

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
5/1/2023	520	Vacant Unit	Cleaned doors and prepped for paint, performed PFR inspection, completed paperwork	SF
5/1/2023	520	Vacant Unit	Scraped floors, cleaned windows, blew out heaters and bath fan, prepped for paint	GO
5/2/2023	520	Vacant Unit	Mopped concrete floor to remove odors, repaired drawer, removed range hood, cleaned up	SF
5/2/2023	520	Vacant Unit	Primed spots, painted, cleaned windows, repaired bathroom door	GO
5/3/2023	520	Vacant Unit	Painted, cleaned windows, primed spots	GO
5/3/2023	520	Vacant Unit	Prepped for painting, checked on concrete clean up	SF
5/4/2023	520	Vacant Unit	Checked on unit	SF
5/4/2023	520	Vacant Unit	Installed knobs, bathroom mirror, and light covers, painted walls and bifold doors	GO
5/5/2023	520	Vacant Unit	Mopped concrete floor with enzymes	SF
5/8/2023	520	Vacant Unit	Met flooring installer for measurements and discussed how to seal concrete floor	SF
5/9/2023	520	Vacant Unit	Finished painting, installed switch and plug covers	GO
5/10/2023	520	Vacant Unit	Repaired kitchen window trim, cleaned and painted storage room door, installed new hinges on front door, installed towel bar and shower curtain rod, installed shelving hardware, replaced interior outlets and GFCI at front door	GO
5/11/2023	520	Vacant Unit	Checked on work being done, mopped floors with enzymes	SF
5/11/2023	520	Vacant Unit	Cleaned and installed shelves, painted second coat on storage room door, repaired GFCI at back door, pressurewashed sidewalks	GO
5/11/2023	520	Vacant Unit	Loaded up tools and wheelbarrow	KM
5/16/2023	520	Vacant Unit	Installed blinds, painted in unit	GO
5/17/2023	520	Vacant Unit	Cleaned gutters and floors	GO
5/22/2023	520	Vacant Unit	Cleaned storage room	GO
5/30/2023	520	Vacant Unit	Cleaned out unit for flooring installation	GO
5/30/2023	520	Vacant Unit	Prepped for flooring, moved out appliances, removed water heater, removed toilet and base trim, cleaned out unit	SF
5/1/2023	2618	Vacant Unit	Cleaned out unit for flooring installation, installed water heater drain pipe to outside, met with flooring installer	SF
5/1/2023	2618	Vacant Unit	Installed downspout elbows and vent screens	GO
5/2/2023	2618	Vacant Unit	Removed master bathroom toilet and flooring, cleaned up, installed toilet in hall bath, met with flooring installers	SF
5/8/2023	2618	Vacant Unit	Installed toilet, cleaned up, brought doors in from garage, loaded items to go to dumpster, put things together, scheduled cleaning contractor	SF
5/9/2023	2618	Vacant Unit	Cut out and ran wiring for lights in living room, installed light fixtures, cleaned up, met with cleaning contractor	SF
5/9/2023	2618	Vacant Unit	Installed bifold doors, helped with living room lights, installed weatherstripping	GO

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5/10/2023	2618	Vacant Unit	Installed kitchen toe kick, installed dishwasher, finished electrical work for new lights, adjusted door locks, replaced toilet seat, repaired leaking faucet, cleaned up, caulked tubs and toilets	SF
5/10/2023	2618	Vacant Unit	Removed window and sliding glass door screens, loaded tools	KM
5/11/2023	2618	Vacant Unit	Loaded up screens and tools	KM
5/12/2023	2618	Vacant Unit	Installed new patio blinds and house numbers, put together stove	SF
5/17/2023	2618	Vacant Unit	Cleaned off deck, painted first coat, brought appliances in from garage, brought dump trailer down to load yard debris from clean up	SF
5/17/2023	2618	Vacant Unit	Painted deck, moved appliances into unit, began cleaning yard	GO
5/18/2023	2618	Vacant Unit	Cleaned up in back yard, made trim for base, installed kitchen and bathroom toe kicks and base trim, replaced toilet seat	GO
5/18/2023	2618	Vacant Unit	Painted second coat on deck, hauled two loads of yard debris to burn pile, worked on trim, loaded up some items from the garage	SF
5/22/2023	2618	Vacant Unit	Cleaned garage, stained and finished bathroom counter edges, cleaned and raked yard, touched up paint	GO
5/22/2023	2618	Vacant Unit	Put things together, tried to repair front door, located parts, cleaned refrigerator parts and reassembled	SF
5/25/2023	2618	Vacant Unit	Installed sill cover	GO
5/30/2023	2618	Vacant Unit	Painted front door jamb	GO
5/30/2023	2618	Vacant Unit	Removed screens for repair	KM
5/31/2023	2618	Vacant Unit	Adjusted storm door, cleaned gutters	GO
5/31/2023	2618	Vacant Unit	Installed dryer extension for ducting, hauled brush to burn pile	SF
5/31/2023	2618	Vacant Unit	Repaired and built new screens	KM
5/2/2023	2620D	Vacant Unit	Cleaned floors, wiped down counters, removed tools and supplies from unit, repaired vinyl in kitchen, final walk through; ready for occupancy	SF
5/11/2023	2620D	Vacant Unit	Installed and adjusted screens	KM
5/25/2023	2620D	Vacant Unit	Painted deck	GO
5/25/2023	2620D	Vacant Unit	Sanded hand and deck rails on back deck, prepped for paint	SF
5/30/2023	2620D	Vacant Unit	Painted second coat on rear deck	GO
5/3/2023	2666	Vacant Unit	Performed move out inspection, rekeyed locks, secured unit	SF
5/9/2023	2666	Vacant Unit	Measured for cabinets	SF
5/3/2023	2670C	Vacant Unit	Performed move out inspection	SF
Work Orders				
5/22/2023	512	Work Order	Repaired tub drain and utility door	SF
5/8/2023	516	Work Order	Perform interior APM inspection, removed kitchen backsplash	SF
5/9/2023	516	Work Order	Cut tile for kitchen backsplash	GO
5/9/2023	516	Work Order	Installed the backsplash, repaired kitchen faucet	SF
5/1/2023	2607	Work Order	Repaired front door lock, checked dishwasher	SF
5/1/2023	2611	Work Order	Repaired sliding door handle	SF
5/18/2023	2616	Work Order	Replaced utility room light fixture, repaired door lock	SF
5/25/2023	2620A	Work Order	Installed wireless door bell, snaked backed up kitchen sink drain line	SF
5/10/2023	2620C	Work Order	Spoke with resident about drainage issues near garage	SF

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5/3/2023	2625	Work Order	Performed annual inspection	SF
5/15/2023	2628	Work Order	Wired and installed lights in living room, repaired sink in master bath, replaced rubber washers in shut off valves	SF
5/15/2023	2628	Work Order	Installed lights, performed interior APM items	GO
5/17/2023	2629	Work Order	Repaired both toilets	SF
5/23/2023	2634	Work Order	Performed annual inspection	SF
5/11/2023	2636	Work Order	Performed APM inspection, replaced smoke alarm, installed LED bulbs, replaced drip pans on stove	SF
5/24/2023	2639	Work Order	Performed annual inspection	SF
5/8/2023	2646B	Work Order	Met with flooring installer to take measurements	SF
5/9/2023	2646B	Work Order	Met with flooring installers, moved furniture	SF
5/2/2023	2670A	Work Order	Performed APM inspection, tightened door hinges, replaced smoke alarm	SF
Routine Activities				
5/1/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/1/2023	Office	Routine	Completed paperwork	SF
5/1/2023	Playground	Routine	Cleaned and restocked restroom	KM
5/1/2023	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, changed oil in compressor, cleaned up	KM
5/2/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/2/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/2/2023	Office	Routine	Met with Debbie, completed paperwork	SF
5/2/2023	Shop	Routine	Emptied trash from back of van and golf cart, unloaded mowers	KM
5/3/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/3/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/3/2023	Office	Routine	Worked on supply order, completed paperwork	SF
5/3/2023	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
5/3/2023	Shop	Routine	Unloaded van	SF
5/4/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/4/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/4/2023	Office	Routine	Put together a supply order, assisted with putting work books together for KAH Rehab project, completed paperwork	SF
5/4/2023	Shop	Routine	Emptied trash from back of van and S-10	KM
5/4/2023	Shop	Routine	Unloaded and put away items from van	SF
5/4/2023	Town	Routine	Dropped off tires for repair and picked up supplies	KM
5/5/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/5/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/5/2023	Office	Routine	Watered plants, completed paperwork	SF
5/5/2023	Shop	Routine	Cleaned mops, met with C & S Fire for annual sprinkler inspections	SF
5/5/2023	Shop	Routine	Emptied trash from back of van and unloaded mowers, put new labels on lawn equipment	KM

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5/8/2023	Housing Area	Routine	Made list of units with long lawns	KM
5/8/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/8/2023	Office	Routine	Picked up supplies, completed paperwork	SF
5/8/2023	Playground	Routine	Cleaned and restocked restroom	KM
5/8/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and S-10, ran compressor, unloaded lawn equipment	KM
5/8/2023	Shop	Routine	Unloaded and put away items from van, checked on storage lot gate issue	SF
5/8/2023	Town	Routine	Picked up supplies	KM
5/9/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/9/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/9/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
5/9/2023	Shop	Routine	Vacuumed shop floor, set up to cut tiles	SF
5/10/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/10/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/10/2023	Office	Routine	Completed paperwork	SF
5/10/2023	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools	KM
5/10/2023	Shop	Routine	Met with C & S Fire Services to test fire alarm system	SF
5/11/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/11/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/11/2023	Office	Routine	Completed paperwork	SF
5/11/2023	Shop	Routine	Cleaned out van, put away items	SF
5/11/2023	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tank sprayer, cleaned off screen table	KM
5/11/2023	Storage Lot	Routine	Worked on gate issue, phoned West Coast Fencing to come take a look at it	SF
5/12/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/12/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/12/2023	Office	Routine	Watered plants, completed paperwork	SF
5/12/2023	Shop	Routine	Cleaned up and organized	SF
5/12/2023	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, unloaded wheel barrow, cleaned up	KM
5/15/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/15/2023	Office	Routine	Completed paperwork	SF
5/15/2023	Playground	Routine	Cleaned and restocked restroom	KM
5/15/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and S-10, ran compressor, unloaded lawn equipment	KM
5/15/2023	Shop	Routine	Checked on various projects	GO
5/15/2023	Shop	Routine	Loaded supplies, unloaded van, put away tools	SF
5/17/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM

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5/17/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/17/2023	Office	Routine	Completed paperwork	SF
5/17/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
5/18/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/18/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/18/2023	Office	Routine	Completed paperwork	SF
5/18/2023	Shop	Routine	Cleaned up van, looked for appliance parts	SF
5/18/2023	Shop	Routine	Emptied trash from back of van and golf cart, cleaned up and performed maintenance on lawn equipment, tagged new weed eaters	KM
5/19/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/19/2023	Office	Routine	Emptied all trash cans, brought mail to office	KM
5/19/2023	Office	Routine	Prepped for carpet cleaning, put together a supply order, completed paperwork, set up fans and dehumidifiers	SF
5/19/2023	Town	Routine	Checked on flooring samples	SF
5/22/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/22/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
5/22/2023	Office	Routine	Moved furniture back in place after carpet cleaning	GO
5/22/2023	Office	Routine	Removed fans and dehumidifier, put things back after carpet cleaning	SF
5/22/2023	Playground	Routine	Cleaned and restocked restroom	KM
5/22/2023	Shop	Routine	Put away tools and supplies	SF
5/22/2023	Shop	Routine	Ran compressor, checked fluid level on golf cart, cleaned bathrooms	KM
5/22/2023	Storage Lot	Routine	Worked on troubleshooting gate issues, researched code errors, called West Coast Fencing	SF
5/23/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/23/2023	Housing Area	Routine	Picked up benches and canoes from Kilkich Memorial Wall for repairs and resurfacing, took Geoff around to show him areas to be mowed and weedeated	SF
5/23/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/23/2023	Shop	Routine	Cut, trimmed, and sanded wood, sanded and stained benches from Kilkich Memorial Wall area, moved appliances upstairs	GO
5/23/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned and performed maintenance on lawn equipment, checked oil in mowers and repaired one mower	KM
5/23/2023	Shop	Routine	Unloaded benches from Kilkich Memorial Wall for Geoff to start sanding, took apart mower and set up side shoot	SF
5/24/2023	Housing Area	Routine	Posted flyers for traffic changes on all units	KM
5/24/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/24/2023	Office	Routine	Completed paperwork	SF
5/24/2023	Shop	Routine	Cleaned mowers, emptied trash from back of van and golf cart, put away tools	KM
5/24/2023	Shop	Routine	Repaired weed trimmer and added fuel stabilizer to grounds fuel	SF
5/24/2023	Shop	Routine	Stained bench parts	GO

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5/24/2023	Town	Routine	Fueled van, picked up grounds fuel	SF
5/25/2023	Housing Area	Routine	Posted pest control flyers, dropped off and picked up lawn equipment for resident use	KM
5/25/2023	Office	Routine	Attended Board meeting, completed paperwork	SF
5/25/2023	Shop	Routine	Repaired mowers, emptied trash from golf cart and back of S-10	KM
5/25/2023	Shop	Routine	Sanded and stained canoe planters, stained and finished trim	GO
5/25/2023	Shop	Routine	Worked on benches, cleaned and scraped mower deck, cleaned work area	SF
5/30/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
5/30/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/30/2023	Office	Routine	Completed paperwork	SF
5/30/2023	Playground	Routine	Cleaned and restocked restroom	KM
5/30/2023	Shop	Routine	Cleaned out van and put away items, worked on benches	SF
5/30/2023	Shop	Routine	Emptied trash from back of golf cart and S-10, ran compressor, checked fluid level in golf cart, cleaned restrooms	KM
5/30/2023	Shop	Routine	Organized work areas	GO
5/31/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/31/2023	Housing Area	Routine	Trash pickup	KM
5/31/2023	Office	Routine	Brought mail to office, completed paperwork	KM
5/31/2023	Shop	Routine	Applied three coats of wood treatment to benches, hauled brush to burn pile, picked up swing set from playground	GO
5/31/2023	Shop	Routine	Emptied trash from back of van and golf cart, unloaded and put away tools, cleaned off screen table	KM
5/31/2023	Shop	Routine	Worked on benches	SF
5/31/2023	Town	Routine	Picked up paint and supplies, went back to return stain that was wrong	SF
Projects				
5/22/2023	Playground	Project	Ordered dumpster, talked to resident about getting car moved, set up cones	SF
5/31/2023	Playground	Project	Picked up steel posts and old swing set, met with electrician, marked out water line in prep for work to be done	SF
5/15/2023	Shop	Project	Began working on planter boxes	GO
5/16/2023	Shop	Project	Built planter boxes	GO
Groundskeeping				
5/1/2023	Housing Area	Grounds	Trash pickup	KM
5/2/2023	Housing Area	Grounds	Trash pickup	KM
5/2/2023	Shop	Grounds	Sprayed weeds around shop and in yard	KM
5/3/2023	Housing Area	Grounds	Trash pickup	KM
5/3/2023	Shop	Grounds	Sprayed weeds in shop yard and storage lot	KM
5/4/2023	Housing Area	Grounds	Trash pickup	KM
5/4/2023	Shop	Grounds	Sprayed weeds in yard	KM
5/5/2023	Housing Area	Grounds	Trash pickup	KM
5/8/2023	Housing Area	Grounds	Trash pickup	KM

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5/9/2023	Housing Area	Grounds	Trash pickup	KM
5/9/2023	Shop	Grounds	Sprayed weeds and grass along fence line	KM
5/10/2023	Housing Area	Grounds	Trash pickup	KM
5/11/2023	Housing Area	Grounds	Trash pickup	KM
5/12/2023	Housing Area	Grounds	Trash pickup	KM
5/15/2023	Housing Area	Grounds	Trash pickup	KM
5/17/2023	Housing Area	Grounds	Trash pickup	KM
5/18/2023	Housing Area	Grounds	Trash pickup	KM
5/19/2023	Housing Area	Grounds	Trash pickup	KM
5/22/2023	Housing Area	Grounds	Trash pickup	KM
5/23/2023	Housing Area	Grounds	Mowed on Miluk Drive and Mexeye Loop	SF
5/23/2023	Housing Area	Grounds	Trash pickup	KM
5/24/2023	Housing Area	Grounds	Mowed and weedeated common areas	GO
5/24/2023	Housing Area	Grounds	Mowed duplex area	SF
5/24/2023	Housing Area	Grounds	Trash pickup	KM
5/25/2023	Housing Area	Grounds	Trash pickup	KM
5/30/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
5/2/2023	Town	Admin	Courier run	KM
5/4/2023	Town	Admin	Courier run	KM
5/5/2023	Town	Admin	Courier run	KM
5/9/2023	Town	Admin	Courier run	KM
5/19/2023	Town	Admin	Courier run	KM
5/31/2023	Town	Admin	Courier run	KM
Staff Time Off				
5/2/2023			Part day PTO	KM
5/3/2023			Part day PTO	SF
5/4/2023			Part day PTO	KM
5/4/2023			Part day PTO	SF
5/9/2023			Part day PTO	KM
5/10/2023			Part day PTO	SF
5/11/2023			Part day PTO	SF
5/15/2023			Part day PTO	KM
5/16/2023			PTO	KM
5/16/2023			PTO	SF
5/17/2023			Part day PTO	KM
5/17/2023			Part day PTO	SF
5/18/2023			Part day PTO	SF
5/22/2023			Part day PTO	KM
5/24/2023			Part day PTO	SF
5/26/2023			Admin leave for Memorial Day holiday	SF
5/26/2023			Admin leave for Memorial Day holiday	GO

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5/26/2023			Admin leave for Memorial Day holiday	KM
5/29/2023			Memorial Day holiday	SF
5/29/2023			Memorial Day holiday	GO
5/29/2023			Memorial Day holiday	KM