

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/6/2023	2620D	Vacant Unit	Walked through and secured unit	SF
3/8/2023	2620D	Vacant Unit	Pulled switch and outlet covers, began removing carpeting and padding	KM
3/8/2023	2620D	Vacant Unit	Removed carpet and padding, removed and cleaned glass light covers, removed blinds	GO
3/9/2023	2620D	Vacant Unit	Dropped off paint and primer	SF
3/9/2023	2620D	Vacant Unit	Removed carpet and padding, pulled staples, swept floor, cleaned up, began spackling holes	KM
3/9/2023	2620D	Vacant Unit	Removed remaining carpet, pulled staples, primed dog stains, began filling spackling holes	GO
3/10/2023	2620D	Vacant Unit	Dropped off tools	KM
3/13/2023	2620D	Vacant Unit	Unloaded tools	KM
3/13/2023	2620D	Vacant Unit	Removed range hood, rekeyed all locks, painted bedrooms, looked into handrail issue	SF
3/13/2023	2620D	Vacant Unit	Repaired bathroom door and upper kitchen cabinet, cleaned and primed living room and kitchen	GO
3/14/2023	2620D	Vacant Unit	Unloaded tools, cleaned doors and trim in prep for paint	KM
3/14/2023	2620D	Vacant Unit	Cleaned and removed bifold doors, cleaned heaters and bathroom fans, cleaned smoke from cabinet	SF
3/15/2023	2620D	Vacant Unit	Cleaned, painted bifold doors and second coat of paint in kitchen, repaired cabinet door, primed as needed	GO
3/15/2023	2620D	Vacant Unit	Began painting	KM
3/15/2023	2620D	Vacant Unit	Painted bedroom and hallway	SF
3/16/2023	2620D	Vacant Unit	Checked stairs for handrails to be replaced and stair tread brackets	SF
3/16/2023	2620D	Vacant Unit	Cut in paint on and around doors	KM
3/16/2023	2620D	Vacant Unit	Painted walls and ceilings	GO
3/17/2023	2620D	Vacant Unit	Unloaded supplies	KM
3/17/2023	2620D	Vacant Unit	Painted interior	GO
3/20/2023	2620D	Vacant Unit	Cleaned around tub and shower, installed caulk strip, gathered supplies needed, repaired bathroom window, checked outlets, checked dryer booster fan, measured for handrails	SF
3/20/2023	2620D	Vacant Unit	Painted and cut in paint as needed	KM
3/20/2023	2620D	Vacant Unit	Sanded handrails and painted	GO
3/21/2023	2620D	Vacant Unit	Began rebuilding and repairing screens	KM
3/21/2023	2620D	Vacant Unit	Drained water heater, began putting things together	SF
3/21/2023	2620D	Vacant Unit	Painted, installed door knobs, replaced light, installed glass light covers, cleaned shelves and hardware	GO
3/22/2023	2620D	Vacant Unit	Installed mirrors, towel bars, and shelving, repaired doors, installed handrails, cleaned garage walls	GO
3/22/2023	2620D	Vacant Unit	Repaired drawers, installed outlet, switch and heater covers, removed child locks in kitchen, cleaned up	KM

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3/22/2023	2620D	Vacant Unit	Replaced damaged electrical outlets and GFCI, removed locks from windows, cleaned and lubed windows, removed and replaced two of the handrails on the stair	SF
3/23/2023	2620D	Vacant Unit	Cut and installed shelves, cut in around bathroom and doors, cleaned garage floor, began painting garage	GO
3/24/2023	2620D	Vacant Unit	Painted garage	GO
3/24/2023	2620D	Vacant Unit	Worked on screens	KM
3/27/2023	2620D	Vacant Unit	Put things together, cut holes in living room ceiling for new lights, ran wiring and installed lights and switch	SF
3/27/2023	2620D	Vacant Unit	Finished painting garage, touched up as needed, assisted with living room lights, installed smoke detector	GO
3/28/2023	2620D	Vacant Unit	Replaced outlets in living room, removed dryer booster fan and cleaned ducting, cleaned moss from roof and needles from gutters, removed items from back deck and cleaned up, looked into removing old ORCA equipment from building, measured for new lights in kitchen	SF
3/28/2023	2620D	Vacant Unit	Vacuumed, helped clean dryer vent, repaired rear gate, cleaned deck and roof, removed old cable	GO
3/29/2023	2620D	Vacant Unit	Cut holes, ran wiring, and installed new light fixtures in kitchen, hauled items from home, checked exterior lights	SF
3/29/2023	2620D	Vacant Unit	Helped install kitchen lights, removed satellite dish and cables, repaired outlet on back deck, primed new texture in kitchen	GO
3/30/2023	2620D	Vacant Unit	Checked wiring for lights, removed tools from home	SF
3/30/2023	2620D	Vacant Unit	Installed switches and plates, painted textured area in kitchen, touched up as needed, installed vents, pressure washed back deck	GO
3/1/2023	2627	Vacant Unit	Cleaned out planter areas on sides of garage, hauled off dirt, and prepped for rock, drained and disconnected water heater, installed pan and reinstalled water heater, checked and repaired vent screens	SF
3/1/2023	2627	Vacant Unit	Installed siding, cut fence boards, installed trim, cleaned up, painted behind water heater, cleaned out yard beds	GO
3/1/2023	2627	Vacant Unit	Loaded up tools	KM
3/2/2023	2627	Vacant Unit	Loaded up tools	KM
3/6/2023	2627	Vacant Unit	Installed glass units, cleaned up	SF
3/6/2023	2627	Vacant Unit	Helped install new glass units, pruned bushes, vacuumed garage	GO
3/7/2023	2627	Vacant Unit	Cleaned up pruning, repaired master bath tub and faucet, vacuumed, filled beds with gravel, cleaned up	GO
3/7/2023	2627	Vacant Unit	Filled along home and garage with rock, cleaned up	SF
3/7/2023	2627	Vacant Unit	Loaded up tools, moved pallets to get to rock bin, helped fill in rock along sidewalks, took tools to shop	KM
3/8/2023	2627	Vacant Unit	Installed back outdoor light, repaired soffit, removed pads in lawn and filled holes	GO
3/14/2023	2627	Vacant Unit	Strapped down line for water heater pan, hauled tires from yard, loaded tools and trash from garage, hauled trash to shop	SF

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3/15/2023	2627	Vacant Unit	Walked through unit, installed pop up plug in bathroom sink, removed board at back door on deck	SF
3/20/2023	2627	Vacant Unit	Crawled under unit to install screen material over holes in floor under tubs	SF
3/20/2023	2627	Vacant Unit	Ready for occupancy	
3/23/2023	2638	Vacant Unit	Repaired exterior light over garage, looked into drainage issues, adjusted splash block at front of home	SF
3/30/2023	2646D	Vacant Unit	Rekeyed all locks, repaired garage door sensors, checked dryer booster fan, replaced drip bowls	SF
3/30/2023	2646D	Vacant Unit	Assisted Scott, repaired drawers	GO
Work Orders				
3/24/2023	502	Work Order	Performed annual inspection	SF
3/29/2023	502	Work Order	Unplugged bathroom drain	SF
3/7/2023	512	Work Order	Performed APM inspection, replaced infinite switch on stove, replaced front left element switch, installed grab bar in bathroom, tightened garage door mounts, installed heat lamp in bathroom, replaced two smoke alarms	SF
3/20/2023	512	Work Order	Installed a small grab bar next to tub	SF
3/29/2023	520	Work Order	Picked up trash around unit and yard (billed tenant)	KM
3/22/2023	708	Work Order	Weed eated brush	SF
3/29/2023	708	Work Order	Put together parts list for drain line and took measurements	SF
3/15/2023	709	Work Order	Measured for drainage work, met with Lyman about the issue	SF
3/21/2023	2603	Work Order	Performed annual inspection	SF
3/8/2023	2605	Work Order	Performed APM inspection, installed caulk strips on both bathtubs, replaced burner pans on stove, vacuumed heaters, replaced glass unit in utility room, pressure washed and painted deck	SF
3/10/2023	2605	Work Order	Finished up APM inspection and repairs	SF
3/1/2023	2611	Work Order	Installed rolled roofing on front ramp	SF
3/1/2023	2628	Work Order	Performed APM inspection, replaced infinite switch on stove, repaired hall toilet, cleaned and lubed fan motors and vents, replaced four smoke detectors	SF
3/16/2023	2639	Work Order	Repaired fence	SF
3/16/2023	2639	Work Order	Repaired fence	GO
3/21/2023	2646B	Work Order	Performed annual inspection	SF
3/21/2023	2646D	Work Order	Met with resident to perform moveout inspection	SF
3/16/2023	2660	Work Order	Repaired fence	GO
3/16/2023	2660	Work Order	Repaired fence, hauled debris to burn pile	SF
3/21/2023	2660	Work Order	Performed annual inspection	SF
3/21/2023	2664	Work Order	Performed annual inspection	SF
Routine Activities				
3/1/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/1/2023	Office	Routine	Completed paperwork	SF

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3/1/2023	Shop	Routine	Finished cleaned work areas	GO
3/1/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from back of van, cleaned out S-10, cleaned up work area	KM
3/1/2023	Town	Routine	Picked up supplies	SF
3/2/2023	Shop	Routine	Organized shop, put away tools, emptied trash from van and golf cart	KM
3/2/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/2/2023	Shop	Routine	Vacuumed vehicle parking area, loaded trailer with appliances for scrap, organized, vacuumed work areas, cleaned up	GO
3/3/2023	Housing Area	Routine	Checked mailbox light, crushed dumpster with backhoe	SF
3/3/2023	Shop	Routine	Cleaned shop around lawn equipment, checked oil in mowers, emptied trash from back of van, unloaded and put away tools	KM
3/3/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/3/2023	Office	Routine	Watered plants, did paperwork	SF
3/6/2023	Playground	Routine	Cleaned and restocked restroom	KM
3/6/2023	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools	KM
3/6/2023	Shop	Routine	Put away items, inventoried appliances to be disposed of, completed disposition forms, cleaned up van	SF
3/6/2023	Office	Routine	Took out recycling, brought mail to office, did paperwork	KM
3/6/2023	Office	Routine	Completed paperwork	SF
3/7/2023	Housing Area	Routine	Picked up rent from elder	KM
3/7/2023	Shop	Routine	Loaded dump trailer with rock, unloaded some at 2627, put left over back in pile	SF
3/7/2023	Town	Routine	Disposed of appliances	SF
3/7/2023	Shop	Routine	Emptied trash from van and S-10, checked oil in S-10 and GMC van	KM
3/7/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/8/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
3/8/2023	Shop	Routine	Put together a supply order	SF
3/8/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/8/2023	Office	Routine	Completed paperwork	SF
3/9/2023	Housing Area	Routine	Replaced solar light on upper mailbox structure	SF
3/9/2023	Shop	Routine	Cut new wood mounts for Cultural Garden and memorial tree placard replacement, beveled edges, and stained	SF
3/9/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded up tools	KM
3/9/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/9/2023	Office	Routine	Put together an order, did paperwork	SF
3/10/2023	Shop	Routine	Stained second coat on the plaques, cleaned up	SF
3/10/2023	Shop	Routine	Emptied trash from back of van, loaded tools	KM
3/10/2023	Office	Routine	Took trash to dumpster	KM
3/10/2023	Office	Routine	Researched products, did paperwork	SF
3/10/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/13/2023	Housing Area	Routine	Dropped off and picked up paperwork for Resident Services	KM

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3/13/2023	Shop	Routine	Painted wooden plaques with an additional coat of stain, cleaned up	SF
3/13/2023	Housing Area	Routine	Investigated drain issues between 708 and 709	SF
3/13/2023	Playground	Routine	Cleaned and restocked restroom	KM
3/13/2023	Shop	Routine	Emptied trash from back of S-10, unloaded tools	KM
3/13/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
3/13/2023	Office	Routine	Completed paperwork	SF
3/14/2023	Shop	Routine	Painted wooden plaques with an additional coat of stain, cut posts to install, programmed CITPD remote for all three gates, cleaned up	SF
3/14/2023	Housing Area	Routine	Dropped off paperwork for Resident Services	KM
3/14/2023	Shop	Routine	Emptied trash from back of van, loaded tools	KM
3/14/2023	Housing Area	Routine	Installed plaques for Commissioner memorial trees	SF
3/14/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/14/2023	Office	Routine	Completed paperwork	SF
3/15/2023	Office	Routine	Replaced blinds in back offices, did paperwork	SF
3/15/2023	Shop	Routine	Emptied trash from back of van, loaded tools and supplies	KM
3/15/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/16/2023	Shop	Routine	Cut fence boards, cleaned up	GO
3/16/2023	Shop	Routine	Cut fence boards, cleaned out van, hauled trash to dumpster	SF
3/16/2023	Housing Area	Routine	Dropped off lawn equipment and rug cleaner for resident use	KM
3/16/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
3/16/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/16/2023	Office	Routine	Completed paperwork	SF
3/17/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/17/2023	Shop	Routine	Put away materials from van, cleaned up	SF
3/17/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded supplies	KM
3/17/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/17/2023	Office	Routine	Watered plants, did paperwork	SF
3/20/2023	Shop	Routine	Sanded and painted deck coat on lumber for handrails, cleaned out van	SF
3/20/2023	Playground	Routine	Cleaned and restocked restroom	KM
3/20/2023	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools	KM
3/20/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
3/20/2023	Office	Routine	Completed paperwork	SF
3/21/2023	Shop	Routine	Painted boards for handrails	SF
3/21/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
3/21/2023	Housing Area	Routine	Went with Platter to look at work needing done near signs	SF
3/21/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/21/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/21/2023	Office	Routine	Completed paperwork	SF

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3/22/2023	Shop	Routine	Cleaned up van, cut handrails to size and painted ends, screwed cabinet to van wall, loaded supplies, installed brush saw onto weed eater, signed for appliances that were delivered	SF
3/22/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/22/2023	Town	Routine	Fueled van and filled grounds fuel cans	KM
3/22/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/22/2023	Office	Routine	Completed paperwork	SF
3/23/2023	Shop	Routine	Uncrated and plugged in new appliances	SF
3/23/2023	Shop	Routine	Built and repaired screens	KM
3/23/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/23/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
3/23/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/23/2023	Office	Routine	Ordered supplies, did paperwork, and met with Platter about projects	SF
3/24/2023	Shop	Routine	Emptied trash from back of van and S-10	KM
3/24/2023	Office	Routine	Emptied trash cans, brought mail to office, did paperwork	KM
3/24/2023	Office	Routine	Watered plants, did paperwork	SF
3/27/2023	Playground	Routine	Cleaned and restocked restroom	KM
3/27/2023	Shop	Routine	Emptied trash from back of van, unloaded lawn equipment	KM
3/27/2023	Shop	Routine	Put away supply order	SF
3/27/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/28/2023	Kilkich Memorial	Routine	Installed seven name plates	KM
3/28/2023	Office	Routine	Lowered flags, did paperwork	SF
3/28/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/28/2023	Shop	Routine	Cleaned up work bench, put away tools	KM
3/28/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
3/28/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/28/2023	Shop	Routine	Took out trash	GO
3/29/2023	Town	Routine	Picked up supplies, fueled van	SF
3/29/2023	Shop	Routine	Cleaned golf cart windows, emptied trash from back of van and golf cart, unloaded and put away tools, cleaned shop area around work bench and mowers	KM
3/29/2023	Shop	Routine	Unloaded supplies, cleaned out van, put away tools	SF
3/29/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/29/2023	Office	Routine	Completed paperwork	SF
3/30/2023	Housing Area	Routine	Installed CO detectors in 2620C, 2629, 2634, 2636, 2640	KM
3/30/2023	Shop	Routine	Cut lumber, unloaded materials and trash from van	SF
3/30/2023	Housing Area	Routine	Posted pest control flyers	KM
3/30/2023	Shop	Routine	Emptied trash from back of van and golf carts, cleaned up	KM
3/30/2023	Office	Routine	Attended Board meeting, did paperwork	SF
3/30/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/31/2023	Cultural Garden	Routine	Began installing new plaques in garden area	GO
3/31/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM

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3/31/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
3/31/2023	Shop	Routine	Unloaded van	SF
3/31/2023	Office	Routine	Brought mail to office, did paperwork	KM
3/31/2023	Office	Routine	Ordered appliances, watered plants, replaced light bulbs, did paperwork	SF
Groundskeeping				
3/1/2023	Housing Area	Grounds	Trash pickup	KM
3/2/2023	Housing Area	Grounds	Trash pickup	KM
3/3/2023	Housing Area	Grounds	Trash pickup	KM
3/6/2023	Housing Area	Grounds	Trash pickup	KM
3/7/2023	Housing Area	Grounds	Trash pickup	KM
3/8/2023	Housing Area	Grounds	Trash pickup	KM
3/9/2023	Housing Area	Grounds	Trash pickup	KM
3/10/2023	Housing Area	Grounds	Trash pickup	KM
3/13/2023	Housing Area	Grounds	Trash pickup	KM
3/14/2023	Housing Area	Grounds	Trash pickup	KM
3/15/2023	Housing Area	Grounds	Trash pickup	KM
3/16/2023	Housing Area	Grounds	Trash pickup	KM
3/17/2023	Housing Area	Grounds	Trash pickup	KM
3/20/2023	Housing Area	Grounds	Trash pickup	KM
3/21/2023	Housing Area	Grounds	Trash pickup	KM
3/22/2023	Housing Area	Grounds	Trash pickup	KM
3/23/2023	Housing Area	Grounds	Trash pickup	KM
3/24/2023	Housing Area	Grounds	Trash pickup	KM
3/27/2023	Housing Area	Grounds	Trash pickup	KM
3/28/2023	Housing Area	Grounds	Trash pickup	KM
3/29/2023	Housing Area	Grounds	Trash pickup	KM
3/30/2023	Housing Area	Grounds	Trash pickup	KM
3/31/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/1/2023	Town	Admin	Courier run	KM
3/2/2023	Town	Admin	Courier run	KM
3/6/2023	Town	Admin	Courier run	KM
3/8/2023	Town	Admin	Courier run	KM
3/9/2023	Town	Admin	Courier run	KM
3/16/2023	Town	Admin	Courier run	KM
3/23/2023	Town	Admin	Courier run	KM
3/28/2023	Town	Admin	Courier run	KM
3/31/2023	Town	Admin	Courier run	KM
Staff Time Off				
3/2/2023			PTO	SF
3/8/2023			Part day PTO	SF

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3/14/2023			Part day PTO	SF
3/17/2023			Part day PTO	SF
3/22/2023			Part day PTO	SF
3/27/2023			Part day PTO	KM
3/28/2023			Part day PTO	SF
3/29/2023			Part day PTO	KM
3/30/2023			Part day PTO	KM
3/31/2023			Part day PTO	SF