

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
6/1/2023	520	Vacant Unit	Met with flooring installer	SF
6/5/2023	520	Vacant Unit	Brought in appliances, installed water heater, removed kitchen sink and countertops and took them to the shop	SF
6/5/2023	520	Vacant Unit	Installed water heater, moved appliances back into unit, installed bifold doors, removed counter and prepped for new countertop, finished trim	GO
6/5/2023	520	Vacant Unit	Worked on kitchen countertops, removed laminate and counter edging, installed new edging, cut down and planed oak for counter edging	SF
6/6/2023	520	Vacant Unit	Installed cove base in bathroom and kitchen	GO
6/12/2023	520	Vacant Unit	Installed laminate, trim, and routed edging on countertop	SF
6/13/2023	520	Vacant Unit	Installed countertops, caulked edging and backsplash, caulked tub and toilet, installed range hood, marked out for new lights in living room	SF
6/14/2023	520	Vacant Unit	Cut out, ran wiring, and installed new lighting in living room, hooked up switches, put stove in place, touched up paint, cleaned up	SF
6/15/2023	520	Vacant Unit	Finished up wiring, replaced outlets in living room, installed new smoke detectors and patio blinds, replaced infinite switches on stove, touched up paint, applied stain to counter edging, cleaned up	SF
6/16/2023	520	Vacant Unit	Built new screens	KM
6/21/2023	520	Vacant Unit	Hauled tools and supplies from unit	SF
6/26/2023	520	Vacant Unit	Cleaned out, cut in and touched up paint, installed bottom on sink cabinet, cleaned bathroom, windows, and floor	GO
6/1/2023	2618	Vacant Unit	Loaded up tools, finished installing screens on windows and sliding glass door; ready for occupancy	KM
6/1/2023	2666	Vacant Unit	Measured and worked on order for doors needed	SF
Work Orders				
6/20/2023	510	Work Order	Delivered and installed CO detector in unit	SF
6/22/2023	709	Work Order	Checked on contractor	SF
6/12/2023	2618	Work Order	Performed move in inspection, repaired bedroom blind	SF
6/20/2023	2620C	Work Order	Performed 90-day inspection	SF
6/1/2023	2620D	Work Order	Performed move in inspection	SF
6/1/2023	2640	Work Order	Performed annual inspection	SF
Routine Activities				
6/1/2023	Housing Area	Routine	Installed benches	GO
6/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/1/2023	Office	Routine	Made a supply order, completed paperwork	SF
6/1/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/1/2023	Shop	Routine	Finished painting trim	GO
6/1/2023	Shop	Routine	Worked on benches, loaded up and filled watering tank, loaded benches to take to Kilkich Memorial Wall	SF
6/2/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/2/2023	Office	Routine	Watered plants, completed paperwork	SF
6/5/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/5/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
6/5/2023	Office	Routine	Completed paperwork	SF

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6/5/2023	Playground	Routine	Cleaned and restocked restroom	KM
6/5/2023	Shop	Routine	Ran compressor, checked fluid level in golf cart, emptied trash from back of van and golf cart	KM
6/6/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/6/2023	Office	Routine	Verified rood measurements	GO
6/7/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/7/2023	Office	Routine	Met with Marcy regarding inventory, completed paperwork	SF
6/9/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/9/2023	Kilkich Memorial	Routine	Unloaded and set up the canoe planters, checked on benches	SF
6/9/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/9/2023	Office	Routine	Watered plants, ordered glass units, completed paperwork	SF
6/9/2023	Shop	Routine	Worked on kitchen countertops, worked on storage lot gate, put away tools and supplies, loaded canoe planters to return to Kilkich Memorial	SF
6/12/2023	Housing Area	Routine	Dropped off correspondence for Resident Services	KM
6/12/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
6/12/2023	Office	Routine	Procured supplies, completed paperwork	SF
6/12/2023	Playground	Routine	Cleaned and restocked restroom	KM
6/12/2023	Shop	Routine	Ran compressor, checked fluid level in golf cart, emptied trash from back of van and golf cart	KM
6/13/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/13/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/13/2023	Office	Routine	Completed paperwork	SF
6/13/2023	Shop	Routine	Cleaned up woodworking area, put items away, swept floor	SF
6/13/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/14/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/14/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/14/2023	Office	Routine	Met with Marcy regarding issues with HD Supply billings	SF
6/14/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/15/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/15/2023	Office	Routine	Completed paperwork	SF
6/15/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/15/2023	Shop	Routine	Removed mower blades from Toro mower, cleaned mower deck, loaded supplies for vacant unit	SF
6/16/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/16/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/16/2023	Office	Routine	Watered plants, completed paperwork	SF
6/16/2023	Shop	Routine	Built wood stands for Tribal Restoration outreach event signs	SF
6/16/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/20/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/20/2023	Office	Routine	Helped move boxes to back office	KM
6/20/2023	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office	KM
6/20/2023	Playground	Routine	Cleaned and restocked restroom	KM

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6/20/2023	Shop	Routine	Ran compressor	KM
6/20/2023	Shop	Routine	Built and painted dice game frame	GO
6/20/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/21/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/21/2023	Office	Routine	Brought game board down, loaded items to go to The Mill for Tribal Restoration outreach event	SF
6/21/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/21/2023	Shop	Routine	Cleaned up woodworking area, put items away, swept floor	GO
6/21/2023	Shop	Routine	Cleaned up, put away plywood, tools, and water tank, unloaded van and made room to haul items to The Mill, waited for a delivery	SF
6/21/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/21/2023	Shop	Routine	Met contractor for storage lot gate repairs	SF
6/22/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/22/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/22/2023	Office	Routine	Loaded up door that was delivered to office, completed paperwork	SF
6/22/2023	Shop	Routine	Built shelving for portable lights, moved some wood working tools downstairs, cleaned up	GO
6/22/2023	Shop	Routine	Swept back of S-10, emptied trash from golf cart, organized work bench, cleaned up	KM
6/22/2023	Town	Routine	Picked up fuel for grounds, fueled box van	SF
6/26/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/26/2023	Office	Routine	Researched products, worked on scheduling, completed paperwork	SF
6/26/2023	Playground	Routine	Cleaned and restocked restroom	KM
6/26/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/26/2023	Shop	Routine	Moved materials back to office and upstairs storage	GO
6/26/2023	Shop	Routine	Unloaded and put away items from Restoration, organized work area, cleaned out van	SF
6/27/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
6/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/27/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/29/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/29/2023	Shop	Routine	Cleaned out van and S-10, unloaded tank sprayer from cart, unloaded and put battery on charger, cleaned up mowers	KM
6/30/2023	Office	Routine	Brought mail to office, completed paperwork	KM
6/30/2023	Office	Routine	Emptied office trash cans	KM
6/30/2023	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart	KM
6/30/2023	Town	Routine	Picked up propane for forklift	KM
Projects				
6/5/2023	Playground	Project	Hauled swing set from shop mezzanine to playground	SF
6/12/2023	Playground	Project	Hauled pallets of surfacing material for installation	KM
6/13/2023	Playground	Project	Hauled pallets of surfacing material for installation	KM
6/14/2023	Playground	Project	Loaded tables onto trailer and took to warehouse	SF
6/20/2023	Shop	Project	Worked on putting merry go round back together	SF
6/20/2023	Shop	Project	Helped with playground equipment	KM

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Groundskeeping				
6/1/2023	Housing Area	Grounds	Trash pickup	KM
6/1/2023	Housing Area	Grounds	Watered plants	SF
6/1/2023	Housing Area	Grounds	Watered plants, mowed and weedeated common areas, removed brush	GO
6/1/2023	Shop	Grounds	Sprayed weeds in storage lot and shop yard	KM
6/2/2023	Housing Area	Grounds	Trash pickup	KM
6/2/2023	Shop	Grounds	Sprayed weeds in shop yard and along fence	KM
6/5/2023	Housing Area	Grounds	Trash pickup	KM
6/5/2023	Shop	Grounds	Sprayed weeds around shop	KM
6/6/2023	Housing Area	Grounds	Removed and hauled off brush	GO
6/6/2023	Housing Area	Grounds	Trash pickup	KM
6/6/2023	Playground	Grounds	Removed and hauled off broken branch from tree	GO
6/6/2023	Shop	Grounds	Sprayed weeds around shop	KM
6/7/2023	Housing Area	Grounds	Pressure washed vaults, weedeated common areas	GO
6/7/2023	Housing Area	Grounds	Trash pickup	KM
6/7/2023	Shop	Grounds	Sprayed weeds and grass around shop and sidewalk	KM
6/8/2023	Housing Area	Grounds	Pressure washed mailbox shelters and vaults, weedeated common areas	GO
6/9/2023	Housing Area	Grounds	Trash pickup	KM
6/9/2023	Shop	Grounds	Sprayed weeds and grass	KM
6/12/2023	Housing Area	Grounds	Trash pickup	KM
6/13/2023	Housing Area	Grounds	Trash pickup	KM
6/14/2023	Housing Area	Grounds	Sprayed weeds and grass around shop, edge of road, and sidewalk	KM
6/14/2023	Housing Area	Grounds	Trash pickup	KM
6/15/2023	Housing Area	Grounds	Mowed duplex area	SF
6/15/2023	Housing Area	Grounds	Sprayed weeds and grass in sidewalk and along edge of road	KM
6/15/2023	Housing Area	Grounds	Trash pickup	KM
6/16/2023	Housing Area	Grounds	Trash pickup	KM
6/20/2023	Housing Area	Grounds	Trash pickup	KM
6/21/2023	Housing Area	Grounds	Mowed and weedeated common areas	GO
6/21/2023	Housing Area	Grounds	Mowed empty lots	SF
6/21/2023	Housing Area	Grounds	Sprayed weeds and grass around shop and sidewalk	KM
6/21/2023	Housing Area	Grounds	Trash pickup	KM
6/22/2023	Housing Area	Grounds	Mowed and weedeated lower lots	GO
6/22/2023	Housing Area	Grounds	Sprayed weeds in sidewalk and resprayed around shop yard where pallets had gotten moved	KM
6/22/2023	Housing Area	Grounds	Trash pickup	KM
6/22/2023	Shop	Grounds	Weedeated shop area, fueled mower, cleaned up	SF
6/26/2023	Housing Area	Grounds	Sprayed weeds and grass	KM
6/26/2023	Housing Area	Grounds	Trash pickup	KM
6/27/2023	Housing Area	Grounds	Trash pickup	KM
6/29/2023	Housing Area	Grounds	Trash pickup	KM
6/30/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
6/1/2023	Town	Admin	Courier run	KM

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6/2/2023	Town	Admin	Courier run	KM
6/7/2023	Town	Admin	Courier run	KM
6/9/2023	Town	Admin	Courier run	KM
6/14/2023	Town	Admin	Courier run	KM
6/16/2023	Town	Admin	Courier run	KM
6/21/2023	Town	Admin	Courier run	KM
6/26/2023	Town	Admin	Courier run	KM
6/27/2023	Town	Admin	Courier run	KM
Staff Time Off				
6/6/2023			PTO	SF
6/7/2023			Part day PTO	SF
6/8/2023			PTO	SF
6/8/2023			PTO	KM
6/12/2023			Off	GO
6/13/2023			Off	GO
6/13/2023			Part day PTO	SF
6/14/2023			Off	GO
6/15/2023			Off	GO
6/15/2023			Part day PTO	KM
6/16/2023			Off	GO
6/19/2023			Juneteenth holiday	SF
6/19/2023			Juneteenth holiday	KM
6/19/2023			Juneteenth holiday	GO
6/20/2023			Part day PTO	SF
6/22/2023			Part day PTO	SF
6/23/2023			PTO	SF
6/23/2023			PTO	KM
6/26/2023			Part day PTO	KM
6/27/2023			Off	GO
6/27/2023			PTO	SF
6/28/2023			Tribal Restoration holiday	SF
6/28/2023			Tribal Restoration holiday	KM
6/28/2023			Tribal Restoration holiday	GO
6/29/2023			Off	GO
6/29/2023			PTO	SF
6/30/2023			Off	GO
6/30/2023			PTO	SF