

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/21/2022	2620C	Vacant Unit	Cleaned heaters, repaired bi-fold doors, cleaned, began painting	GO
11/22/2022	2620C	Vacant Unit	Checked on unit progress	SF
11/22/2022	2620C	Vacant Unit	Cleaned, patched and textured sheetrock, repaired drawer, painted	GO
11/28/2022	2620C	Vacant Unit	Removed blinds, spackled and painted, installed screens, blinds, cabinet sides and bottoms	GO
11/29/2022	2620C	Vacant Unit	Finished installing blinds, installed light covers, removed and reinstalled trim, painted	GO
11/30/2022	2620C	Vacant Unit	Finished painting	GO
11/2/2022	2627	Vacant Unit	Unloaded tools, began stapling underlayment	KM
11/3/2022	2627	Vacant Unit	Stapled underlayment	KM
11/7/2022	2627	Vacant Unit	Swept floors, stapled underlayment	KM
11/8/2022	2627	Vacant Unit	Installed door trim, patched sheetrock	GO
11/8/2022	2627	Vacant Unit	Stapled underlayment	KM
11/9/2022	2627	Vacant Unit	Checked on work being done	SF
11/9/2022	2627	Vacant Unit	Installed window trim, cleaned up for painting	GO
11/9/2022	2627	Vacant Unit	Stapled underlayment, swept floors, cleaned up	KM
11/10/2022	2627	Vacant Unit	Stapled underlayment, swept floors, cleaned up	KM
11/14/2022	2627	Vacant Unit	Swept floors, stapled underlayment	KM
11/15/2022	2627	Vacant Unit	Swept floors and stapled underlayment in bedrooms and bathrooms, cleaned up and loaded trash	KM
11/16/2022	2627	Vacant Unit	Cleaned walls, replaced outlets and switches, removed light covers	KM
11/17/2022	2627	Vacant Unit	Removed light covers, cleaned walls, prepped bathroom for paint, cleaned up, loaded trash	KM
11/21/2022	2627	Vacant Unit	Loaded up trash, prepped for primer and paint, cleaned walls around windows, trim, and sliding door	KM
11/22/2022	2627	Vacant Unit	Cleaned walls, door jambs, and back of cabinets	KM
11/28/2022	2627	Vacant Unit	Cleaned walls and trim, loaded up trash	KM
11/29/2022	2627	Vacant Unit	Cleaned walls and trim around windows	KM
11/30/2022	2627	Vacant Unit	Cleaned walls and door trim, loaded trash, swept floors	KM
11/1/2022	2638	Vacant Unit	Gathered supplies, checked on progress	SF
11/1/2022	2638	Vacant Unit	Installed underlayment	GO
11/2/2022	2638	Vacant Unit	Removed bathroom cabinets and flooring, installed underlayment	GO
11/2/2022	2638	Vacant Unit	Removed cabinets from master bathroom, dropped off materials, measured for more underlayment	SF
11/3/2022	2638	Vacant Unit	Cleaned and installed master bathroom cabinets, installed countertop, sink, faucet and plumbing, reinstalled toilet	SF
11/3/2022	2638	Vacant Unit	Finished installing underlayment, installed bathroom cabinet, replaced bottoms in bathroom and kitchen cabinets, installed tile	GO
11/4/2022	2638	Vacant Unit	Worked on bathroom countertop, cleaned up, scraped caulking from sink	SF
11/7/2022	2638	Vacant Unit	Vacuumed in prep for new flooring to be installed	GO

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11/8/2022	2638	Vacant Unit	Removed toilet from master bathroom, cleaned up	SF
11/9/2022	2638	Vacant Unit	Repaired drawer, installed dryer vent	GO
11/9/2022	2638	Vacant Unit	Scraped bathroom sink, cleaned up faucet, installed sink	SF
11/10/2022	2638	Vacant Unit	Installed bathroom mirror, blinds, and shelves	GO
11/10/2022	2638	Vacant Unit	Plumbed bathroom, installed toilet	SF
11/14/2022	2638	Vacant Unit	Caulked tubs, toilets, sinks, cleaned up, put bathroom cabinets together	SF
11/14/2022	2638	Vacant Unit	Finished installing shelves, installed new door knobs and exterior garage door	GO
11/15/2022	2638	Vacant Unit	Caulked around doors, painted around new garage door, extended front and back downspouts, installed kick board and base trim in kitchen	GO
11/15/2022	2638	Vacant Unit	Drained water heater, piped water heater pan to outside, hooked up bathroom faucet and drain, took apart shelving in garage, cut trim for toe kick, hauled trash to dumpster and unused lumber to shop	SF
11/16/2022	2638	Vacant Unit	Cleaned and painted garage overhead door, replaced tub drain inserts, installed shower rods, repaired bathroom faucet, cleaned up garage and prepped for paint, hauled items to the warehouse, blew out refrigerator	SF
11/16/2022	2638	Vacant Unit	Installed kick board and base trim, mirror in master bath, painted heater covers, installed screen in rear vent, painted garage	GO
11/17/2022	2638	Vacant Unit	Pressure washed all sidewalks, concrete, splash blocks, and windows	SF
11/21/2022	2638	Vacant Unit	Cleaned up garage, hauled some equipment out	SF
11/21/2022	2638	Vacant Unit	Finished painting garage	GO
11/29/2022	2638	Vacant Unit	Cleaned gutters, set up bi-fold doors to be painted, cleaned up outside, met with carpet installer, installed shelving in kitchen cabinets	SF
11/29/2022	2638	Vacant Unit	Painted bifold doors	GO
11/30/2022	2638	Vacant Unit	Installed bifold doors, cut down doors for carpet, touched up paint	GO
11/30/2022	2638	Vacant Unit	Rebuilt bathroom faucet	SF
Work Orders				
11/29/2022	502	Work Order	Installed screen on dryer vent	SF
11/15/2022	506	Work Order	Performed annual inspection	SF
11/15/2022	510	Work Order	Performed annual inspection	SF
11/2/2022	701	Work Order	Met with resident about flooring samples, spoke with flooring installer	SF
11/21/2022	704	Work Order	Repaired kitchen drawer	SF
11/3/2022	709	Work Order	Performed annual inspection	SF
11/22/2022	831	Work Order	Pulled apart, cleaned, lubed, and put heater back together	SF
11/30/2022	831	Work Order	Repaired gate that would not close	SF
11/3/2022	2603	Work Order	Installed cove base in bathroom and utility room, caulked shower, installed bi-fold doors in entry closet	SF
11/8/2022	2603	Work Order	Stained wood trim around shower, replaced reversing sensors for garage door, repaired garage door push button, cleaned up	SF

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11/15/2022	2605	Work Order	Performed annual inspection	SF
11/15/2022	2605	Work Order	Replaced smoke alarms and batteries	SF
11/29/2022	2614	Work Order	Performed annual inspection	SF
11/8/2022	2616	Work Order	Performed APM inspection, replaced bedroom blinds and cleaned mildew from windows, replaced four smoke alarms	SF
11/16/2022	2616	Work Order	Performed interior APM inspection, ran camera behind tubs to inspect	SF
11/14/2022	2631	Work Order	Removed toilet, cleaned up, installed and caulked new toilet, replaced two bedroom outlets	SF
11/15/2022	2636	Work Order	Cleaned bathroom sink drain	SF
11/22/2022	2646B	Work Order	Cut hole in garage ceiling due to water damage from shower above, pulled shower drain apart, resealed it and tightened back up, cleaned up mess in garage	SF
11/18/2022	2666	Work Order	Worked on crawlspace cover and sealed from rodents, crawled under home	SF
11/21/2022	2666	Work Order	Crawled under home to remove all flex heat ducting due to damage, pumped water from under home, cleaned up, hauled wet insulation and particle board to dumpster	SF
11/22/2022	2666	Work Order	Worked on gutter downspout, inspected drain lines	SF
11/29/2022	2666	Work Order	Helped install ducting	GO
11/29/2022	2666	Work Order	Gathered supplies for duct work, crawled under home to replace heater ducting	SF
11/30/2022	2666	Work Order	Inspected drainage around home, pumped water from under home	SF
11/15/2022	2670B	Work Order	Performed annual inspection	SF
11/30/2022	2670B	Work Order	Performed interior APM inspection, updated smoke alarm, rebuilt kitchen and bathroom sink faucets, replaced all bulbs to LED	SF
11/2/2022	2670C	Work Order	Performed APM inspection, replaced range hood filter, replaced smoke alarm batteries, repaired storm door handle, replaced stove drip bowls, replaced outlet in hallway, looked at bathroom flooring to be replaced	SF
11/30/2022	2670D	Work Order	Checked on leaking kitchen sink, tightened plumbing	SF
Routine Activities				
11/1/2022	Housing Area	Routine	Replaced broken mailbox lock and duplicated keys	SF
11/1/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/1/2022	Office	Routine	Organized work area, made phone calls, did paperwork	SF
11/1/2022	Shop	Routine	Cleaned up, put away tools	SF
11/1/2022	Shop	Routine	Loaded tools onto golf cart, recycled cardboard, emptied trash from van and golf cart, cleaned up	KM
11/2/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/2/2022	Office	Routine	Met with Projects Coordinator about tool boxes for box van, did paperwork	SF
11/2/2022	Shop	Routine	Cleaned out back of van and work area	SF
11/2/2022	Shop	Routine	Emptied trash from van	KM
11/2/2022	Town	Routine	Picked up materials	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
11/3/2022	Housing Area	Routine	Picked up rug cleaner after resident use	KM
11/3/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/3/2022	Office	Routine	Ordered parts, did paperwork	SF
11/3/2022	Shop	Routine	Emptied trash from van	KM
11/3/2022	Shop	Routine	Unloaded van, put away tools	SF
11/4/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/4/2022	Office	Routine	Completed paperwork	SF
11/4/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/4/2022	Shop	Routine	Put away tools and supplies	SF
11/7/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/7/2022	Playground	Routine	Cleaned and restocked restroom	KM
11/7/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
11/7/2022	Shop	Routine	Cleaned and organized work areas	GO
11/8/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/8/2022	Office	Routine	Completed paperwork	SF
11/8/2022	Shop	Routine	Cleaned and organized work areas, loaded supplies in van, put away tools and supplies	SF
11/8/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/8/2022	Shop	Routine	Organized work areas, cleaned up, hauled paint to donate	GO
11/9/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/9/2022	Office	Routine	Put together a supply order, did paperwork	SF
11/9/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/9/2022	Shop	Routine	Vacuumed floor, hauled trash to dumpster, put away tools and supplies, cleaned up in van	SF
11/10/2022	Housing Area	Routine	Dropped off and picked up rug cleaner after resident use	KM
11/10/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/10/2022	Office	Routine	Worked on inventory, met with Controller, watered plants, put together a supply order, researched appliances, did paperwork	SF
11/10/2022	Shop	Routine	Cleaned van and put away tools and supplies, built screen door frame	SF
11/10/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/14/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/14/2022	Office	Routine	Completed paperwork	SF
11/14/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, did paperwork	KM
11/14/2022	Playground	Routine	Cleaned and restocked restroom	KM
11/14/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
11/14/2022	Shop	Routine	Put away supply order, cleaned out and loaded supplies into van	SF
11/15/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/15/2022	Office	Routine	Completed paperwork	SF
11/15/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/16/2022	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/16/2022	Housing Area	Routine	Posted pest control notices	KM

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11/16/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/16/2022	Office	Routine	Ordered glass units and supplies, did paperwork	SF
11/16/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/16/2022	Shop	Routine	Unloaded and put away items from van	SF
11/17/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/17/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/17/2022	Office	Routine	Completed paperwork	SF
11/17/2022	Shop	Routine	Unloaded and put away tools, emptied trash from van and golf cart	KM
11/17/2022	Shop	Routine	Unloaded van, organized tool boxes, loaded supplies, put away items	SF
11/18/2022	Office	Routine	Completed paperwork	SF
11/18/2022	Office	Routine	Emptied trash from offices, brought mail to office, did paperwork	KM
11/18/2022	Shop	Routine	Loaded tools, emptied trash from van and golf cart	KM
11/18/2022	Shop	Routine	Organized items in van	SF
11/21/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/21/2022	Office	Routine	Completed paperwork	SF
11/21/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, did paperwork	KM
11/21/2022	Playground	Routine	Cleaned and restocked restroom	KM
11/21/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
11/21/2022	Shop	Routine	Loaded and unloaded equipment from van, cleaned up, put away items	SF
11/22/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/22/2022	Office	Routine	Completed paperwork	SF
11/22/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/22/2022	Shop	Routine	Unloaded van	SF
11/22/2022	Town	Routine	Fueled van, picked up supplies and materials	SF
11/28/2022	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, did paperwork	KM
11/28/2022	Playground	Routine	Cleaned and restocked restroom	KM
11/28/2022	Shop	Routine	Checked fluid level on golf cart, emptied trash from van and golf cart	KM
11/29/2022	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/29/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/29/2022	Office	Routine	Met with Deputy Director, did paperwork	SF
11/29/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/29/2022	Shop	Routine	Unloaded van, put away tools	SF
11/30/2022	Office	Routine	Brought mail to office, did paperwork	KM
11/30/2022	Office	Routine	Completed paperwork	SF
11/30/2022	Shop	Routine	Emptied trash from van and golf cart	KM
11/30/2022	Shop	Routine	Loaded and unloaded van	SF
11/30/2022	Town	Routine	Picked up supplies	SF
Groundskeeping				
11/1/2022	Housing Area	Grounds	Trash pickup	KM
11/2/2022	Housing Area	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
11/3/2022	Housing Area	Grounds	Trash pickup	KM
11/4/2022	Housing Area	Grounds	Trash pickup	KM
11/7/2022	Housing Area	Grounds	Trash pickup	KM
11/8/2022	Housing Area	Grounds	Trash pickup	KM
11/9/2022	Housing Area	Grounds	Trash pickup	KM
11/10/2022	Housing Area	Grounds	Trash pickup	KM
11/14/2022	Housing Area	Grounds	Trash pickup	KM
11/15/2022	Housing Area	Grounds	Trash pickup	KM
11/16/2022	Housing Area	Grounds	Trash pickup	KM
11/17/2022	Housing Area	Grounds	Trash pickup	KM
11/18/2022	Housing Area	Grounds	Trash pickup	KM
11/21/2022	Housing Area	Grounds	Trash pickup	KM
11/22/2022	Housing Area	Grounds	Trash pickup	KM
11/28/2022	Housing Area	Grounds	Trash pickup	KM
11/29/2022	Housing Area	Grounds	Trash pickup	KM
11/30/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/2/2022	Town	Admin	Courier run	KM
11/4/2022	Town	Admin	Courier run	KM
11/8/2022	Town	Admin	Courier run	KM
11/17/2022	Town	Admin	Courier run	KM
11/18/2022	Town	Admin	Courier run	KM
11/22/2022	Town	Admin	Courier run	KM
11/28/2022	Town	Admin	Courier run	KM
11/30/2022	Town	Admin	Courier run	KM
Staff Time Off				
11/1/2022			Part day PTO	SF
11/7/2022			Birthday admin leave	SF
11/7/2022			Part day PTO	SF
11/7/2022			Part day PTO	KM
11/17/2022			Part day PTO	SF
11/23/2022			Thanksgiving holiday PTO/admin leave	KM
11/23/2022			Thanksgiving holiday PTO/admin leave	GO
11/23/2022			Thanksgiving holiday PTO/admin leave	SF
11/24/2022			Thanksgiving holiday	KM
11/24/2022			Thanksgiving holiday	GO
11/24/2022			Thanksgiving holiday	SF
11/25/2022			Thanksgiving holiday	KM
11/25/2022			Thanksgiving holiday	GO
11/25/2022			Thanksgiving holiday	SF
11/28/2022			PTO	SF