

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
8/1/2023	502	Vacant Unit	Touched up paint, installed heater covers, cleaned doors	KM
8/2/2023	502	Vacant Unit	Replaced outside outlets, electrical box, plaque for outlet, GFCI on front porch, and outside light fixture, touched up paint	SF
8/3/2023	502	Vacant Unit	Rebuilt and installed screens, cleaned switch and outlet cover plates, touched up paint	KM
8/3/2023	502	Vacant Unit	Rebuilt sliding door screen, touched up paint, pressure washed sidewalks and windows	SF
8/4/2023	502	Vacant Unit	Cleaned out home, installed smoke alarms, cleaned and lubed bathroom fan and sink drain, installed new patio slider blinds	SF
8/4/2023	502	Vacant Unit	Loaded up tools	KM
8/7/2023	502	Vacant Unit	Installed bathroom blind	SF
8/9/2023	502	Vacant Unit	Worked on shower valve; ready for occupancy	SF
8/7/2023	2646D	Vacant Unit	Walked through and checked over unit for cleaning contractor	SF
8/31/2023	2670C	Vacant Unit	Prepped for paint	SF
8/7/2023	2670D	Vacant Unit	Painted	KM
8/8/2023	2670D	Vacant Unit	Painted walls	KM
8/9/2023	2670D	Vacant Unit	Began painting interior of unit	SF
8/9/2023	2670D	Vacant Unit	Painted walls	KM
8/10/2023	2670D	Vacant Unit	Painted walls	KM
8/10/2023	2670D	Vacant Unit	Interior painting	SF
8/14/2023	2670D	Vacant Unit	Painted, wired in new lights in living room	SF
8/15/2023	2670D	Vacant Unit	Painted walls, finished installing light in living room, installed cover plates, towel bars, shower rods, and smoke alarms	SF
8/16/2023	2670D	Vacant Unit	Touched up paint, removed tools and supplies, met with cleaner	SF
8/17/2023	2670D	Vacant Unit	Installed doors, knobs, and locks, painted and installed heater grills, repaired back screen door, pressure washed back deck	SF
8/18/2023	2670D	Vacant Unit	Pressure washed bottom of deck	SF
8/21/2023	2670D	Vacant Unit	Removed all top deck rails and stair rails, ran rails through planer and reinstalled, painted first coat of deck paint, met with cleaner	SF
8/21/2023	2670D	Vacant Unit	Removed tools from unit	KM
8/22/2023	2670D	Vacant Unit	Removed stair side rails on back, ran through planer and reinstalled, painted two coats on rails, painted and made repairs to back deck, painted front porch	SF
8/23/2023	2670D	Vacant Unit	Loaded up tools and trash	KM
8/23/2023	2670D	Vacant Unit	Repaired window screens, cleaned up garage, prepped for paint, installed shelving, pressure washed front stairs, rails, and concrete	SF
8/24/2023	2670D	Vacant Unit	Loaded tools and trash, took to shop	KM
8/24/2023	2670D	Vacant Unit	Pressure washed driveway, painted walls in garage, loaded tools and supplies into van, removed dehumidifiers from home	SF

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8/25/2023	2670D	Vacant Unit	Cleaned out the garage, swept, lubed garage door rollers and hinges, walked through unit	SF
8/28/2023	2670D	Vacant Unit	Rekeyed all locks, final wipe down of unit, retaped dryer duct, repaired back gutter and gate on back deck, touched up paint on deck, removed all items from the garage; ready for occupancy.	SF
<b>Work Orders</b>				
8/15/2023	502	Work Order	Showed unit to potential renter	SF
8/21/2023	502	Work Order	Performed move-in inspection, installed grab bar in bathroom, moved towel bar to different wall, installed shower wand, met with resident	SF
8/31/2023	520	Work Order	Looked into leaking dishwasher, removed patio blinds, spackled holes	SF
8/29/2023	706	Work Order	Performed annual inspection	SF
8/3/2023	709	Work Order	Stopped in to check issue with garage door opener	SF
8/10/2023	791E	Work Order	Replaced door bottom seal, worked on garage door opener	SF
8/15/2023	2609	Work Order	Performed annual inspection	SF
8/3/2023	2618	Work Order	Rebuilt kitchen faucet, unplugged tub drain, replaced light switch	SF
8/14/2023	2624	Work Order	Replaced shower head in master bath	SF
8/1/2023	2620D	Work Order	Performed move-in inspection	SF
8/22/2023	2627	Work Order	Performed periodic inspection	SF
8/29/2023	2627	Work Order	Repaired screens, replaced tub drain insert and stopper	SF
8/16/2023	2629	Work Order	Performed interior APM inspection, removed and replaced caulking in bathroom, replaced aerator in kitchen sink, replaced hall bathroom lock, painted front porch and steps	SF
8/17/2023	2629	Work Order	Painted two coats of paint on front porch	SF
8/2/2023	2631	Work Order	Met with Platter and contractor about work to be done	SF
8/28/2023	2631	Work Order	Repaired window screens	SF
8/29/2023	2631	Work Order	Rebuilt and reinstalled sliding screen door, picked up paint	SF
8/23/2023	2636	Work Order	Tightened toilet tank bolts, unplugged shower drain	SF
8/28/2023	2646A	Work Order	Replaced leaking kitchen sprayer, toilet handle, and rubber seal in fill valve, worked on toilet flapper	SF
8/17/2023	2646C	Work Order	Performed interior APM inspection, replaced GFCI next to range, replaced batteries in smoke alarms, replaced range hood filter, unplugged bathroom sink, replaced flood bulbs in bathroom with LEDs	SF
8/9/2023	2664	Work Order	Worked on toilet, replaced smoke alarm batteries	SF
8/18/2023	2670B	Work Order	Pressure washed back deck	SF
8/31/2023	2670D	Work Order	Fixed leaking kitchen drain	SF
<b>Routine Activities</b>				
8/7/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/9/2023	Housing Area	Routine	Installed two deer crossing signs	SF
8/14/2023	Housing Area	Routine	Removed garage sale sign from entrance and returned it to the shop	SF
8/18/2023	Housing Area	Routine	Picked up tables after community garage sale	KM

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8/31/2023	Housing Area	Routine	Dropped off rug doctor for resident use	KM
8/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/1/2023	Office	Routine	Met with Anne and Shelley, researched parts, completed paperwork	SF
8/2/2023	Office	Routine	Completed paperwork	SF
8/3/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/4/2023	Office	Routine	Emptied office trash, brought mail to office, completed paperwork	KM
8/4/2023	Office	Routine	Watered plants, completed paperwork	SF
8/7/2023	Office	Routine	Completed paperwork	SF
8/7/2023	Office	Routine	Took out office recycling, checked oil in backup generator, brought mail to office and completed paperwork	KM
8/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/9/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/9/2023	Office	Routine	Completed paperwork	SF
8/10/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/10/2023	Office	Routine	Completed paperwork	SF
8/11/2023	Office	Routine	Took out office trash, completed paperwork	KM
8/11/2023	Office	Routine	Watered plants, completed paperwork	SF
8/14/2023	Office	Routine	Completed paperwork	SF
8/15/2023	Office	Routine	Completed paperwork	SF
8/16/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/16/2023	Office	Routine	Completed paperwork	SF
8/17/2023	Office	Routine	Completed paperwork	SF
8/17/2023	Office	Routine	Researched parts and supplies, brought mail to office, did paperwork	KM
8/18/2023	Office	Routine	Emptied office trash, brought mail to office, completed paperwork	KM
8/18/2023	Office	Routine	Watered plants, completed paperwork	SF
8/21/2023	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/21/2023	Office	Routine	Met with Marcy, completed paperwork	SF
8/22/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/22/2023	Office	Routine	Completed paperwork	SF
8/23/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/24/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/25/2023	Office	Routine	Watered plants, completed paperwork	SF
8/28/2023	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, completed paperwork	KM
8/28/2023	Office	Routine	Completed paperwork	SF
8/29/2023	Office	Routine	Completed paperwork	SF
8/30/2023	Office	Routine	Researched gate parts, completed paperwork	SF
8/31/2023	Office	Routine	Attended Board meeting, completed paperwork	SF

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8/31/2023	Office	Routine	Brought mail to office, completed paperwork	KM
8/1/2023	Playground	Routine	Sanded, primed, and painted brackets for swings, painted two coats on swing set	SF
8/7/2023	Playground	Routine	Cleaned and restocked restroom	KM
8/21/2023	Playground	Routine	Cleaned and restocked restroom	KM
8/25/2023	Playground	Routine	Cleaned and restocked restroom	KM
8/28/2023	Playground	Routine	Cleaned and restocked restroom	KM
8/30/2023	Playground	Routine	Installed chains and swings for small swing set	SF
8/1/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/1/2023	Shop	Routine	Put away supplies, looked for sign parts	SF
8/2/2023	Shop	Routine	Cleaned out van, built window screens	SF
8/3/2023	Shop	Routine	Loaded up tools, emptied trash from golf cart and S-10	KM
8/3/2023	Shop	Routine	Put away tools and supplies, painted bi-fold doors, organized work	SF
8/4/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/7/2023	Shop	Routine	Ran compressor, emptied trash from golf cart and S-10	KM
8/8/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/9/2023	Shop	Routine	Cleaned out van, put away tools and supplies, loaded garage sale sign and installed at bottom of Miluk Drive, worked on gate	SF
8/9/2023	Shop	Routine	Hauled items from back office to storage room at shop; emptied trash from golf cart, loaded tools	KM
8/10/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/10/2023	Shop	Routine	Loaded items to be disposed	SF
8/11/2023	Shop	Routine	Cleaned and organized work areas, took trash and cardboard to dumpsters	SF
8/11/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/15/2023	Shop	Routine	Cleaned out van	SF
8/16/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/16/2023	Shop	Routine	Loaded supplies, dumped trash	SF
8/17/2023	Shop	Routine	Made list of supplies needed, emptied trash from golf cart and S-10	KM
8/18/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/18/2023	Shop	Routine	Unloaded van, put away tools	SF
8/21/2023	Shop	Routine	Cleaned out van, loaded supplies	SF
8/21/2023	Shop	Routine	Made list of supplies needed, ran compressor, emptied trash from golf cart and S-10	KM
8/22/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/22/2023	Shop	Routine	Performed lawn equipment maintenance	KM
8/23/2023	Shop	Routine	Emptied trash from golf cart, put away tools	KM
8/23/2023	Shop	Routine	Unloaded van, entered new code for gate for solar contractor	SF
8/24/2023	Shop	Routine	Emptied trash from golf cart and S-10	KM
8/25/2023	Shop	Routine	Emptied trash from golf cart, unloaded and put away tools	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/25/2023	Shop	Routine	Unloaded and put away materials and tools	SF
8/28/2023	Shop	Routine	Checked fluid level in golf cart, emptied trash from golf cart and S-10, put away tools	KM
8/29/2023	Shop	Routine	Unloaded van, worked on gate, rebuilt screens, put away tools	SF
8/30/2023	Shop	Routine	Sorted out paint, cleaned out van, looked for parts, loaded parts needed to install swings, put away tools	SF
8/31/2023	Shop	Routine	Cleaned up, put away tools and supplies	SF
8/31/2023	Shop	Routine	Emptied trash from golf cart and trash cans	KM
8/2/2023	Town	Routine	Picked up parts	SF
8/7/2023	Town	Routine	Fueled van	SF
8/9/2023	Town	Routine	Picked up supplies	SF
8/11/2023	Town	Routine	Looked for parts	SF
8/14/2023	Town	Routine	Picked up supplies	SF
8/22/2023	Town	Routine	Fueled van, picked up supplies	KM
<b>Groundskeeping</b>				
8/1/2023	Housing Area	Grounds	Trash pickup	KM
8/3/2023	Housing Area	Grounds	Trash pickup	KM
8/4/2023	Housing Area	Grounds	Trash pickup	KM
8/7/2023	Housing Area	Grounds	Trash pickup	KM
8/8/2023	Housing Area	Grounds	Trash pickup	KM
8/9/2023	Housing Area	Grounds	Trash pickup	KM
8/10/2023	Housing Area	Grounds	Trash pickup	KM
8/11/2023	Housing Area	Grounds	Trash pickup	KM
8/16/2023	Housing Area	Grounds	Trash pickup	KM
8/17/2023	Housing Area	Grounds	Trash pickup	KM
8/18/2023	Housing Area	Grounds	Trash pickup	KM
8/21/2023	Housing Area	Grounds	Trash pickup	KM
8/22/2023	Housing Area	Grounds	Trash pickup	KM
8/23/2023	Housing Area	Grounds	Trash pickup	KM
8/24/2023	Housing Area	Grounds	Trash pickup	KM
8/25/2023	Housing Area	Grounds	Trash pickup	KM
8/28/2023	Housing Area	Grounds	Trash pickup	KM
8/31/2023	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
8/1/2023	Town	Admin	Courier run	KM
8/7/2023	Town	Admin	Courier run	KM
8/10/2023	Town	Admin	Courier run	KM
8/16/2023	Town	Admin	Courier run	KM
8/23/2023	Town	Admin	Courier run	KM
8/24/2023	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
8/25/2023	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
8/2/2023			PTO	KM
8/7/2023			Part day PTO	SF
8/8/2023			Part day PTO	KM
8/8/2023			PTO	SF
8/9/2023			Part day PTO	KM
8/10/2023			Part day PTO	KM
8/14/2023			PTO	KM
8/15/2023			Part day PTO	SF
8/15/2023			PTO	KM
8/16/2023			Part day PTO	KM
8/23/2023			Part day PTO	KM
8/24/2023			Part day PTO	KM
8/24/2023			Part day PTO	SF
8/28/2023			Part day PTO	KM
8/28/2023			PTO	KM
8/30/2023			Part day PTO	SF
8/30/2023			PTO	KM