

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/18/2023	502	Vacant Unit	Performed move out inspection	SF
7/19/2023	502	Vacant Unit	Rekeyed all locks, measured for lights in living room	SF
7/20/2023	502	Vacant Unit	Measured and drilled holes in living room ceiling to install new lights, ran wiring and hooked up	SF
7/21/2023	502	Vacant Unit	Worked on electrical issues	SF
7/24/2023	502	Vacant Unit	Performed electrical work for new living room lights, prepped for painting	SF
7/25/2023	502	Vacant Unit	Performed electrical work for new living room lights, sanded outside railings, prepped for paint	SF
7/25/2023	502	Vacant Unit	Unloaded tools, filled nail holes, cleaned walls, helped with lights	KM
7/26/2023	502	Vacant Unit	Helped with lights, filled holes in walls, cut blinds, installed brackets	KM
7/26/2023	502	Vacant Unit	Painted three coats on outside railing, installed light sensor in carport, finished electrical work for lights	SF
7/27/2023	502	Vacant Unit	Filled holes in walls, prepped for paint	KM
7/28/2023	502	Vacant Unit	Filled holes in walls, prepped for paint	KM
7/31/2023	502	Vacant Unit	Met cleaning contractor	SF
7/31/2023	502	Vacant Unit	Moved tools to shed for cleaning contractor	KM
7/5/2023	520	Vacant Unit	Cleaned kitchen cabinets and refrigerator, touched up paint	GO
7/5/2023	520	Vacant Unit	Removed refrigerator and took to shop to be worked on, checked out unit, brought down cleaning supplies, repaired cable jack	SF
7/6/2023	520	Vacant Unit	Installed refrigerator, mopped floor	GO
7/6/2023	520	Vacant Unit	Rekeyed sliding door lock, painted bathroom light cover and switch, put refrigerator in place, changed mailbox lock, took mail to office	SF
7/7/2023	520	Vacant Unit	Installed sliding glass door screen and cover plate in carport	SF
7/7/2023	520	Vacant Unit	Ready for occupancy	
7/5/2023	2620D	Vacant Unit	Walked through unit	SF
7/10/2023	2620D	Vacant Unit	Cleaned kitchen and bath cabinets and counters, cleaned windows	GO
7/10/2023	2620D	Vacant Unit	Removed washer and dryer from unit and took to the garage, checked over the unit, began prep for reoccupancy	SF
7/11/2023	2620D	Vacant Unit	Caulked doors, cleaned floors, baseboards, and carpet	GO
7/13/2023	2620D	Vacant Unit	Pressure washed stairs, painted handrails	GO
7/25/2023	2620D	Vacant Unit	Brought washer and dryer upstairs from garage, checked over unit, put door back in place	SF
7/10/2023	2646D	Vacant Unit	Walked through unit, rekeyed locks	SF
7/5/2023	2670C	Vacant Unit	Walked through unit	SF
7/5/2023	2670D	Vacant Unit	Began prep for painting	GO
7/5/2023	2670D	Vacant Unit	Walked through unit, began prep work	SF
7/6/2023	2670D	Vacant Unit	Checked on work being done	SF
7/6/2023	2670D	Vacant Unit	Removed knobs and mirrors, began spackling holes, cleaned heaters and bath fans	GO
7/10/2023	2670D	Vacant Unit	Removed shelves, cleaned for painting	GO
7/13/2023	2670D	Vacant Unit	Painted living room	GO

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Work Orders				
7/27/2023	502	Work Order	Picked up and loaded tools into van	SF
7/5/2023	504	Work Order	Replaced shower hose, repaired refrigerator shelf	SF
7/18/2023	508	Work Order	Performed annual inspection	SF
7/10/2023	520	Work Order	Performed move in inspection	SF
7/13/2023	701	Work Order	Performed interior APM inspection, installed LED bulbs, replaced burner pans on stove, repaired hall bath faucet and fan, vacuumed bath vents and heaters	SF
7/17/2023	2601	Work Order	Performed annual inspection	SF
7/13/2023	2605	Work Order	Crawled under home, replaced six vent screens, cleaned front gutter and sealed seam, replaced glass unit in utility room, swept up, and removed nests from back eaves	SF
7/29/2023	2605	Work Order	Repaired toilet fill valve	SF
7/19/2023	2616	Work Order	Cleaned gutters	SF
7/20/2023	2616	Work Order	Worked on leaking refrigerator, unplugged kitchen sink, snaked drain	SF
7/10/2023	2620	Work Order	Removed roofing and nails from front steps in prep for cleaning and painting	SF
7/11/2023	2620	Work Order	Sanded hand rails, dropped off pressure washer	SF
7/17/2023	2620	Work Order	Painted steps and half of the top deck	SF
7/18/2023	2620	Work Order	Painted two coats on other half of top deck and stairs, painted second coat on handrails	SF
7/11/2023	2627	Work Order	Performed inspection, looked into issues with deck and steps, put together a list of materials needed for repairs	SF
7/11/2023	2627	Work Order	Sanded railing and removed rotten stairs	GO
7/12/2023	2627	Work Order	Met with Geoff about deck repairs	SF
7/12/2023	2627	Work Order	Replaced stairs and painted deck	GO
7/13/2023	2627	Work Order	Applied second coat to half of deck	GO
7/25/2023	2629	Work Order	Performed annual inspection, installed new smoke detector	SF
7/21/2023	2631	Work Order	Looked into rot repairs needed, met with contractor, gathered supplies from shop for repairs	SF
7/24/2023	2631	Work Order	Crawled under unit and in the attic, met with Platter and contractor to go over rot issues, gathered supplies for contractor, removed some trim, met with pest control contractor to treat for termites	SF
7/27/2023	2631	Work Order	Cut out blocks for electrical outlet on back deck, replaced box and GFCI	SF
7/10/2023	2646B	Work Order	Replaced kitchen sprayer	SF
7/18/2023	2646C	Work Order	Performed annual inspection	SF
7/17/2023	2651	Work Order	Hauled brush to the brush pile, dropped off trailer at shop	SF
7/24/2023	2670B	Work Order	Replaced kitchen faucet aerator	SF
Routine Activities				
7/5/2023	Housing Area	Routine	Picked up rent, picked up lawn equipment after resident use	KM
7/5/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/5/2023	Office	Routine	Met with Marcy and Tracey, did paperwork	SF
7/5/2023	Shop	Routine	Gathered supplies, unloaded refrigerator, put away tools	SF

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7/5/2023	Shop	Routine	Ran compressor, checked fluid level on golf cart, cleaned restrooms, emptied trash from back of van	KM
7/6/2023	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
7/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/6/2023	Office	Routine	Watered plants, completed paperwork	SF
7/6/2023	Shop	Routine	Cleaned off screen table, emptied trash from back of van and golf cart	KM
7/6/2023	Shop	Routine	Looked for parts for sliding glass door screen at several vacant units, cleaned and repaired screen	KM
7/7/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/7/2023	Office	Routine	Met with Marcy about inventory, put together a supply order, researched appliances, completed paperwork	SF
7/7/2023	Shop	Routine	Cleaned out back of van, put away items	SF
7/7/2023	Town	Routine	Picked up glass unit	SF
7/10/2023	Housing Area	Routine	Made list of yards with long lawns	KM
7/10/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/10/2023	Office	Routine	Completed paperwork	SF
7/10/2023	Office	Routine	Made list of supplies needed, checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
7/10/2023	Playground	Routine	Cleaned and restocked restrooms	KM
7/10/2023	Shop	Routine	Checked fluid level on golf cart, ran compressor, emptied trash from back of S-10 and golf cart	KM
7/10/2023	Shop	Routine	Unloaded van and put away items	SF
7/11/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/11/2023	Office	Routine	Researched new swings to order, put together a supply list, completed paperwork	SF
7/11/2023	Playground	Routine	Met West Coast Fencing, removed a broken swing, cleaned up	SF
7/11/2023	Shop	Routine	Made list of supplies needed, emptied trash from S-10 and golf cart	KM
7/11/2023	Shop	Routine	Met Pacific Air for quarterly maintenance on HVAC systems	SF
7/11/2023	Town	Routine	Picked up supplies and materials	KM
7/12/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/12/2023	Office	Routine	Researched parts, met with Tracey, ordered supplies, completed paperwork	SF
7/12/2023	Playground	Routine	Checked restroom lock, set light timers	SF
7/12/2023	Shop	Routine	Cleaned restrooms, emptied trash from golf cart and S-10, put away tools, cleaned up around lawn equipment	KM
7/12/2023	Shop	Routine	Replaced batteries in door locks, unloaded van	SF
7/13/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/13/2023	Office	Routine	Met with Marcy, ordered supplies, completed paperwork	SF
7/13/2023	Shop	Routine	Met with O'Neills for gate motor replacement	SF
7/13/2023	Shop	Routine	Performed maintenance on lawn equipment, emptied trash from S-10 and golf cart, cleaned up	KM
7/14/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM

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7/14/2023	Office	Routine	Emptied all trash cans, brought mail to office, completed paperwork	KM
7/14/2023	Office	Routine	Watered plants, limbed up tree by driveway, completed paperwork	SF
7/14/2023	Shop	Routine	Took out trash	KM
7/17/2023	Housing Area	Routine	Met with Matt about clearing brush at the gravel road	SF
7/17/2023	Office	Routine	Checked oil in backup generator, brought mail to office, took out recycling, completed paperwork	KM
7/17/2023	Office	Routine	Lined Geoff out to paint weather sides of office, completed paperwork	SF
7/17/2023	Office	Routine	Worked on caulking and painting exterior	GO
7/17/2023	Playground	Routine	Changed batteries in door lock, cleaned restroom	SF
7/17/2023	Playground	Routine	Cleaned and restocked restrooms	KM
7/17/2023	Shop	Routine	Gathered supplies, put away tools	SF
7/17/2023	Shop	Routine	Repaired and checked oil in mowers, checked fluid level in golf cart, ran compressor, cleaned restrooms	KM
7/18/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/18/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/18/2023	Office	Routine	Checked on work being done, dropped off paint and supplies, completed paperwork	SF
7/18/2023	Office	Routine	Worked on caulking and painting exterior	GO
7/18/2023	Shop	Routine	Cleaned lawn equipment, installed guards on mowers, cleaned mower air filters, emptied trash from golf cart, cleaned up, put away tools	KM
7/18/2023	Town	Routine	Picked up paint	SF
7/19/2023	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
7/19/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/19/2023	Office	Routine	Completed paperwork	SF
7/19/2023	Office	Routine	Worked on caulking and painting exterior	GO
7/19/2023	Shop	Routine	Cleaned out van, put away equipment	SF
7/19/2023	Shop	Routine	Cleaned up around mowers, made repairs to mowers, emptied trash from back of golf cart and S-10	KM
7/20/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/20/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/20/2023	Office	Routine	Looked at what needed painted outside, completed paperwork	SF
7/20/2023	Office	Routine	Worked on caulking and painting exterior	GO
7/20/2023	Shop	Routine	Cleaned air filters and checked oil in lawn equipment, emptied trash from golf cart	KM
7/21/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/21/2023	Office	Routine	Emptied all trash cans, brought mail to office, completed paperwork	KM
7/21/2023	Office	Routine	Watered plants, completed paperwork	SF
7/21/2023	Shop	Routine	Emptied trash from golf cart	KM
7/24/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/24/2023	Office	Routine	Ordered supplies, completed paperwork	SF
7/24/2023	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
7/24/2023	Playground	Routine	Cleaned and restocked restrooms	KM

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7/24/2023	Shop	Routine	Cleaned and made list of parts for lawn equipment	KM
7/24/2023	Shop	Routine	Ran compressor, checked fluid level on golf cart, cleaned restrooms, emptied trash from back of van	KM
7/24/2023	Shop	Routine	Unloaded van, put away items	SF
7/25/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/25/2023	Office	Routine	Put together a supply order, completed paperwork	SF
7/25/2023	Playground	Routine	Performed maintenance on drinking fountain	SF
7/25/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
7/25/2023	Shop	Routine	Met delivery truck for new refrigerator and loaded up old one	SF
7/26/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/26/2023	Office	Routine	Completed paperwork	SF
7/26/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
7/27/2023	Housing Area	Routine	Delivered pest control notices	KM
7/27/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/27/2023	Office	Routine	Attended Board meeting, completed paperwork	SF
7/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/27/2023	Playground	Routine	Sanded down, cleaned, and primed older swing set poles, cleaned restroom	SF
7/27/2023	Shop	Routine	Cleaned out back of van, put away items	SF
7/27/2023	Shop	Routine	Emptied trash from back of S-10 and golf cart, loaded tools	KM
7/27/2023	Town	Routine	Picked up supplies and materials	SF
7/28/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/28/2023	Office	Routine	Brought mail to office, completed paperwork	KM
7/28/2023	Office	Routine	Researched front door parts, watered plants, completed paperwork	SF
7/28/2023	Playground	Routine	Sanded playground equipment, removed and cleaned swing brackets, cleaned and restocked restroom	SF
7/28/2023	Shop	Routine	Emptied trash from back of S-10 and golf cart, loaded tools	KM
7/31/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/31/2023	Office	Routine	Checked oil in backup generator, brought mail to office, took out recycling, completed paperwork	KM
7/31/2023	Office	Routine	Completed paperwork	SF
7/31/2023	Playground	Routine	Cleaned and restocked restrooms	KM
7/31/2023	Playground	Routine	Primed and began painting swing set	SF
7/31/2023	Shop	Routine	Cleaned restrooms, emptied trash from golf cart and S-10, checked fluid level in golf cart, ran compressor, recycled cardboard	KM
7/31/2023	Shop	Routine	Loaded items into van	SF
Projects				
7/5/2023	Playground	Project	Unloaded van, put away items	SF
7/6/2023	Playground	Project	Removed fence, cleaned up	GO
7/6/2023	Playground	Project	Removed fencing, cleaned up, pressure washed playground equipment	SF
Groundskeeping				
7/5/2023	Housing Area	Grounds	Trash pickup	KM
7/6/2023	Housing Area	Grounds	Trash pickup	KM

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7/7/2023	Housing Area	Grounds	Trash pickup	KM
7/10/2023	Housing Area	Grounds	Trash pickup	KM
7/11/2023	Housing Area	Grounds	Trash pickup	KM
7/12/2023	Housing Area	Grounds	Trash pickup	KM
7/13/2023	Housing Area	Grounds	Trash pickup	KM
7/14/2023	Housing Area	Grounds	Trash pickup	KM
7/17/2023	Housing Area	Grounds	Trash pickup	KM
7/18/2023	Housing Area	Grounds	Trash pickup	KM
7/19/2023	Housing Area	Grounds	Trash pickup	KM
7/19/2023	Housing Area	Grounds	Trimmed eucalyptus tree, hauled brush to burn pile	SF
7/20/2023	Housing Area	Grounds	Trash pickup	KM
7/21/2023	Housing Area	Grounds	Trash pickup	KM
7/24/2023	Housing Area	Grounds	Trash pickup	KM
7/25/2023	Housing Area	Grounds	Trash pickup	KM
7/26/2023	Housing Area	Grounds	Trash pickup	KM
7/27/2023	Housing Area	Grounds	Trash pickup	KM
7/28/2023	Housing Area	Grounds	Trash pickup	KM
7/31/2023	Housing Area	Grounds	Filled water tank, watered plants	SF
7/31/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
7/5/2023	Town	Admin	Courier run	KM
7/7/2023	Town	Admin	Courier run	KM
7/13/2023	Town	Admin	Courier run	KM
7/19/2023	Town	Admin	Courier run	KM
7/26/2023	Town	Admin	Courier run	KM
7/27/2023	Town	Admin	Courier run	KM
Staff Time Off				
7/3/2023			Independence Day admin leave	KM
7/3/2023			Independence Day admin leave	SF
7/3/2023			Independence Day admin leave	GO
7/4/2023			Independence Day holiday	KM
7/4/2023			Independence Day holiday	SF
7/4/2023			Independence Day holiday	GO
7/12/2023			Part day PTO	KM
7/12/2023			Part day PTO	SF
7/13/2023			Part day PTO	KM
7/17/2023			Birthday admin leave	KM
7/18/2023			Part day PTO	SF
7/19/2023			Part day PTO	SF
7/20/2023			Part day PTO	KM
7/26/2023			Part day PTO	SF
7/27/2023			Part day PTO	KM