawn equipment, emptied trash from back of van and golf cart, loaded tools into van	KM
8/18/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/18/2022	Office	Routine	Completed paperwork	SF
8/18/2022	Shop	Routine	Emptied trash from back of van and loaded tools	KM
8/18/2022	Shop	Routine	Unloaded van, loaded items for emergency housing unit, put together a fan, worked on making a supply order list	SF
8/19/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
8/19/2022	Housing	Routine	Picked up CIHA tables used for community garage sale	SF
8/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/19/2022	Office	Routine	Put together a supply order, completed paperwork	SF
8/19/2022	Shop	Routine	Worked on lawn equipment, emptied trash from back of van and golf cart, loaded tools into van	KM
8/22/2022	Housing	Routine	Made list of addresses with long lawns for Resident Services	KM
8/22/2022	Housing	Routine	Picked up lawn equipment after resident use	KM

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8/22/2022	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/22/2022	Office	Routine	Orientation and completed paperwork	GO
8/22/2022	Playground	Routine	Cleaned and restocked restroom	KM
8/22/2022	Shop	Routine	Orientation to shop and work area	GO
8/22/2022	Shop	Routine	Worked on weed eaters, emptied trash from back of van and golf cart, unloaded and put away tools	KM
8/23/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/23/2022	Office	Routine	Completed paperwork	SF
8/23/2022	Shop	Routine	Worked on weed eaters, emptied trash from back of van and golf cart, unloaded and put away tools	KM
8/24/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/24/2022	Office	Routine	Completed paperwork	SF
8/24/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
8/24/2022	Town	Routine	Fueled van	KM
8/25/2022	Housing	Routine	Posted pest control flyers	KM
8/25/2022	Office	Routine	Attended Board meeting	GO
8/25/2022	Office	Routine	Attended Board meeting	SF
8/25/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2022	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools into van	KM
8/25/2022	Shop	Routine	Unloaded van, disconnected mower and hooked up loader bucket	SF
8/26/2022	Office	Routine	Emptied trash cans, brought mail to office, completed paperwork	KM
8/26/2022	Office	Routine	Mopped back office floor and deck, watered plants, worked on supply order, completed paperwork	SF
8/26/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded mowers from S-10	KM
8/26/2022	Shop	Routine	Unloaded appliances, loaded dehumidifiers and fans	SF
8/29/2022	Housing Area	Routine	Checked on dumpsters, picked up trash, installed signs on dumpsters to not use until emptied, called for service	SF
8/29/2022	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/29/2022	Office	Routine	Spoke with landscape contractor about fire restrictions, did paperwork	SF
8/29/2022	Playground	Routine	Cleaned and restocked restroom	KM
8/29/2022	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart	KM
8/29/2022	Shop	Routine	Worked on storage lot gate, emptied van	SF
8/30/2022	Housing	Routine	Picked up lawn equipment after resident use	KM
8/30/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/30/2022	Office	Routine	Completed paperwork	SF
8/30/2022	Shop	Routine	Emptied trash from back of van, worked on lawn equipment, installed new part on weed eater and compactor, cleaned up	KM
8/30/2022	Shop	Routine	Unloaded van, hauled out cardboard for recycling, loaded up siding and plywood, gathered needed supplies	SF

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8/31/2022	Office	Routine	Brought mail to office, completed paperwork	KM
8/31/2022	Office	Routine	Worked on supply order, completed paperwork	SF
8/31/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
8/31/2022	Shop	Routine	Picked up dump trailer to clean up	SF
8/31/2022	Town	Routine	Fueled van	GO
Groundskeeping				
8/5/2022	Housing	Grounds	Mowed duplex and garden area	SF
8/8/2022	Housing	Grounds	Trash pickup	KM
8/9/2022	Housing	Grounds	Trash pickup	KM
8/10/2022	Housing	Grounds	Trash pickup	KM
8/11/2022	Housing	Grounds	Trash pickup	KM
8/12/2022	Housing	Grounds	Trash pickup	KM
8/15/2022	Housing	Grounds	Trash pickup	KM
8/16/2022	Housing	Grounds	Trash pickup	KM
8/17/2022	Housing	Grounds	Trash pickup	KM
8/18/2022	Housing	Grounds	Trash pickup	KM
8/19/2022	Housing	Grounds	Trash pickup	KM
8/22/2022	Housing	Grounds	Trash pickup	KM
8/23/2022	Housing	Grounds	Trash pickup	KM
8/24/2022	Housing	Grounds	Trash pickup	KM
8/25/2022	Housing	Grounds	Trash pickup	KM
8/26/2022	Housing	Grounds	Trash pickup	KM
8/29/2022	Housing	Grounds	Trash pickup	KM
8/30/2022	Housing	Grounds	Trash pickup	KM
8/31/2022	Housing	Grounds	Trash pickup	KM
Admin Support				
8/8/2022	Town	Admin	Courier run	KM
8/11/2022	Town	Admin	Courier run	KM
8/17/2022	Town	Admin	Courier run	KM
8/31/2022	Town	Admin	Courier run	KM
Staff Time Off				
8/1/2022			PTO	KM
8/2/2022			PTO	KM
8/3/2022			Part day PTO	SF
8/3/2022			PTO	KM
8/4/2022			PTO	KM
8/5/2022			PTO	KM
8/10/2022			Part day PTO	SF
8/11/2022			Part day PTO	KM
8/22/2022			PTO	SF