

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/5/2023	2620B	Vacant Unit	Rekeyed all locks, inspected unit, scheduled carpet repair	SF
9/7/2023	2620B	Vacant Unit	Touched up paint	SF
9/8/2023	2620B	Vacant Unit	Dropped off closet doors and opened unit for flooring contractor	SF
9/12/2023	2620B	Vacant Unit	Worked on putting items back together	SF
9/14/2023	2620B	Vacant Unit	Spackled holes, touched up paint	SF
9/20/2023	2620B	Vacant Unit	Pressure washed back end of building and deck, cleaned out home for cleaning contractor, brought down dehumidifiers, cleaned concrete	SF
9/21/2023	2620B	Vacant Unit	Changed exterior bulbs and set timer, cleaned light fixture globes, lubed garage door rollers and hinges, cleaned out garage, wiped down cove base, installed bifold doors, touched up paint on doors, lubed window locks, cleaned bathroom vent and changed bulbs	SF
9/26/2023	2620B	Vacant Unit	Worked on living room lights	SF
9/27/2023	2620B	Vacant Unit	Installed lights and wiring	SF
9/28/2023	2620B	Vacant Unit	Finished installing lights and wiring in living room, cleaned out home, vacuumed floors	SF
9/29/2023	2620B	Vacant Unit	Sprayed deodorizer, cleaned up	SF
9/27/2023	2666	Vacant Unit	Removed decking	SF
9/5/2023	2670C	Vacant Unit	Sanded deck and rails on back deck, prepped for painting	SF
9/6/2023	2670C	Vacant Unit	Wiped down and cleaned off deck, painted back deck and rails	SF
9/7/2023	2670C	Vacant Unit	Painted second coat of paint on deck and stair rails	SF
Work Orders				
9/12/2023	502	Work Order	Looked into refrigerator issues	SF
9/14/2023	510	Work Order	Replaced smoke alarm batteries	SF
9/8/2023	520	Work Order	Picked up closet doors and took to shop	SF
9/29/2023	709	Work Order	Dropped off supplies, spoke with contractor about drainage, hauled trash to dumpster	SF
9/13/2023	711	Work Order	Performed annual inspection	SF
9/8/2023	2605	Work Order	Repaired deck and fencing	SF
9/11/2023	2605	Work Order	Gathered and cut fence boards, began repairing fence in back yard	SF
9/12/2023	2605	Work Order	Repaired and replaced fence boards	SF
9/14/2023	2605	Work Order	Finished fence repairs, removed berry vines from side yard, raked	SF
9/26/2023	2607	Work Order	Met with resident about tree and mole issues	SF
9/28/2023	2607	Work Order	Installed mole traps in back yard	SF
9/14/2023	2616	Work Order	Worked on garage door, lubed rollers	SF
9/27/2023	2616	Work Order	Cleaned gutters	SF
9/12/2023	2618	Work Order	Performed 90-day inspection	SF
9/12/2023	2626	Work Order	Performed annual inspection	SF
9/13/2023	2631	Work Order	Performed annual inspection	SF
9/5/2023	2638	Work Order	Rebuilt kitchen faucet, repaired leaking sprayer, repaired bedroom screen, rebuilt bathroom faucet	SF

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9/27/2023	2650	Work Order	Use inspection camera to check for termites under tub and shower	SF
9/27/2023	2651	Work Order	Met with Platter and pest control	SF
9/29/2023	2651	Work Order	Met pest control for termite issues	SF
9/7/2023	2670A	Work Order	Pressure washed back deck	SF
9/6/2023	2670B	Work Order	Removed and replaced four rotten deck boards, sanded deck rails, painted first coat on deck and rails	SF
9/7/2023	2670B	Work Order	Painted second coat of paint on back deck	SF
9/25/2023	2670D	Work Order	Rekeyed all locks	SF
Routine Activities				
9/5/2023	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
9/5/2023	Office	Routine	Cleaned restroom vent, completed paperwork	SF
9/5/2023	Playground	Routine	Cleaned and restocked restroom	KM
9/5/2023	Shop	Routine	Checked tag numbers on tools, checked fluid level on golf cart, ran compressor, emptied trash from golf cart and back of S-10	KM
9/5/2023	Shop	Routine	Organized work areas and tools, cleaned out van	SF
9/6/2023	Housing Area	Routine	Picked up rent from elder	KM
9/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/6/2023	Playground	Routine	Cleaned restroom and unplugged toilet	KM
9/6/2023	Shop	Routine	Checked tag numbers on tools, checked fluid level on golf cart, ran compressor, emptied trash from golf cart and back of S-10	KM
9/6/2023	Shop	Routine	Organized and cleaned out tool bags, loaded tools and lumber for deck repairs	SF
9/7/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/7/2023	Housing Area	Routine	Picked up rug cleaner after resident use	KM
9/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/7/2023	Office	Routine	Checked on roofing replacement progress, researched lighting	SF
9/7/2023	Shop	Routine	Organized tools, emptied trash from back of golf cart, loaded tools in van	KM
9/8/2023	Housing Area	Routine	Crushed items in community cleanup dumpster	SF
9/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/8/2023	Office	Routine	Watered plants, lowered flag	SF
9/8/2023	Shop	Routine	Emptied trash from golf cart and put away tools	KM
9/11/2023	Housing Area	Routine	Crushed items in community cleanup dumpster	SF
9/11/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/11/2023	Office	Routine	Completed paperwork	SF
9/11/2023	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
9/11/2023	Playground	Routine	Cleaned and restocked restroom	KM
9/11/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor, emptied trash, swept around lawn equipment, checked oil in vehicles, unloaded and put away tools	KM

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9/11/2023	Shop	Routine	Unloaded van, loaded fencing	SF
9/11/2023	Town	Routine	Fueled box van	SF
9/12/2023	Office	Routine	Raised flag, completed paperwork	SF
9/12/2023	Shop	Routine	Repaired gate and replaced broken parts, loaded materials into vans, took trash to dumpster	SF
9/13/2023	Office	Routine	Met with Marcy and Lyman about inventory	SF
9/13/2023	Shop	Routine	Worked on inventory, unloaded van	SF
9/14/2023	Office	Routine	Completed paperwork	SF
9/14/2023	Shop	Routine	Hauled trash to dumpster, called in to have dumpsters emptied, worked on inventory	SF
9/15/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
9/15/2023	Office	Routine	Watered plants, took out trash, completed paperwork	SF
9/15/2023	Shop	Routine	Worked on inventory	SF
9/18/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/18/2023	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
9/18/2023	Playground	Routine	Cleaned and restocked restroom	KM
9/18/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor, emptied trash from golf cart, put away tools	KM
9/20/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/20/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/20/2023	Office	Routine	Completed paperwork	SF
9/20/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned out van, ran compressor, worked on inventory, organized tools	KM
9/20/2023	Shop	Routine	Unloaded van, put away tools and supplies	SF
9/21/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/21/2023	Office	Routine	Watered plants, installed blinds in Tracey's office, completed	SF
9/21/2023	Shop	Routine	Cleaned out and organized van	SF
9/21/2023	Shop	Routine	Inventoried items in van and shed, emptied trash from back of van and golf cart, unloaded lawn equipment	KM
9/22/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/22/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/22/2023	Shop	Routine	Worked on gate motors, emptied trash from back of van and golf cart	KM
9/25/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/25/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/25/2023	Office	Routine	Returned phone calls, completed paperwork	SF
9/25/2023	Playground	Routine	Cleaned and restocked restroom	KM
9/25/2023	Shop	Routine	Checked fluid in golf cart, worked on inventory, ran compressor and cleaned out water traps, emptied trash from back of van and golf cart, put away tools	KM
9/25/2023	Shop	Routine	Worked on inventory	SF
9/26/2023	Office	Routine	Brought mail to office, completed paperwork	KM

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9/26/2023	Office	Routine	Completed paperwork	SF
9/26/2023	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
9/26/2023	Shop	Routine	Organized van, replaced shelving with cabinet	SF
9/26/2023	Shop	Routine	Worked on inventory in shop and shed	KM
9/27/2023	Housing Area	Routine	Posted pest control notices	KM
9/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
9/27/2023	Shop	Routine	Organized van	SF
9/27/2023	Shop	Routine	Worked on inventory, emptied trash from back of van and golf cart, loaded tools	KM
9/27/2023	Town	Routine	Picked up supplies	SF
9/28/2023	Office	Routine	Attended Board meeting, completed paperwork	SF
9/28/2023	Office	Routine	Attended board meeting, brought mail to office, completed paperwork	KM
9/28/2023	Shop	Routine	Emptied trash from back of van and golf cart, emptied water trapped in compressor air line, worked on inventory	KM
9/28/2023	Town	Routine	Fueled van	KM
9/29/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
9/29/2023	Office	Routine	Lowered flag, brought mail to office, completed paperwork	KM
9/29/2023	Office	Routine	Watered plants, completed paperwork	SF
9/29/2023	Shop	Routine	Met with cleaners, put away tools and supplies	SF
9/29/2023	Shop	Routine	Ran compressor and changed oil, cleaned up, took trash to dumpster	KM
Groundskeeping				
9/5/2023	Housing Area	Grounds	Trash pickup	KM
9/6/2023	Housing Area	Grounds	Trash pickup	KM
9/7/2023	Housing Area	Grounds	Trash pickup	KM
9/8/2023	Housing Area	Grounds	Trash pickup	KM
9/11/2023	Housing Area	Grounds	Trash pickup	KM
9/18/2023	Housing Area	Grounds	Trash pickup	KM
9/20/2023	Housing Area	Grounds	Trash pickup	KM
9/21/2023	Housing Area	Grounds	Trash pickup	KM
9/22/2023	Housing Area	Grounds	Trash pickup	KM
9/25/2023	Housing Area	Grounds	Trash pickup	KM
9/26/2023	Housing Area	Grounds	Trash pickup	KM
9/27/2023	Housing Area	Grounds	Trash pickup	KM
9/28/2023	Housing Area	Grounds	Trash pickup	KM
9/29/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
9/5/2023	Town	Admin	Courier run	KM
9/6/2023	Town	Admin	Courier run	KM
9/18/2023	Town	Admin	Courier run	KM
9/26/2023	Town	Admin	Courier run	KM
9/28/2023	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/29/2023	Town	Admin	Courier run	KM
Staff Time Off				
9/1/2023			Labor Day admin leave	SF
9/1/2023			Labor Day admin leave	KM
9/4/2023			Labor Day holiday	SF
9/4/2023			Labor Day holiday	KM
9/7/2023			Part day PTO	KM
9/8/2023			Part day PTO	KM
9/12/2023			PTO	KM
9/13/2023			PTO	KM
9/14/2023			Part day PTO	SF
9/14/2023			PTO	KM
9/15/2023			Part day PTO	SF
9/15/2023			PTO	KM
9/19/2023			PTO	SF
9/19/2023			PTO	KM
9/21/2023			Part day PTO	KM
9/22/2023			PTO	SF
9/25/2023			Part day PTO	KM
9/25/2023			Part day PTO	SF
9/26/2023			Part day PTO	KM