

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/1/2022	2620B	Vacant Unit	Finished installing blinds, loaded tools into van, cleaned p-trap in bathroom, cleaned cabinet and countertops	KM
9/6/2022	2620B	Vacant	Loaded up tools and trash	KM
9/7/2022	2620B	Vacant Unit	Cleaned counters and back side of cabinets, loaded all tools into van, swept and mopped floors, moved trash to garage	KM
9/8/2022	2620B	Vacant	Loaded up tools, swept garage, vacuumed cobwebs	KM
9/8/2022	2620B	Vacant	Replaced GFCI on back porch, pressure washed back deck and steps	SF
9/9/2022	2620B	Vacant	Ready for occupancy	
9/12/2022	2620B	Vacant Unit	Met with Housing Programs Coordinator and new tenant for walkthrough, replaced one outside bulb, duplicated and tested keys for unit and mailbox	SF
9/1/2022	2624	Vacant Unit	Removed old refrigerator to be repaired, uncrated and installed new refrigerator, cleaned up, hauled all items from garage	SF
9/7/2022	2638	Vacant Unit	Moved appliances to garage, looked into water damage to find source of leak, met with contractor	SF
9/7/2022	2638	Vacant Unit	Moved appliances, painted sheetrock patches	GO
9/8/2022	2638	Vacant	Gathered materials for contractor	SF
9/19/2022	2638	Vacant	Removed shelves and hardware, cleaned fans and heater covers	GO
9/19/2022	2638	Vacant	Replaced all bulbs with LED	SF
9/20/2022	2638	Vacant	Patched sheetrock	GO
9/21/2022	2638	Vacant	Removed outlet covers, repaired sheetrock, cleaned up	GO
9/21/2022	2638	Vacant Unit	Worked on drywall repairs, applied mud to nail and tack holes and under ceiling fixtures	SF
9/22/2022	2638	Vacant	Cleaned walls and windows	GO
9/22/2022	2638	Vacant	Sanded and applied additional mud to walls and drywall patches	SF
9/26/2022	2638	Vacant	Cleaned walls and windows	GO
9/26/2022	2638	Vacant Unit	Sanded drywall repairs, vacuumed, masked windows, outlets, and switches, prepped and textured spots in all bedroom walls, cleaned up	SF
9/27/2022	2638	Vacant	Checked drywall repairs, replaced light fixture	SF
9/27/2022	2638	Vacant	Cleaned utility room, patched sheetrock	GO
9/28/2022	2638	Vacant	Cleaned windows, painted	GO
9/29/2022	2638	Vacant	Painted	GO
9/1/2022	2660	Vacant Unit	Finished painting, installed garage door, patched sheetrock in garage, filled hole utility room floor, cleaned up	GO
9/1/2022	2660	Vacant Unit	Installed light fixture, reinstalled garage brackets, checked on gate issues and brackets, blew out vent fan, scraped flooring, vacuumed	SF
9/6/2022	2660	Vacant Unit	Installed outlet covers, removed and installed new trim on window in garage, patched hole in sheetrock in utility room, sanded and textured all sheetrock patches	GO
9/6/2022	2660	Vacant	Painted, touched up as needed, put items back together, cleaned up	SF

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9/7/2022	2660	Vacant	Repaired floor, installed door knobs	SF
9/7/2022	2660	Vacant Unit	Spackled and touched up paint, installed door knobs, added nails to floor repair, installed blinds, painted doors	GO
9/8/2022	2660	Vacant	Built and installed screens, cleaned windows, painted cabinets	GO
9/8/2022	2660	Vacant	Prepped for removing counters, cleaned up	SF
9/12/2022	2660	Vacant	Removed and cleaned kitchen windows and tracks, touched up paint	GO
9/12/2022	2660	Vacant Unit	Tested and replaced outlets that were bad, turned off water and replaced washers on valves, removed bathroom countertop and both sinks and valves, scraped off laminate and caulking from sinks	SF
9/14/2022	2660	Vacant	Finished and installed cabinet	GO
9/14/2022	2660	Vacant Unit	Met with gutter installers, caulked all holes from gutter spikes in fascia, cut and installed screen material on foundation vents, prepped for flooring	SF
9/15/2022	2660	Vacant	Cleaned out unit for flooring installation, repaired bedroom window	SF
9/15/2022	2660	Vacant	Installed trim and shelves, cleaned up	GO
9/19/2022	2660	Vacant Unit	Loaded items from garage, vacuumed and scraped concrete in garage, repaired gate	SF
9/19/2022	2660	Vacant	Reset fence post and installed hardware on gate	GO
9/20/2022	2660	Vacant	Cleaned up	GO
9/20/2022	2660	Vacant Unit	Met with garage door installer, gathered supplies for countertop replacement, cleaned up outside	SF
9/21/2022	2660	Vacant	Cut and installed vent screens	SF
9/22/2022	2660	Vacant Unit	Cleaned out crawl space area, crawled under home to assess any needed repairs, worked on countertop for master bathroom	GO
9/26/2022	2660	Vacant Unit	Rekeyed and installed new locks, made repairs under unit, installed laminate and trim on bathroom counter	SF
9/27/2022	2660	Vacant Unit	Installed bathroom counter, sinks, and new faucets, cut tile for bathroom backsplash, cleaned up bathroom, began installing cove	SF
9/27/2022	2660	Vacant	Installed underlayment in closet	GO
9/29/2022	2660	Vacant Unit	Pulled toilet, cleaned, replaced broken bolts and reinstalled, finished installing cove base, cut and installed flooring for closet, installed light fixture in bathroom, cleaned up	SF
9/30/2022	2660	Vacant	Cleaned up and prepped for flooring to be installed	SF
Work Orders				
9/21/2022	502	Work	Performed annual inspection	SF
9/21/2022	504	Work	Performed annual inspection	SF
9/27/2022	516	Work Order	Performed APM inspection, replaced all bulbs with LED, installed two new smoke alarms	SF
9/29/2022	708	Work	Unhooked washer hoses and dryer vent, delivered to transfer unit	SF
9/21/2022	711	Work	Performed annual inspection	SF
9/8/2022	2601	Work	Performed annual inspection	SF

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September 2022**

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9/29/2022	2603	Work	Installed toilet, scheduled time to finish it up	SF
9/1/2022	2605	Work Order	Rebuilt both bathroom faucets, repaired toilet leak, cleaned both bathroom vent fans	SF
9/12/2022	2609	Work	Met with Maintenance staff to review fence repairs needed	SF
9/12/2022	2609	Work	Repaired fence between 2609 and 2611	GO
9/26/2022	2609	Work	Swapped out new range hood for one that was received damaged	SF
9/30/2022	2620B	Work	Located and programmed remote for garage door opener	SF
9/22/2022	2620D	Work	Performed annual inspection	SF
9/8/2022	2624	Work	Looked at issue with new refrigerator not working, called repair service	SF
9/12/2022	2624	Work	Moved refrigerator	GO
9/12/2022	2624	Work Order	Uncrated new refrigerator, hauled to unit, switched out with one that was not working, hauled old refrigerator to shop	SF
9/13/2022	2625	Work	Primed and painted door	GO
9/15/2022	2625	Work	Installed door	GO
9/15/2022	2625	Work	Performed APM inspection, helped install side garage door	SF
9/19/2022	2625	Work	Cut and sanded plywood for ramp repair	GO
9/20/2022	2625	Work	Sanded and primed plywood for ramp repair	GO
9/21/2022	2625	Work	Applied one coat of deck paint	GO
9/21/2022	2626	Work	Performed annual inspection	SF
9/20/2022	2631	Work	Replaced infinite switch on stove	SF
9/6/2022	2636	Work	Cleaned and painted back deck	GO
9/8/2022	2636	Work	Painted deck	GO
9/13/2022	2646	Work	Began removing fence boards and cut replacements	GO
9/14/2022	2646	Work	Repaired fence	GO
9/14/2022	2646	Work	Worked on fence repairs, cleaned up	SF
9/15/2022	2646	Work	Removed and set posts, repaired fence	GO
9/19/2022	2646	Work	Installed fence posts	GO
9/20/2022	2646	Work	Installed fence	GO
9/21/2022	2646	Work	Finished fence repairs	GO
9/16/2022	2646B	Work Order	Performed APM inspection, installed new doorbell button, replaced kitchen sprayer handle, replaced drip pans on stove	SF
9/19/2022	2666	Work Order	Began cutting and installing screens on foundation vents, set up pump and generator to remove water under unit, crawled under unit to check for leaks	SF
9/19/2022	2666	Work	Performed annual inspection	SF
9/20/2022	2666	Work	Crawled under unit to locate and repair leaks	SF
9/22/2022	2666	Work Order	Installed foundation vent screens, cut lumber and plywood for crawlspace hatch	SF
Routine Activities				
9/1/2022	Housing	Routine	Loaded garbage overflowing dumpster into dump trailer	SF
9/1/2022	Office	Routine	Completed paperwork	SF

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Maintenance Report
September 2022**

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9/1/2022	Office	Routine	Emptied trash from offices, brought mail to office, did paperwork	KM
9/1/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/1/2022	Shop	Routine	Unloaded old refrigerator and loaded new one	SF
9/6/2022	Housing Area	Routine	Cleaned up around dumpsters, checked on using backhoe to crush garbage, put up signs not to use dumpster	SF
9/6/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/6/2022	Playground	Routine	Cleaned and restocked restroom	KM
9/6/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/7/2022	2620	Routine	Met with painting contractor for proposal for exterior paint	SF
9/7/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/7/2022	Shop	Routine	Emptied trash from back of van	KM
9/7/2022	Town	Routine	Picked up materials	SF
9/8/2022	Housing	Routine	Trash pickup	KM
9/8/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/8/2022	Office	Routine	Met with Controller, completed paperwork	SF
9/8/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/8/2022	Shop	Routine	Unloaded materials, set up pressure washer, put away items	SF
9/9/2022	Office	Routine	Emptied trash from offices, brought mail to office, did paperwork	KM
9/9/2022	Office	Routine	Made phone calls, watered plants, completed paperwork	SF
9/9/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/12/2022	Housing	Routine	Crushed dumpsters with backhoe	SF
9/12/2022	Office	Routine	Built shelves for Accounting office	GO
9/12/2022	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
9/12/2022	Playground	Routine	Cleaned and restocked restroom	KM
9/12/2022	Shop	Routine	Checked fluid levels in golf cart, checked oil in mowers, van, and trucks, precut string for weed eaters, emptied trash from back of van and golf cart, unloaded and put away tools	KM
9/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/13/2022	Office	Routine	Primed and painted shelves for Accounting office	GO
9/13/2022	Office	Routine	Took apart desk in Housing Programs Specialist's office and hauled to warehouse, installed mailbox files on Accounting office door, met with Deputy Director and Projects Coordinator about work to be done, completed paperwork	SF
9/13/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/13/2022	Shop	Routine	Put away items, tested refrigerator, met with appliance repair person, met with plumber for backflow testing, gathered supplies	SF
9/13/2022	Shop	Routine	Set up pressure washer to wash van and S-10, emptied trash from back of van, sprayed off wash pad, cleaned up	KM
9/14/2022	Office	Routine	Helped load items to go to shop and Goodwill, brought mail to office, completed paperwork	KM
9/14/2022	Office	Routine	Installed shelving in Accounting office	GO

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9/14/2022	Office	Routine	Installed shelving in Accounting office, worked on supply order	SF
9/14/2022	Shop	Routine	Cleaned out van, loaded supplies	SF
9/14/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/15/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/15/2022	Office	Routine	Completed paperwork	SF
9/15/2022	Shop	Routine	Swept bathrooms and locker room, washed shop towels, emptied trash from back of van and golf cart, put away tools	KM
9/15/2022	Shop	Routine	Unloaded and put away fencing, gathered supplies	SF
9/15/2022	Town	Routine	Picked up materials	SF
9/16/2022	Office	Routine	Emptied all trash from offices, brought mail to office, did paperwork	KM
9/16/2022	Office	Routine	Measured windows in back office to replace blinds, did paperwork	SF
9/16/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/16/2022	Shop	Routine	Unloaded van, unloaded truck of plywood, hauled items to dumpster	SF
9/19/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/19/2022	Office	Routine	Met with Executive Director, completed paperwork	SF
9/19/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
9/19/2022	Shop	Routine	Gathered supplies, helped setup to cut and paint plywood for ramp repair, patched holes in plywood	SF
9/19/2022	Shop	Routine	Worked on annual inventory of tools and equipment	KM
9/20/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2022	Office	Routine	Completed paperwork	SF
9/20/2022	Shop	Routine	Cleaned out back of truck, put away supplies, recycled cardboard	SF
9/20/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
9/20/2022	Shop	Routine	Worked on annual inventory of tools and equipment	KM
9/20/2022	Town	Routine	Picked up supplies	SF
9/21/2022	Housing	Routine	Dropped off lawn equipment for resident use	KM
9/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2022	Office	Routine	Ordered supplies, completed paperwork	SF
9/21/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/21/2022	Shop	Routine	Worked on annual inventory of tools and equipment	KM
9/22/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/22/2022	Office	Routine	Completed paperwork	SF
9/22/2022	Shop	Routine	Emptied trash from back of van, organized tools in tool room	KM
9/22/2022	Shop	Routine	Put away supplies, repaired refrigerator	SF
9/22/2022	Shop	Routine	Worked on annual inventory of tools and equipment	KM
9/22/2022	Town	Routine	Picked up tile and supplies	SF
9/23/2022	Office	Routine	Emptied all trash from offices, brought mail to office, did paperwork	KM
9/23/2022	Office	Routine	Moved keyboard tray from Controller's desk to Housing Programs Coordinator's desk, watered plants, ordered supplies, did paperwork	SF
9/23/2022	Shop	Routine	Emptied trash from S-10, back of van, and golf cart	KM
9/26/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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9/26/2022	Office	Routine	Loaded supply order into van, completed paperwork	SF
9/26/2022	Playground	Routine	Cleaned and restocked restroom	KM
9/26/2022	Shop	Routine	Checked oil in all mowers, van, and S-10; aired up tires and greased front of golf cart	KM
9/26/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/27/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/27/2022	Office	Routine	Completed paperwork	SF
9/27/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/28/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/28/2022	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/29/2022	Housing	Routine	Posted pest control notices	KM
9/29/2022	Office	Routine	Attended Board meeting, completed paperwork	SF
9/29/2022	Office	Routine	Brought mail to office, completed paperwork	KM
9/29/2022	Shop	Routine	Emptied trash from back of van and golf cart, sprayed weeds	KM
9/30/2022	Office	Routine	Emptied all trash from offices, brought mail to office, did paperwork	KM
9/30/2022	Office	Routine	Ordered glass units, completed paperwork	SF
9/30/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
Groundskeeping				
9/1/2022	Housing	Grounds	Trash pickup	KM
9/6/2022	Housing	Grounds	Trash pickup	KM
9/7/2022	Housing	Grounds	Trash pickup	KM
9/9/2022	Housing	Grounds	Trash pickup	KM
9/12/2022	Housing	Grounds	Trash pickup	KM
9/13/2022	Housing	Grounds	Trash pickup	KM
9/14/2022	Housing	Grounds	Trash pickup	KM
9/15/2022	Housing	Grounds	Trash pickup	KM
9/16/2022	Housing	Grounds	Trash pickup	KM
9/19/2022	Housing	Grounds	Trash pickup	KM
9/20/2022	Housing	Grounds	Trash pickup	KM
9/21/2022	Housing	Grounds	Trash pickup	KM
9/22/2022	Housing	Grounds	Trash pickup	KM
9/23/2022	Housing	Grounds	Trash pickup	KM
9/26/2022	Housing	Grounds	Trash pickup	KM
9/27/2022	Housing	Grounds	Trash pickup	KM
9/27/2022	Shop	Grounds	Loaded spray tank on golf cart, began spraying weeds	KM
9/28/2022	Housing	Grounds	Trash pickup	KM
9/28/2022	Shop	Grounds	Sprayed weeds in yard and around buildings	KM
9/29/2022	Housing	Grounds	Trash pickup	KM
9/29/2022	Shop	Grounds	Sprayed weeds in yard and around buildings	KM
9/30/2022	Housing	Grounds	Trash pickup	KM

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Admin Support				
9/1/2022	Town	Admin	Courier run	KM
9/6/2022	Town	Admin	Courier run	KM
9/8/2022	Town	Admin	Courier run	KM
9/16/2022	Town	Admin	Courier run	KM
9/29/2022	Town	Admin	Courier run	KM
9/30/2022	Town	Admin	Courier run	KM
Staff Time Off				
9/2/2022			Admin leave for Labor Day holiday	KM
9/2/2022			Admin leave for Labor Day holiday	SF
9/2/2022			Admin leave for Labor Day holiday	GO
9/5/2022			Labor Day holiday	KM
9/5/2022			Labor Day holiday	SF
9/5/2022			Labor Day holiday	GO
9/6/2022			Part day PTO	KM
9/7/2022			Part day PTO	SF
9/12/2022			Part day PTO	KM
9/13/2022			Part day PTO	SF
9/15/2022			Part day PTO	KM
9/20/2022			Part day PTO	KM
9/28/2022			PTO	SF