

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
2/1/2023	2627	Vacant Unit	Prepped for paint, swept floors	KM
2/1/2023	2627	Vacant Unit	Replaced thermostats, touched up paint, cleaned and spackled garage, cleaned and installed shelves, repaired railing on back deck	GO
2/1/2023	2627	Vacant Unit	Troubleshoot electrical for lighting and outlets in living room, replaced GFCI on back porch, replaced electrical box and three-way switch	SF
2/2/2023	2627	Vacant Unit	Cleaned up, filled nail holes, sanded and stained counter edges, researched garage door parts	SF
2/2/2023	2627	Vacant Unit	Painted door bumpers, began painting garage	GO
2/3/2023	2627	Vacant Unit	Cleaned out home, vacuumed floors, prepped for flooring installation	SF
2/6/2023	2627	Vacant Unit	Cleaned out unit for flooring installation, finished priming garage and began painting	GO
2/6/2023	2627	Vacant Unit	Dug out crawlspace area, built and installed crawlspace frame, took apart garage side door due to rot issues, set countertop and cabinets in kitchen, cut tiles for kitchen countertop, prepped for flooring, hauled items from garage to shop	SF
2/7/2023	2627	Vacant Unit	Cut in paint in garage, installed outlet covers, finished painting ceiling	GO
2/7/2023	2627	Vacant Unit	Pressure washed part of driveway and sidewalks, cut tiles for backsplash, gathered supplies for repairs, removed toilet, unloaded supplies from town	SF
2/8/2023	2627	Vacant Unit	Painted garage door, formed and poured concrete for enclosure	GO
2/8/2023	2627	Vacant Unit	Worked on kitchen counter backsplash, set toilet, gathered materials for concrete work	SF
2/9/2023	2627	Vacant Unit	Installed new range hood and bathroom backsplash, stained and installed toe kick and trim in kitchen, installed dishwasher, hooked up plumbing, cleaned up	SF
2/9/2023	2627	Vacant Unit	Installed shelves, bi-fold doors, toe kick, and door bumpers	GO
2/10/2023	2627	Vacant Unit	Repaired garage door, lubed and tightened bolts, installed new bracket for opener, met with flooring installer	SF
2/13/2023	2627	Vacant Unit	Installed bifold doors and shelves, framed walls for side door cover	GO
2/13/2023	2627	Vacant Unit	Installed master bathroom toilet, cleaned up garage, measured windows and ordered glass units, cleaned out unit, met with cleaning contractor	SF
2/14/2023	2627	Vacant Unit	Cut trim, primed and painted plywood for garage side door cover	GO
2/14/2023	2627	Vacant Unit	Pulled and reset master bathroom toilet, caulked both toilets, repaired leak under kitchen sink, primed plywood for garage side door cover	SF
2/15/2023	2627	Vacant Unit	Primed and painted siding, installed vapor barrier and plywood	GO
2/21/2023	2627	Vacant Unit	Brought in appliances, swapped door on refrigerator, walked through unit to see what still needs completed	SF
2/21/2023	2627	Vacant Unit	Repaired window closure in laundry room, installed smoke alarms, insulated hallway hatch, installed door bumpers, stained counter edge in bathrooms, removed and replaced posts and stairs	GO

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2/22/2023	2627	Vacant Unit	Attached cord and installed new range, cleaned up	SF
2/22/2023	2627	Vacant Unit	Installed siding on wind break, installed stove, built and installed screens, finished pressure washing driveway and sidewalk	GO
2/27/2023	2627	Vacant Unit	Cleaned up, removed and filled in post, set splash blocks, painted risers	GO
2/28/2023	2627	Vacant Unit	Installed risers, removed last fence post and filled in	SF
2/28/2023	2627	Vacant Unit	Replaced switch in living room, loaded items from garage	SF
2/1/2023	2638	Vacant Unit	Worked on electrical for living room light switch and outlets	SF
<b>Work Orders</b>				
2/2/2023	Housing Area	Work Order	Helped Platter inspect roofs with drone	SF
2/14/2023	512	Work Order	Performed annual inspection	SF
2/8/2023	518	Work Order	Performed interior APM inspection, installed two new smoke alarms	SF
2/27/2023	704	Work Order	Replaced shower head	GO
2/22/2023	707	Work Order	Performed annual inspection	SF
2/8/2023	2601	Work Order	Removed fence and brush, set posts	GO
2/9/2023	2601	Work Order	Installed fence rails	GO
2/13/2023	2601	Work Order	Finished fence repair	GO
2/8/2023	2603	Work Order	Sanded, mudded, and textured drywall, installed cove base in dining room on back of cabinets, caulked along cabinet	SF
2/28/2023	2611	Work Order	Performed APM inspection, replaced burner pans, master bedroom door knob, and one smoke alarm	SF
2/22/2023	2613	Work Order	Performed annual inspection	SF
2/15/2023	2617	Work Order	Replaced water heater	SF
2/17/2023	2620A	Work Order	Reinstalled bracket for garage door opener rail	SF
2/22/2023	2624	Work Order	Performed annual inspection	SF
2/17/2023	2629	Work Order	Replaced refrigerator	SF
2/9/2023	2639	Work Order	Stopped by to look at issues with fence	SF
2/21/2023	2666	Work Order	Performed annual inspection	SF
2/14/2023	2677	Work Order	Performed annual inspection	SF
<b>Routine Activities</b>				
2/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/1/2023	Office	Routine	Completed paperwork	SF
2/1/2023	Shop	Routine	Gathered fuel slips, emptied trash from back of van and golf cart	KM
2/2/2023	Office	Routine	Put together a supply order, completed paperwork	SF
2/2/2023	Shop	Routine	Cleaned up, cleaned out van, helped put away supplies	SF
2/2/2023	Shop	Routine	Restacked cedar fencing, cleaned out van	GO
2/2/2023	Town	Routine	Picked up supplies and propane for the forklift	SF
2/3/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/3/2023	Office	Routine	Emptied all trash cans in offices, brought mail to office, did paperwork	KM
2/3/2023	Office	Routine	Raised flag, watered plants, completed paperwork	SF
2/3/2023	Shop	Routine	Cleaned up and took all trash to the dumpster	SF
2/3/2023	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
2/6/2023	2637	Routine	Worked on mailbox lock	SF

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2/6/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
2/6/2023	Office	Routine	Completed paperwork	SF
2/6/2023	Playground	Routine	Cleaned and restocked restrooms	KM
2/6/2023	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools	KM
2/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/7/2023	Office	Routine	Completed paperwork	SF
2/7/2023	Shop	Routine	Cleaned batteries on golf cart, began lawn equipment maintenance and made parts list of items needed	KM
2/7/2023	Shop	Routine	Cut fence boards for 2601 fence repair	GO
2/7/2023	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
2/7/2023	Town	Routine	Picked up supplies	SF
2/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/8/2023	Shop	Routine	Cleaned out van	SF
2/8/2023	Shop	Routine	Finished cleaning flat bed golf cart, cleaned air filters on lawn equipment, removed parts needing replaced, filled golf cart batteries, emptied trash from back of van and golf cart	KM
2/9/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/9/2023	Office	Routine	Completed paperwork	SF
2/9/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/10/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/10/2023	Office	Routine	Put together a supply order, completed paperwork	SF
2/10/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/10/2023	Shop	Routine	Put items away	SF
2/13/2023	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
2/13/2023	Playground	Routine	Cleaned and restocked restrooms	KM
2/13/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/14/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/14/2023	Shop	Routine	Gathered materials and siding for garage side door cover	SF
2/14/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/15/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/15/2023	Shop	Routine	Helped unload new playground mats, performed maintenance on lawn equipment, emptied trash from back of van, put away tools	KM
2/16/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/16/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/17/2023	Office	Routine	Brought mail to office, completed paperwork	KM

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2/17/2023	Office	Routine	Watered plants, completed paperwork	SF
2/17/2023	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
2/17/2023	Town	Routine	Picked up fuel	KM
2/21/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/21/2023	Housing Area	Routine	Sorted and compacted dumpsters	SF
2/21/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/21/2023	Office	Routine	Procured and ordered appliances, completed paperwork	SF
2/21/2023	Playground	Routine	Cleaned and restocked restrooms	KM
2/21/2023	Shop	Routine	Brought down and uncrated stove from mezzanine, loaded into van and cleaned up	SF
2/21/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van and golf cart	KM
2/22/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/22/2023	Office	Routine	Researched appliance issue, completed paperwork	SF
2/22/2023	Shop	Routine	Helped unload items from playground demo, cleaned up around lawn equipment, emptied trash from van and golf cart, put away tools	KM
2/22/2023	Shop	Routine	Cleaned van, put away tools and materials	SF
2/22/2023	Town	Routine	Picked up materials	SF
2/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
2/27/2023	Playground	Routine	Cleaned and restocked restrooms	KM
2/27/2023	Shop	Routine	Helped unload truck, checked fluid level on golf cart, emptied trash from back of van and golf cart	KM
2/27/2023	Shop	Routine	Cleaned up, adjusted planer feeds, moved windows upstairs	GO
2/28/2023	Shop	Routine	Cleaned and organized shop	SF
2/28/2023	Shop	Routine	Cleaned up work area, put away tools and supplies, vacuumed floors	SF
2/28/2023	Town	Routine	Picked up supplies	SF
<b>Projects</b>				
2/13/2023	Playground	Project	Removed tables and merry-go-round, hauled to shop	SF
2/14/2023	Playground	Project	Helped disassemble equipment for removal	KM
2/14/2023	Playground	Project	Helped disassemble equipment for removal	GO
2/15/2023	Playground	Project	Helped remove rubber bark and felt	SF
2/16/2023	Playground	Project	Removed bark	GO
2/17/2023	Playground	Project	Took truck and trailer down to load up concrete and fabric	SF
<b>Groundskeeping</b>				
2/1/2023	Housing Area	Grounds	Trash pickup	KM
2/3/2023	Housing Area	Grounds	Trash pickup	KM
2/6/2023	Housing Area	Grounds	Trash pickup	KM
2/7/2023	Housing Area	Grounds	Trash pickup	KM
2/8/2023	2650	Grounds	Helped remove stump and haul to burn pile	SF
2/8/2023	2651	Grounds	Helped remove stump and haul to burn pile	SF
2/8/2023	Housing Area	Grounds	Trash pickup	KM
2/9/2023	Housing Area	Grounds	Trash pickup	KM

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2/10/2023	Housing Area	Grounds	Trash pickup	KM
2/13/2023	Housing Area	Grounds	Trash pickup	KM
2/14/2023	Housing Area	Grounds	Trash pickup	KM
2/15/2023	Housing Area	Grounds	Trash pickup	KM
2/16/2023	Housing Area	Grounds	Trash pickup	KM
2/17/2023	Housing Area	Grounds	Trash pickup	KM
2/21/2023	Housing Area	Grounds	Trash pickup	KM
2/22/2023	Housing Area	Grounds	Trash pickup	KM
2/27/2023	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
2/1/2023	Town	Admin	Courier run	KM
2/3/2023	Town	Admin	Courier run	KM
2/6/2023	Town	Admin	Courier run	KM
2/7/2023	Town	Admin	Courier run	KM
2/8/2023	Town	Admin	Courier run	KM
2/9/2023	Town	Admin	Courier run	KM
2/10/2023	Town	Admin	Courier run	KM
2/15/2023	Town	Admin	Courier run	KM
2/22/2023	Town	Admin	Courier run	KM
2/27/2023	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
2/2/2023			PTO	KM
2/14/2023			Part day PTO	SF
2/16/2023			PTO	SF
2/23/2023			Admin leave for inclement weather	SF
2/23/2023			Admin leave for inclement weather	GO
2/23/2023			Admin leave for inclement weather	KM
2/24/2023			Admin leave for inclement weather	KM
2/24/2023			Admin leave for inclement weather	SF
2/27/2023			Part day PTO	KM
2/27/2023			PTO	SF
2/28/2023			PTO	KM