

**Coquille Indian Housing Authority  
Maintenance Report  
January 2023**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
1/3/2023	2627	Vacant Unit	Painted utility room, cut in around windows	GO
1/4/2023	2627	Vacant Unit	Cut in paint around doors and windows, installed doors	GO
1/5/2023	2627	Vacant Unit	Sprayed texture, installed new doors in master bedroom and bathroom, began last coat of painting	GO
1/6/2023	2627	Vacant Unit	Touched up paint, cleaned up	KM
1/9/2023	2627	Vacant Unit	Hauled kitchen cabinets from garage to inside home	SF
1/9/2023	2627	Vacant Unit	Started top coat of paint	GO
1/9/2023	2627	Vacant Unit	Fluffed up insulation in attic, finished wiring for new switches, vacuumed all floors	SF
1/10/2023	2627	Vacant Unit	Trimmed bathroom door, repaired kitchen cabinets, painted	GO
1/10/2023	2627	Vacant Unit	Worked on kitchen cabinets	SF
1/11/2023	2627	Vacant Unit	Repaired kitchen cabinets, prepped for countertops	SF
1/11/2023	2627	Vacant Unit	Painted in unit	GO
1/12/2023	2627	Vacant Unit	Installed kitchen cabinets	SF
1/12/2023	2627	Vacant Unit	Painted in unit	GO
1/17/2023	2627	Vacant Unit	Painted in unit	GO
1/18/2023	2627	Vacant Unit	Repaired bathroom floor, painted in unit	GO
1/18/2023	2627	Vacant Unit	Worked on bathroom floor repairs	SF
1/19/2023	2627	Vacant Unit	Finished top coat and began cutting in paint	GO
1/23/2023	2627	Vacant Unit	Finished cutting in kitchen counter	GO
1/23/2023	2627	Vacant Unit	Worked on kitchen cabinets, installed laminate countertops and routed edges, loaded items from garage and hauled to shop	SF
1/24/2023	2627	Vacant Unit	Placed countertops, hooked up plumbing under sink	SF
1/24/2023	2627	Vacant Unit	Prepped garage for paint, assisted with countertop, took cover, switch, and outlet plates to shop to wash, helped unload truck	KM
1/24/2023	2627	Vacant Unit	Worked on counters, installed and replaced lights, began installing outlet covers	GO
1/25/2023	2627	Vacant Unit	Finished installing outlet covers, began installing light covers, installed door knobs, spackled and textured garage patches, installed door stops	GO
1/25/2023	2627	Vacant Unit	Prepped garage for paint, pulled nails, scraped walls	KM
1/25/2023	2627	Vacant Unit	Screwed down countertop, installed sink and all plumbing, installed new faucet, cleaned up, replaced rubber washers in all valves	SF
1/26/2023	2627	Vacant Unit	Cleaned heaters and covers, painted covers, cleaned bathroom fans and installed covers, cut and finished installing cabinets, painted sides of bi-fold doors	GO
1/30/2023	2627	Vacant Unit	Prepped garage for primer, cleaned up, loaded trash	KM
1/30/2023	2627	Vacant Unit	Removed bathroom countertops, disconnected the plumbing, took to shop and removed sinks, laminate, and backsplash, sanded countertops and prepped for laminate	SF

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1/30/2023	2627	Vacant Unit	Vacuumed, removed bathroom counter, repaired kitchen drawers, cleaned shelving parts, prepped for blinds, removed trash	GO
1/31/2023	2627	Vacant Unit	Installed hardware for shelves, painted bi-fold doors, began installing blinds, made door stops, painted in unit	GO
1/31/2023	2627	Vacant Unit	Installed new laminate on bathroom countertops and set in place, hooked up sink and plumbing, installed new lights in living room	SF
1/31/2023	2627	Vacant Unit	Loaded up tools, cleaned up	KM
<b>Work Orders</b>				
1/6/2023	504	Work Order	Installed new shower head and hose	SF
1/17/2023	510	Work Order	Pressure washed sidewalks and entry ramp	GO
1/17/2023	514	Work Order	Performed annual inspection	SF
1/24/2023	514	Work Order	Performed interior APM inspection, replaced kitchen sprayer, replaced two outlet covers, installed two new smoke alarms, repaired bathroom vent fan	SF
1/17/2023	518	Work Order	Performed annual inspection	SF
1/20/2023	701	Work Order	Met with flooring installers	SF
1/30/2023	701	Work Order	Checked out flooring, installed bi-fold doors, and patched fence	SF
1/11/2023	704	Work Order	Performed interior APM inspection, replaced shower head in master bath, vacuumed heaters, upgraded smoke alarms	SF
1/4/2023	709	Work Order	Found water leak under home at master bathroom sink after Water Board reported heavy usage, contacted Tri-County Plumbing for emergency repair	SP
1/5/2023	709	Work Order	Met plumber for emergency repair, found 7 water leaks from rodent damage	SP
1/9/2023	709	Work Order	Measured and cut lumber for crawlspace cover, spoke with resident	SF
1/11/2023	709	Work Order	Installed crawl space cover, gathered and set up pump to remove water from under unit, checked pump drain hose and made repairs, located another leak in water line, shut off water and repaired leak	SF
1/12/2023	709	Work Order	Cleaned all gutters, worked on drainage, ran drain pipe from downspouts to drain away from home, assessed water damage under home, rerouted pump drain hose and repaired damaged hose, placed blower fan under home to help dry things out	SF
1/17/2023	709	Work Order	Crawled under home to check on floor	SF
1/19/2023	709	Work Order	Crawled under home to check on water, moved fan, checked on flooring under home	SF
1/25/2023	709	Work Order	Crawled under home to retrieve blower, set up rodent traps	SF
1/30/2023	709	Work Order	Cleaned up and hauled out wet insulation from under unit, began insulating underside of floor where it was wet, taped up vapor barrier	SF
1/10/2023	2607	Work Order	Performed interior APM inspection, replaced drip pans on stove, replaced front door bottom seal, upgraded smoke alarms	SF
1/17/2023	2617	Work Order	Performed annual inspection	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/10/2023	2631	Work Order	Replaced stove control panel	SF
1/19/2023	2631	Work Order	Set up rodent traps under home, installed foundation screen	SF
1/24/2023	2631	Work Order	Emptied and reset rodent traps under home	SF
1/17/2023	2650	Work Order	Performed annual inspection	SF
1/17/2023	2666	Work Order	Met with contractor, set up pump under unit to remove standing water, began digging by foundation at back of unit for new drain pipe	SF
1/18/2023	2666	Work Order	Dug ditch along back for gutter downspouts, installed pipe in ground, cleaned up, met with contractor	SF
1/19/2023	2666	Work Order	Finished drainage for gutters in back of home, covered and filled in ditch line, cleaned gutters, made repairs to gutter downspouts, crawled under unit to check and reset rodent traps	SF
1/24/2023	2666	Work Order	Set up blower under unit, set up generator, picked up at end of day	SF
1/20/2023	2646A	Work Order	Performed annual inspection	SF
1/10/2023	2646B	Work Order	Measured for blinds, spoke with resident about flooring issues	SF
1/11/2023	2646B	Work Order	Cut and installed new blinds	SF
1/25/2023	2670D	Work Order	Unplugged and repaired stopper in bathroom	SF
1/17/2023	Shop	Work Order	Worked on gate chain and hooked it back up	SF
1/24/2023	Shop	Work Order	Worked on gate, met with electrician, replaced the chain and adjusted	SF
<b>Routine Activities</b>				
1/3/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/3/2023	Playground	Routine	Cleaned and restocked restroom	KM
1/3/2023	Shop	Routine	Hooked up charger to Ford pickup, checked fluid level on golf cart batteries, emptied trash from van and golf cart, unloaded tools	KM
1/4/2023	Housing Area	Routine	Picked up Christmas trees and hauled to brush pile	KM
1/4/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/4/2023	Shop	Routine	Tried to start Ford pickup, hooked up battery charger to other	KM
1/5/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/5/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/6/2023	Office	Routine	Watered plants, completed paperwork	SF
1/6/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/6/2023	Shop	Routine	Worked on countertops for vacant unit	SF
1/6/2023	Town	Routine	Picked up parts	SF
1/9/2023	Housing Area	Routine	Met with Robin on drainage issues	SF
1/9/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/9/2023	Office	Routine	Hauled Christmas items to shop, researched parts for gate controller and motor, completed paperwork	SF
1/9/2023	Playground	Routine	Cleaned and restocked restroom	KM
1/9/2023	Shop	Routine	Cleaned restrooms, cleaned out S-10, emptied trash from back of van and golf cart, unloaded and put away tools	KM

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1/9/2023	Shop	Routine	Worked on countertops for vacant unit	SF
1/10/2023	Housing Area	Routine	Picked up Christmas trees and hauled to brush pile	KM
1/10/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/10/2023	Office	Routine	Met with Marcy, researched and ordered gate parts, did paperwork	SF
1/10/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/10/2023	Shop	Routine	Worked on countertops for vacant unit	SF
1/11/2023	Housing Area	Routine	Took Christmas trees to burn pile	SF
1/11/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/11/2023	Office	Routine	Completed paperwork	SF
1/11/2023	Shop	Routine	Cleaned up around mowers and lawn equipment, added oil and started all generators and mowers	KM
1/11/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/12/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/12/2023	Office	Routine	Completed paperwork	SF
1/12/2023	Shop	Routine	Cleaned out van, put away tools and supplies	SF
1/12/2023	Shop	Routine	Greased front end of golf carts, riding mowers, John Deere tractor, and mower decks, cleaned air filters, checked oil and aired up tires, emptied trash from back of van, cleaned van, put away tools	KM
1/13/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/13/2023	Office	Routine	Removed keyboard tray from Julie's desk, replaced filters in Marcy's air purifier, completed paperwork	SF
1/13/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/17/2023	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
1/17/2023	Playground	Routine	Cleaned and restocked restroom	KM
1/17/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
1/17/2023	Shop	Routine	Met with Peterson CAT for service on forklift, worked on countertop, set up water tank in back of truck for pressure washing, put away tools and supplies	SF
1/18/2023	Cultural Garden	Routine	Took pictures of plaques for Debbie to order replacements	SF
1/18/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/18/2023	Office	Routine	Met with Marcy, took down Christmas lights, did paperwork	SF
1/18/2023	Shop	Routine	Cleaned and performed maintenance on riding mower	KM
1/18/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/19/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/19/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/19/2023	Shop	Routine	Met with refrigerator repair contractor	SF
1/19/2023	Shop	Routine	Performed maintenance on John Deere and riding mower, cleaned up around mowers, swept floor	KM
1/20/2023	Housing Area	Routine	Dropped off mower for resident use	KM

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1/20/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/20/2023	Office	Routine	Watered plants, completed paperwork	SF
1/20/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/23/2023	Office	Routine	Completed paperwork	SF
1/23/2023	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
1/23/2023	Playground	Routine	Cleaned and restocked restroom	KM
1/23/2023	Shop	Routine	Swept floor, cleaned up around mowers, emptied trash from back of van and golf cart, unloaded and put away tools	KM
1/24/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/24/2023	Office	Routine	Completed paperwork	SF
1/24/2023	Shop	Routine	Cleaned out truck	GO
1/24/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/25/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/25/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/25/2023	Office	Routine	Completed paperwork	SF
1/25/2023	Shop	Routine	Helped put away lumber, emptied trash from back of van and golf cart, unloaded and put away tools	KM
1/26/2023	Housing Area	Routine	Posted pest control flyers and freeze warning door hangers	KM
1/26/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/26/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/27/2023	Housing Area	Routine	Shut off water heaters and water meters in vacant units due to freeze warning	KM
1/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/27/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
1/30/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/30/2023	Office	Routine	Completed paperwork	SF
1/30/2023	Playground	Routine	Cleaned and restocked restroom	KM
1/30/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, unloaded and put away tools	KM
1/31/2023	Housing Area	Routine	Picked up rent from elder	KM
1/31/2023	Office	Routine	Brought mail to office, completed paperwork	KM
1/31/2023	Office	Routine	Completed paperwork	SF
1/31/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
<b>Groundskeeping</b>				
1/3/2023	Housing Area	Grounds	Trash pickup	KM
1/4/2023	Housing Area	Grounds	Trash pickup	KM
1/5/2023	Housing Area	Grounds	Trash pickup	KM
1/6/2023	Housing Area	Grounds	Trash pickup	KM
1/9/2023	Housing Area	Grounds	Trash pickup	KM
1/10/2023	Housing Area	Grounds	Trash pickup	KM

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1/11/2023	Housing Area	Grounds	Trash pickup	KM
1/12/2023	Housing Area	Grounds	Trash pickup	KM
1/13/2023	Housing Area	Grounds	Trash pickup	KM
1/17/2023	Housing Area	Grounds	Trash pickup	KM
1/18/2023	Housing Area	Grounds	Met with flaggers and tree removal contractor	SF
1/18/2023	Housing Area	Grounds	Trash pickup	KM
1/19/2023	Housing Area	Grounds	Met with tree removal contractor on work being done on Miluk Drive	SF
1/19/2023	Housing Area	Grounds	Trash pickup	KM
1/20/2023	Housing Area	Grounds	Checked on work being done by tree removal contractor	SF
1/20/2023	Housing Area	Grounds	Trash pickup	KM
1/23/2023	Housing Area	Grounds	Trash pickup	KM
1/24/2023	Housing Area	Grounds	Trash pickup	KM
1/25/2023	Housing Area	Grounds	Trash pickup	KM
1/26/2023	Housing Area	Grounds	Trash pickup	KM
1/27/2023	Housing Area	Grounds	Trash pickup	KM
1/30/2023	Housing Area	Grounds	Trash pickup	KM
1/31/2023	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
1/3/2023	Town	Admin	Courier run	KM
1/9/2023	Town	Admin	Courier run	KM
1/18/2023	Town	Admin	Courier run	KM
1/20/2023	Town	Admin	Courier run	KM
1/23/2023	Town	Admin	Courier run	KM
1/26/2023	Town	Admin	Courier run	KM
1/31/2023	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
1/2/2023			New Year's holiday	KM
1/2/2023			New Year's holiday	SF
1/3/2023			PTO	SF
1/4/2023			Part day PTO	KM
1/4/2023			PTO	SF
1/5/2023			Part day PTO	KM
1/5/2023			PTO	SF
1/10/2023			Part day PTO	KM
1/16/2023			Martin Luther King Jr. holiday	KM
1/16/2023			Martin Luther King Jr. holiday	SF
1/16/2023			Martin Luther King Jr. holiday	GO