

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/1/2022	2620C	Vacant Unit	Drained and flushed water heater, cleaned dryer ducting, replaced dryer booster fan that was not working, cleaned up	SF
12/1/2022	2620C	Vacant Unit	Replaced threshold, cleaned garage, cleaned up	GO
12/5/2022	2620C	Vacant Unit	Checked unit for items needing completion	SF
12/5/2022	2620C	Vacant Unit	Pressure washed back deck, trimmed bush next to stairs, repaired bathroom floor	GO
12/6/2022	2620C	Vacant Unit	Cleaned up, prepped for cleaner, cleaned gutters	SF
12/6/2022	2620C	Vacant Unit	Replaced downspout, pressure washed front stairs and driveway, installed splash block	GO
12/7/2022	2620C	Vacant Unit	Removed toilet for flooring installation	SF
12/8/2022	2620C	Vacant Unit	Installed toilet, met flooring installer, hauled items to garage, prepped for carpet cleaning, met with cleaning contractor, replaced bulbs	SF
12/9/2022	2620C	Vacant Unit	Set up dehumidifier, checked over unit	SF
12/12/2022	2620C	Vacant Unit	Repaired shower valve and replaced tub valve cartridge, installed caulking on tub, shower, and toilet, removed trash and tools from garage, replaced refrigerator door shelf	SF
12/14/2022	2620C	Vacant Unit	Cleaned silicone from shower wall, wiped down tub, sprayed and scrubbed carpet stains in master bedroom, repaired kitchen drawer	SF
12/20/2022	2620C	Vacant Unit	Began installing new lights in living room, ran wiring	SF
12/21/2022	2620C	Vacant Unit	Finished wiring lights, ran wiring to switch, did some troubleshooting for an open ground in the circuit, put all back together, cleaned up	SF
12/21/2022	2620C	Vacant Unit	Ready for occupancy	
12/1/2022	2627	Vacant Unit	Cleaned walls and trim	KM
12/5/2022	2627	Vacant Unit	Spackled holes, washed walls and trim	KM
12/6/2022	2627	Vacant Unit	Spackled holes in bathroom, sanded underlayment	KM
12/7/2022	2627	Vacant Unit	Spackled holes, cleaned around windows and door trim, cleaned up	KM
12/8/2022	2627	Vacant Unit	Cleaned sliding door track, removed caulking around door and windows, cleaned walls	KM
12/8/2022	2627	Vacant Unit	Cleaned walls to prep for paint, made door stops	GO
12/8/2022	2627	Vacant Unit	Checked on progress of prep work	SF
12/12/2022	2627	Vacant Unit	Cleaned, sprayed texture, primed	GO
12/12/2022	2627	Vacant Unit	Checked on progress of prep work	SF
12/13/2022	2627	Vacant Unit	Cleaned walls and around windows	KM
12/13/2022	2627	Vacant Unit	Repaired and installed screens, cleaned and primed walls	GO
12/14/2022	2627	Vacant Unit	Built and installed screens, cleaned and primed walls	GO
12/14/2022	2627	Vacant Unit	Cleaned and began priming walls around kitchen cabinets and windows, cleaned up	KM
12/15/2022	2627	Vacant Unit	Cleaned and primed doors	GO
12/15/2022	2627	Vacant Unit	Measured for laminate	SF
12/15/2022	2627	Vacant Unit	Washed doors and walls, cleaned up	KM
12/19/2022	2627	Vacant Unit	Cleaned and primed doors	KM

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12/20/2022	2627	Vacant Unit	Cleaned doors, primed walls and around windows, cleaned up	KM
12/21/2022	2627	Vacant Unit	Cleaned and primed doors	KM
12/27/2022	2627	Vacant Unit	Primed walls, washed doors, cleaned up	KM
12/27/2022	2627	Vacant Unit	Checked on progress of prep work, loaded up kitchen countertops	SF
12/28/2022	2627	Vacant Unit	Primed walls around doors and windows, helped install countertops	KM
12/29/2022	2627	Vacant Unit	Primed walls, moved tools, cleaned up	KM
12/1/2022	2638	Vacant Unit	Cleaned up	GO
12/1/2022	2638	Vacant Unit	Loaded lumber and tools from garage, hauled to shop	SF
12/5/2022	2638	Vacant Unit	Met with cleaning contractor	SF
12/6/2022	2638	Vacant Unit	Cleaned up garage, hauled off tools and garbage, installed refrigerator, installed towel bar in hall bath, secured dishwasher to countertop, met with cleaning contractor	SF
12/6/2022	2638	Vacant Unit	Installed refrigerator	GO
12/8/2022	2638	Vacant Unit	Cut laminate strips to install on counter edges, scrubbed master bathroom tub	SF
12/9/2022	2638	Vacant Unit	Cut and installed countertop edging	SF
12/12/2022	2638	Vacant Unit	Installed new sliding screen door, removed and cleaned track, finished counter edge, removed and cleaned front door locks, repaired tub, programmed remote for garage door	SF
12/19/2022	2638	Vacant Unit	Began installing new lights in living room, cleaned up	SF
12/20/2022	2638	Vacant Unit	Finished wiring the new lights, cleaned up	SF
12/20/2022	2638	Vacant Unit	Ready for occupancy	
12/5/2022	2646D	Vacant Unit	Replaced smoke alarm batteries and bathroom bulbs, wiped down shower, met with and went through unit with new resident	SF
Work Orders				
12/14/2022	506	Work Order	Performed APM inspection, replaced smoke alarms and stove burner pans, vacuumed heaters	SF
12/14/2022	510	Work Order	Performed APM inspection, replaced smoke alarms, replaced range hood filter and burner pans, replaced bulbs and vacuumed fans in bathroom, lubricated window tracks, vacuumed heaters	SF
12/1/2022	701	Work Order	Met with resident and flooring installer to go over installation	SF
12/13/2022	704	Work Order	Performed annual inspection	SF
12/27/2022	710	Work Order	Removed gutter that came down during storm, hauled to dumpster	SF
12/1/2022	831	Work Order	Lubed gate chain and made adjustments	SF
12/13/2022	2607	Work Order	Performed annual inspection	SF
12/13/2022	2611	Work Order	Performed annual inspection	SF
12/14/2022	2611	Work Order	Removed and replaced master bedroom and living room glass units, repaired master bathroom toilet	SF
12/9/2022	2620B	Work Order	Performed 90-day inspection, removed utility room bifold doors to store at shop, repaired front door lock	SF
12/13/2022	2628	Work Order	Performed annual inspection	SF
12/15/2022	2628	Work Order	Replace infinite switch on stove, repaired hall bathroom toilet	SF

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12/14/2022	2631	Work Order	Secured dishwasher	SF
12/6/2022	2666	Work Order	Crawled under home to get measurements of ducting, discovered and repaired new water leak	SF
12/7/2022	2666	Work Order	Dropped off fencing materials, cleaned up and hauled off rotten posts; repaired ducting to heating registers in entry and bedroom, crawled under home to repair ducting under utility room, set up rodent traps in various places	SF
12/7/2022	2666	Work Order	Removed and replaced posts, repaired fence, worked on ducting	GO
12/8/2022	2666	Work Order	Removed and replaced tub spout, replaced heating thermostat, tested furnace, waited for plumbing and heating contractors	SF
12/13/2022	2666	Work Order	Upgraded two smoke alarms, replaced furnace filter and thermostat, caulked under living room and bedroom windows, secured hose bib on front of unit, installed house number, installed carbon monoxide detector, check traps under unit, met with heating contractor	SF
12/2/2022	2670D	Work Order	Took apart drain lines under kitchen sink and replaced washers	SF
12/27/2022	2670D	Work Order	Took apart drain line under bathroom sink and replaced washers	SF
Routine Activities				
12/1/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/1/2022	Office	Routine	Completed paperwork	SF
12/1/2022	Shop	Routine	Cleaned out van, put away tools and supplies	SF
12/1/2022	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
12/2/2022	Housing Area	Routine	Picked up housing payment from elder	KM
12/2/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/2/2022	Office	Routine	Put together a supply order, hung Christmas lights, did paperwork	SF
12/2/2022	Playground	Routine	Cleaned and restocked restroom	KM
12/2/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/5/2022	Office	Routine	Checked roof leak, took roof vent apart to find issue, did paperwork	SF
12/5/2022	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
12/5/2022	Playground	Routine	Cleaned and restocked restroom	KM
12/5/2022	Shop	Routine	Checked fluid level in golf cart, emptied trash from van and golf cart	KM
12/5/2022	Shop	Routine	Cleaned up, helped install tool box in van	GO
12/5/2022	Shop	Routine	Worked on installing new tool cabinets in box van, cleaned up shop and work areas, loaded tools into new cabinets in van	SF
12/6/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/6/2022	Office	Routine	Met with Executive Director and Housing Programs Coordinator, called for plumber and heating contractor, completed paperwork	SF
12/6/2022	Shop	Routine	Helped install tool box in van	GO
12/6/2022	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
12/6/2022	Shop	Routine	Organized van, put away supplies and tools	SF
12/7/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/7/2022	Office	Routine	Installed new US flag and lowered to half staff, removed roof vent to cover and prevent leak, completed paperwork	SF

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12/7/2022	Shop	Routine	Loaded supplies and lumber for fence repair; cleaned out van	SF
12/7/2022	Town	Routine	Picked up glass, door screens, and ducting materials	SF
12/8/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/8/2022	Office	Routine	Met with Executive Director, completed paperwork	SF
12/8/2022	Playground	Routine	Cleaned restroom	KM
12/8/2022	Shop	Routine	Emptied trash from back of van	KM
12/8/2022	Shop	Routine	Unloaded supplies, gathered materials for 2666 repairs	SF
12/8/2022	Town	Routine	Picked up supplies	SF
12/9/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/9/2022	Office	Routine	Took down flags before storm, watered plants, did paperwork	SF
12/9/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/9/2022	Shop	Routine	Organized plumbing parts, unloaded items from van	SF
12/12/2022	Office	Routine	Checked oil in backup generator, took out recycling	KM
12/12/2022	Office	Routine	Researched materials and put together a supply order, met with Executive Director, completed paperwork	SF
12/12/2022	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
12/12/2022	Shop	Routine	Unloaded and put away items from van	SF
12/13/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/13/2022	Office	Routine	Made phone calls, completed paperwork	SF
12/13/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/13/2022	Shop	Routine	Loaded trash and recycling, hauled to dumpster and recycle bin	SF
12/14/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/14/2022	Office	Routine	Researched lighting, completed paperwork	SF
12/14/2022	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
12/14/2022	Shop	Routine	Loaded supplies into van	SF
12/15/2022	Office	Routine	Attended Board meeting, brought mail to office, did paperwork	KM
12/15/2022	Office	Routine	Attended Board meeting, put together a supply order, researched flooring, de-iced sidewalk and pavement	SF
12/15/2022	Shop	Routine	Emptied trash from back of van, loaded supplies	KM
12/15/2022	Shop	Routine	Organized supplies	GO
12/15/2022	Shop	Routine	Put away and organized supplies	SF
12/16/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/16/2022	Office	Routine	Ordered supplies, completed paperwork	SF
12/16/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/19/2022	Housing Area	Routine	Gathered mail from vacant unit mailbox, delivered to office	KM
12/19/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/19/2022	Office	Routine	Watered plants, completed paperwork	SF
12/19/2022	Playground	Routine	Cleaned and restocked restroom	KM
12/19/2022	Shop	Routine	Emptied trash from back of van	KM
12/19/2022	Shop	Routine	Loaded and cleaned up van	SF
12/20/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/20/2022	Office	Routine	Completed paperwork	SF

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12/20/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
12/21/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/21/2022	Office	Routine	Completed paperwork	SF
12/21/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
12/21/2022	Shop	Routine	Unloaded van, put away supplies	SF
12/22/2022	Office	Routine	Raised flag, researched lighting, completed paperwork	SF
12/22/2022	Shop	Routine	Cleaned out van, put away tools and supplies	SF
12/27/2022	Housing Area	Routine	Checked for storm damage	SF
12/27/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/27/2022	Office	Routine	Took down flags, completed paperwork	SF
12/27/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/27/2022	Shop	Routine	Worked on van, unloaded and began working on kitchen countertops	SF
12/28/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/28/2022	Office	Routine	Raised flag, completed paperwork	SF
12/28/2022	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
12/28/2022	Shop	Routine	Worked on van, began building new countertops for vacant unit	SF
12/28/2022	Town	Routine	Fueled van, picked up supplies	SF
12/29/2022	Office	Routine	Brought mail to office, did paperwork	KM
12/29/2022	Shop	Routine	Emptied trash from back of van and golf cart	KM
12/29/2022	Shop	Routine	Worked on countertops	SF
Groundskeeping				
12/1/2022	Housing Area	Grounds	Trash pickup	KM
12/2/2022	Housing Area	Grounds	Trash pickup	KM
12/5/2022	Housing Area	Grounds	Trash pickup	KM
12/6/2022	Housing Area	Grounds	Trash pickup	KM
12/7/2022	Housing Area	Grounds	Trash pickup	KM
12/8/2022	Housing Area	Grounds	Trash pickup	KM
12/9/2022	Housing Area	Grounds	Trash pickup	KM
12/12/2022	Housing Area	Grounds	Trash pickup	KM
12/13/2022	Housing Area	Grounds	Trash pickup	KM
12/14/2022	Housing Area	Grounds	Trash pickup	KM
12/15/2022	Housing Area	Grounds	Trash pickup	KM
12/16/2022	Housing Area	Grounds	Trash pickup	KM
12/19/2022	Housing Area	Grounds	Trash pickup	KM
12/20/2022	Housing Area	Grounds	Trash pickup	KM
12/21/2022	Housing Area	Grounds	Trash pickup	KM
12/27/2022	Housing Area	Grounds	Trash pickup	KM
12/28/2022	Housing Area	Grounds	Trash pickup	KM
12/29/2022	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/2/2022	Town	Admin	Courier run	KM
12/6/2022	Town	Admin	Courier run	KM

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12/9/2022	Town	Admin	Courier run	KM
12/13/2022	Town	Admin	Courier run	KM
12/15/2022	Town	Admin	Courier run	KM
12/20/2022	Town	Admin	Courier run	KM
12/27/2022	Town	Admin	Courier run	KM
12/29/2022	Town	Admin	Courier run	KM
Staff Time Off				
12/1/2022			Part day PTO	KM
12/7/2022			Part day PTO	KM
12/12/2022			Part day PTO	KM
12/16/2022			Part day PTO	KM
12/19/2022			Part day PTO	SF
12/21/2022			Part day PTO	SF
12/21/2022			Part day PTO	KM
12/22/2022			Admin leave for holiday	SF
12/22/2022			PTO and admin leave for holiday	KM
12/23/2022			Christmas Eve holiday	SF
12/23/2022			Christmas Eve holiday	KM
12/26/2022			Christmas holiday	SF
12/26/2022			Christmas holiday	KM
12/27/2022			Part day PTO	KM
12/29/2022			Part day PTO	SF
12/30/2022			Admin leave for holiday	KM
12/30/2022			Admin leave for holiday	SF