

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
10/3/2022	2638	Vacant Unit	Dropped off door and supplies, and checked on work progress	SF
10/3/2022	2638	Vacant Unit	Painted interior	GO
10/4/2022	2638	Vacant Unit	Built screens, painted in unit	GO
10/6/2022	2638	Vacant Unit	Painted in unit, installed screens	GO
10/19/2022	2638	Vacant Unit	Removed door jams and trim, installed new solid core door	GO
10/20/2022	2638	Vacant Unit	Painted in unit	GO
10/24/2022	2638	Vacant Unit	Removed base board and painted	GO
10/25/2022	2638	Vacant Unit	Painted, installed plate covers, fan, and light covers	GO
10/25/2022	2638	Vacant Unit	Removed sink and disconnected plumbing, removed kitchen countertop to take to warehouse to set up, removed old laminate and sanded countertop, cut new laminate to size, prepped to install	SF
10/26/2022	2638	Vacant Unit	Hauled countertops from shop, installed, cleaned corner cabinets	SF
10/26/2022	2638	Vacant Unit	Installed electrical plate covers, replaced bad outlets, repaired cabinet, assisted with laminate install, cleaned floors	GO
10/27/2022	2638	Vacant Unit	Checked on work progress	SF
10/27/2022	2638	Vacant Unit	Replaced bad light fixtures, cleaned up, prepped for underlayment	GO
10/31/2022	2638	Vacant Unit	Installed underlayment	GO
10/31/2022	2638	Vacant Unit	Removed sinks and plumbing from bathrooms, removed countertops, scraped laminate, glued and installed new laminate, trimmed and routed laminate, sanded edges; installed new kitchen sink, faucet, and drain inserts, hooked up plumbing, replaced rubber valve seals	SF
10/3/2022	2660	Vacant Unit	Replaced closet light fixtures and six receptacles, installed cover plates, cleaned up, dropped off refrigerator	SF
10/5/2022	2660	Vacant Unit	Installed new light fixture outside, dug up plant in front of home, cleaned up, assisted with fence, checked wiring to garage light	SF
10/5/2022	2660	Vacant Unit	Removed and reset posts for fence	GO
10/6/2022	2660	Vacant Unit	Cut and installed fence boards and gate	GO
10/6/2022	2660	Vacant Unit	Wired flood lights on front of garage, put together bathroom vanity, met with flooring installer, loaded brush and trash into the dump trailer	SF
10/7/2022	2660	Vacant Unit	Changed out rubber washers in toilet and sink valves, checked for leaks, checked on flooring that had been installed	SF
10/11/2022	2660	Vacant Unit	Installed bi-fold doors, blinds, and cabinet toe kicks, touched up paint	GO
10/11/2022	2660	Vacant Unit	Installed cove base, made repairs as needed, put things together	SF
10/12/2022	2660	Vacant Unit	Brought in and installed new appliances and cove base, met with flooring installers	SF
10/12/2022	2660	Vacant Unit	Touched up paint, installed counter edges, cleaned fans, cut in paint, installed door stops and countertop for bathroom cabinet	GO
10/13/2022	2660	Vacant Unit	Installed bathroom vanity and counter, installed panels on kitchen cabinets, painted, replaced tub drain, installed base trim around kitchen cabinets	GO

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10/13/2022	2660	Vacant Unit	Replaced garage door seal, crawled under home to repair tub drain, installed hall bathroom faucet, plumbing, and sink on new cabinet, took stuff to garage for cleaning contractor	SF
10/14/2022	2660	Vacant Unit	Uncrated and hooked up refrigerator, put items together	SF
10/17/2022	2660	Vacant Unit	Crawled under home and replaced water line fittings, replaced water heater, sealed up vapor barrier under home, installed wood around crawlspace cover, cleaned garage, hauled items to warehouse	SF
10/17/2022	2660	Vacant Unit	Installed towel bar, helped install water heater, installed door stops, touched up paint, removed satellite dish, pressure washed sidewalk and driveway	GO
10/18/2022	2660	Vacant Unit	Cleaned out front and garage side flower beds and prepped for river rock, cut dead bushes, cleaned up back yard and under deck, filled flower bed with rock, hauled brush and dirt to burn pile	SF
10/18/2022	2660	Vacant Unit	Finished pressure washing driveway, removed old filter fabric and bedding, replaced with gravel, removed bush and trim	GO
10/19/2022	2660	Vacant Unit	Cleaned garage, installed support for raised bed, checked mole traps	GO
10/19/2022	2660	Vacant Unit	Finished cove base, met with flooring contractor, caulked toilets and tub, cleaned up	SF
10/20/2022	2660	Vacant Unit	Crawled under home to remove debris, insulated floor and taped up vapor barrier, hauled items from garage, met with flooring contractor, raked rocks from yard, pressure washed glass door and back of home	SF
10/21/2022	2660	Vacant Unit	Removed and installed new glass unit, cleaned garage door in prep for paint, cleaned up	SF
10/24/2022	2660	Vacant Unit	Cleaned out unit	GO
10/24/2022	2660	Vacant Unit	Ready for occupancy	
10/24/2022	2660	Vacant Unit	Replaced glass unit in kitchen, checked over unit, cleaned floors, removed all items from garage, gave new resident the keys	SF
Work Orders				
10/6/2022	502	Work Order	Performed APM inspection, replaced kitchen faucet sprayer, vacuumed heaters, removed bedroom bifold doors to store at shop	SF
10/5/2022	504	Work Order	Performed APM inspection, replaced stove drip bowls, installed new smoke alarms	SF
10/26/2022	710	Work Order	Performed annual inspection	SF
10/6/2022	2603	Work Order	Met with resident, checked on flooring installation	SF
10/19/2022	2616	Work Order	Performed annual inspection	SF
10/5/2022	2631	Work Order	Performed annual inspection	SF
10/27/2022	2631	Work Order	Removed and installed new dishwasher, tried to move cabinet, rerouted drain line and plumbing, cleaned up	SF
10/19/2022	2642	Work Order	Performed annual inspection	SF
10/3/2022	2650	Work Order	Repaired and cleaned gutters	SF
10/27/2022	2660	Work Order	Checked and repaired leaky valve	SF
10/25/2022	2666	Work Order	Met with contractor for quotes for work to be done	SF

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10/25/2022	2620	Work Order	Met with contractor for quotes for work to be done	SF
10/6/2022	2620B	Work Order	Looked into water drip, checked refrigerator not working properly, swapped out refrigerators and changed door swing, hauled old refrigerator to shop	SF
10/6/2022	2620B	Work Order	Moved refrigerator	GO
10/20/2022	2620D	Work Order	Performed interior APM inspection	SF
10/21/2022	2620D	Work Order	Replaced shower valve cartridge	SF
10/19/2022	2670C	Work Order	Performed annual inspection	SF
10/12/2022	2670D	Work Order	Performed annual inspection	SF
10/25/2022	2670D	Work Order	Performed APM inspection, installed new smoke alarm in hallway, replaced stove drip bowls	SF
10/25/2022	2670D	Work Order	Assisted with APM inspection, vacuumed heaters, cleaned refrigerator coils	GO
Routine Activities				
10/3/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/3/2022	Office	Routine	Researched products, ordered supplies, did paperwork	SF
10/3/2022	Playground	Routine	Cleaned and restocked restroom	KM
10/3/2022	Shop	Routine	Cleaned out van, loaded refrigerator and supplies	SF
10/3/2022	Shop	Routine	Cleaned up and checked fluid level on golf cart, emptied trash from van and golf cart	KM
10/4/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/4/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/5/2022	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
10/5/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/5/2022	Office	Routine	Met with generator service contractor, did paperwork	SF
10/5/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/5/2022	Town	Routine	Picked up supplies, fueled van	SF
10/6/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/6/2022	Office	Routine	Made phone calls, did paperwork	SF
10/6/2022	Shop	Routine	Repaired power cord on pump sprayer, emptied trash from van and golf cart	KM
10/7/2022	Office	Routine	Gathered supplies from shop, emptied trash from offices, brought mail to office, completed paperwork	KM
10/7/2022	Office	Routine	Swapped furniture in Debbie's office, watered plants, did paperwork	SF
10/7/2022	Shop	Routine	Unloaded and put away tools, emptied trash from van and golf cart	KM
10/11/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/11/2022	Playground	Routine	Cleaned and restocked restroom	KM
10/11/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
10/12/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/12/2022	Office	Routine	Completed paperwork	SF
10/12/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/13/2022	Office	Routine	Brought mail to office, completed paperwork	KM

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10/13/2022	Office	Routine	Met with Controller about inventory, did paperwork	SF
10/13/2022	Shop	Routine	Unloaded and put away tools, emptied trash from van and golf cart	KM
10/14/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/14/2022	Office	Routine	Completed paperwork	SF
10/14/2022	Shop	Routine	Cleaned out van, put away items	SF
10/14/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/14/2022	Town	Routine	Picked up refrigerators and supplies	SF
10/17/2022	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/17/2022	Playground	Routine	Cleaned and restocked restroom	KM
10/17/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
10/18/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/18/2022	Office	Routine	Completed paperwork	SF
10/18/2022	Shop	Routine	Cleaned out back of truck, loaded rock into dump trailer	SF
10/18/2022	Shop	Routine	Towed CIHA's small golf cart from CITPD to shop	KM
10/18/2022	Shop	Routine	Unloaded and put away tools, emptied trash from van and golf cart	KM
10/19/2022	Office	Routine	Completed paperwork	SF
10/19/2022	Office	Routine	Listed items needed from town, brought mail to office, did paperwork	KM
10/19/2022	Shop	Routine	Cleaned out van, put away items	SF
10/19/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/19/2022	Shop	Routine	Worked on small golf cart	KM
10/20/2022	Office	Routine	Made phone calls, brought mail to office, did paperwork	KM
10/20/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/21/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/21/2022	Office	Routine	Watered plants, did paperwork	SF
10/21/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/24/2022	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/24/2022	Office	Routine	Met with Controller, did paperwork	SF
10/24/2022	Playground	Routine	Cleaned and restocked restroom	KM
10/24/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
10/24/2022	Shop	Routine	Cleaned out van, put away tools and supplies, took trash to dumpster	SF
10/24/2022	Town	Routine	Returned golf cart batteries and ordered correct ones	KM
10/25/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/25/2022	Office	Routine	Completed paperwork	SF
10/25/2022	Shop	Routine	Cleaned up work areas, put away tools and supplies	SF
10/25/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
10/25/2022	Shop	Routine	Washed and cleaned battery compartments, removed old batteries and installed new ones	KM
10/25/2022	Town	Routine	Picked up correct batteries for golf carts	KM
10/26/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/26/2022	Office	Routine	Met with Controller, researched parts, ordered supplies, did paperwork	SF
10/26/2022	Shop	Routine	Finished installing batteries in golf carts, emptied trash from back of van, cleaned up, put away tools	KM

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10/26/2022	Town	Routine	Returned old batteries to O'Reilly's for core credit, picked up supplies	KM
10/27/2022	Housing Area	Routine	Posted pest control notices	KM
10/27/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/27/2022	Office	Routine	Met with Controller, attended Board meeting, did paperwork	SF
10/27/2022	Shop	Routine	Checked oil in S-10 and mowers, emptied trash from van and golf cart, cleaned golf cart window and greased the front end	KM
10/27/2022	Shop	Routine	Cleaned out van, brought appliances down from upstairs, put away items, loaded supplies	SF
10/28/2022	Office	Routine	Brought mail to office, completed paperwork	KM
10/28/2022	Office	Routine	Repaired front door handle, watered plants, researched parts, did paperwork	SF
10/28/2022	Shop	Routine	Cleaned out van	SF
10/28/2022	Shop	Routine	Put away tools, emptied trash from back of van and golf cart	KM
10/28/2022	Town	Routine	Fueled van and checked on key blanks	KM
10/28/2022	Town	Routine	Picked up supplies	SF
10/31/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/31/2022	Housing Area	Routine	Worked on broken mailbox lock	SF
10/31/2022	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/31/2022	Office	Routine	Made phone calls, did paperwork	SF
10/31/2022	Playground	Routine	Cleaned and restocked restroom	KM
10/31/2022	Shop	Routine	Cleaned out spray tank from spraying weeds, unloaded golf cart, checked fluid level in golf cart, emptied trash from van and golf cart	KM
Groundskeeping				
10/3/2022	Housing Area	Grounds	Trash pickup	KM
10/3/2022	Shop	Grounds	Sprayed weeds in shop yard	KM
10/4/2022	Housing Area	Grounds	Trash pickup	KM
10/4/2022	Shop	Grounds	Sprayed weeds in shop yard and around storage lot fence	KM
10/5/2022	Housing Area	Grounds	Trash pickup	KM
10/5/2022	Shop	Grounds	Sprayed weeds around shop area	KM
10/6/2022	Housing Area	Grounds	Trash pickup	KM
10/6/2022	Shop	Grounds	Sprayed weeds in storage lot	KM
10/7/2022	Housing Area	Grounds	Trash pickup	KM
10/11/2022	Housing Area	Grounds	Sprayed weeds around loop	KM
10/11/2022	Housing Area	Grounds	Trash pickup	KM
10/12/2022	Housing Area	Grounds	Trash pickup	KM
10/12/2022	Shop	Grounds	Filled spray tank, loaded on golf cart, sprayed weeds around loop	KM
10/13/2022	Housing Area	Grounds	Sprayed grass and weeds around loop and at vacant units	KM
10/13/2022	Housing Area	Grounds	Trash pickup	KM
10/14/2022	Housing Area	Grounds	Trash pickup	KM
10/17/2022	Housing Area	Grounds	Repaired spray tank, sprayed weeds around loop and at vacant unit	KM
10/17/2022	Housing Area	Grounds	Trash pickup	KM
10/18/2022	Housing Area	Grounds	Sprayed weeds around loop	KM

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10/18/2022	Housing Area	Grounds	Trash pickup	KM
10/19/2022	Housing Area	Grounds	Trash pickup	KM
10/20/2022	Housing Area	Grounds	Trash pickup	KM
10/21/2022	Housing Area	Grounds	Trash pickup	KM
10/24/2022	Housing Area	Grounds	Trash pickup	KM
10/25/2022	Housing Area	Grounds	Trash pickup	KM
10/26/2022	Housing Area	Grounds	Trash pickup	KM
10/27/2022	Housing Area	Grounds	Trash pickup	KM
10/28/2022	Housing Area	Grounds	Trash pickup	KM
10/31/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
10/4/2022	Town	Admin	Courier run	KM
10/6/2022	Town	Admin	Courier run	KM
10/13/2022	Town	Admin	Courier run	KM
10/14/2022	Town	Admin	Courier run	KM
10/19/2022	Town	Admin	Courier run	KM
10/20/2022	Town	Admin	Courier run	KM
10/21/2022	Town	Admin	Courier run	KM
10/27/2022	Town	Admin	Courier run	KM
Staff Time Off				
10/4/2022			PTO	SF
10/10/2022			Indigenous Peoples' Day holiday	KM
10/10/2022			Indigenous Peoples' Day holiday	SF
10/10/2022			Indigenous Peoples' Day holiday	GO
10/20/2022			Part day PTO	SF