

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
10/2/2023	2620B	Vacant Unit	Installed wire channel and corners for new living room lighting, removed items from home, vacuumed carpet, wiped down counters	SF
10/5/2023	2620B	Vacant Unit	Installed new light fixture, cleaned up	SF
10/12/2023	2620B	Vacant Unit	Walked through unit, wiped down some cove base	SF
10/12/2023	2620B	Vacant Unit	Ready for occupancy	
<b>Work Orders</b>				
10/5/2023	502	Work Order	Hung bifold door	SF
10/25/2023	502	Work Order	Picked up utility room doors to store in shop	SF
10/27/2023	502	Work Order	Checked on damp closet	SF
10/27/2023	502	Work Order	Looked into wet carpet in hallway	KM
10/23/2023	704	Work Order	Repaired toilet	SF
10/25/2023	708	Work Order	Loaded up cabinet parts from garage and took to shop, unloaded cabinets and moved them upstairs	SF
10/5/2023	709	Work Order	Programmed garage remote, spoke to resident about work being done	SF
10/30/2023	709	Work Order	Hauled a couple loads of gravel for drainage, helped contractor	SF
10/24/2023	710	Work Order	Performed annual inspection	SF
10/4/2023	2607	Work Order	Set mole traps in back yard	SF
10/5/2023	2607	Work Order	Checked traps for moles	SF
10/24/2023	2616	Work Order	Performed annual inspection	SF
10/5/2023	2639	Work Order	Cleaned all gutters, resealed gutter corner at entry, replaced bathroom faucet	SF
10/24/2023	2642	Work Order	Performed annual inspection	SF
10/26/2023	2650	Work Order	Looked into leak, removed dishwasher, inspected walls with camera, removed drywall behind dishwasher, removed hose bib and checked for leak, cleaned up and reinstalled dishwasher, set up dehumidifiers, found termite issues behind dishwasher	SF
10/23/2023	2651	Work Order	Met contractor, inspected walls with camera to see if any termites could be found, called pest control to come back out to spray	SF
10/25/2023	2651	Work Order	Picked up cabinet parts from garage	SF
10/31/2023	2651	Work Order	Checked on unit	SF
10/31/2023	2670D	Work Order	Looked into electrical issue	SF
10/3/2023	Office	Work Order	Painted small office	SF
10/4/2023	Office	Work Order	Finished painting small office, cleaned up, put items away, moved furniture, met with Anne and Debbie about wall in kitchen, removed cork board in entryway	SF
10/12/2023	Office	Work Order	Removed countertop, began building a wall in kitchen, cleaned up	SF
10/13/2023	Office	Work Order	Finished building wall in kitchen, installed drywall, started mudding	SF
10/16/2023	Office	Work Order	Painted in kitchen, worked on drywall	SF
10/17/2023	Office	Work Order	Painted in kitchen, installed blinds, worked on drywall, cleaned up	SF
10/18/2023	Office	Work Order	Painted in kitchen, worked on drywall, installed blinds	SF
10/19/2023	Office	Work Order	Primed, textured, and painted drywall, cleaned up	SF
10/23/2023	Office	Work Order	Moved furniture to dining area	SF

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10/24/2023	Office	Work Order	Rebuilt screens, installed new light fixture, worked on oak piece for kitchen counter	SF
10/25/2023	Office	Work Order	Worked on oak countertop, moved file cabinets and desk, replaced light switches in dining area	SF
10/26/2023	Office	Work Order	Moved file cabinet and shelf to shop, worked on oak counter	SF
10/27/2023	Office	Work Order	Began removing cobwebs, took office trash to dumpster	KM
10/30/2023	Office	Work Order	Removed bi-fold door and trim, installed new door and trim, cleaned up	SF
10/31/2023	Office	Work Order	Finished trimming out new door, caulked	SF
<b>Routine Activities</b>				
10/2/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/2/2023	Office	Routine	Completed paperwork	SF
10/2/2023	Playground	Routine	Cleaned and restocked restroom	KM
10/2/2023	Shop	Routine	Inventoried tools in van, checked fluid level in golf cart, ran compressor, emptied trash from back of van and golf cart	KM
10/2/2023	Shop	Routine	Unloaded van, put away supplies	SF
10/2/2023	Town	Routine	Picked up supplies	SF
10/3/2023	Housing Area	Routine	Picked up rug cleaner after resident use	KM
10/3/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/3/2023	Playground	Routine	Cleaned and restocked restroom	KM
10/3/2023	Shop	Routine	Inventoried tools in van, checked fluid level in golf cart, ran compressor, emptied trash from back of van and golf cart	KM
10/4/2023	Housing Area	Routine	Picked up rent from elder	KM
10/4/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/4/2023	Playground	Routine	Cleaned restroom	KM
10/4/2023	Shop	Routine	Inventoried items in storage shed, checked oil in vehicles, emptied trash from back of van and golf cart, put away tools	KM
10/4/2023	Shop	Routine	Unloaded van, put away supplies	SF
10/5/2023	Office	Routine	Hung whiteboard in entryway, put together supply order, did paperwork	SF
10/5/2023	Office	Routine	Moved chairs to back office, brought mail to office, did paperwork	KM
10/5/2023	Shop	Routine	Emptied trash cans and hauled trash to dumpster, took cardboard to recycling, cleaned out van	KM
10/6/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/6/2023	Office	Routine	Watered plants, took table from kitchen to shop, worked on supply order, did paperwork	SF
10/6/2023	Shop	Routine	Removed, repaired, and reinstalled tire on golf cart, checked brakes, emptied trash from golf cart and back of van	KM
10/12/2023	Housing Area	Routine	Dropped off and picked up lawn equipment, delivered paperwork for Resident Services	KM
10/12/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
10/12/2023	Shop	Routine	Helped cut boards for new wall in office, ran compressor and cleaned water trap, worked on inventory, emptied trash from back of van and golf cart	KM

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10/12/2023	Shop	Routine	Unloaded and put away materials, drywall, and siding	SF
10/12/2023	Town	Routine	Picked up materials to build wall in kitchen	SF
10/13/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/13/2023	Shop	Routine	Ran compressor, emptied trash cans, emptied trash from back of van and golf cart, unloaded lawn equipment	KM
10/16/2023	Office	Routine	Took out recycling	KM
10/16/2023	Playground	Routine	Cleaned and restocked restroom	KM
10/16/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor	KM
10/17/2023	Shop	Routine	Cleaned out van, put away tools, loaded supplies, cleaned out shop vacuum	SF
10/18/2023	Shop	Routine	Unloaded van, put away supplies	SF
10/19/2023	Shop	Routine	Loaded and unloaded items from van	SF
10/20/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/20/2023	Housing Area	Routine	Dropped off trailer for landscaper	SF
10/20/2023	Office	Routine	Took trash to dumpster, brought mail to office, did paperwork	KM
10/20/2023	Office	Routine	Watered plants, removed items from dining room	SF
10/20/2023	Shop	Routine	Emptied trash from back of van and golf cart, ran compressor and emptied water traps	KM
10/20/2023	Shop	Routine	Hooked up trailer to truck, put away tools and supplies	SF
10/20/2023	Shop	Routine	Returned trailer to shop after landscaper use	SF
10/23/2023	Office	Routine	Completed paperwork	SF
10/23/2023	Playground	Routine	Cleaned and restocked restroom	KM
10/23/2023	Shop	Routine	Emptied trash from back of van and golf cart, ran compressor and emptied water traps	KM
10/23/2023	Town	Routine	Picked up supplies	SF
10/24/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/24/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/24/2023	Shop	Routine	Cleaned out van, put away tools	SF
10/24/2023	Shop	Routine	Cleaned up work area, emptied trash from golf cart and van, checked oil in lawn equipment, S-10, and Ford truck, put away tools	KM
10/25/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/25/2023	Shop	Routine	Emptied trash from back of golf cart and van, cleaned up work area	KM
10/26/2023	Housing Area	Routine	Posted pest control notices	KM
10/26/2023	Office	Routine	Attended Board meeting	KM
10/26/2023	Office	Routine	Attended Board meeting and completed paperwork	SF
10/26/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/26/2023	Shop	Routine	Emptied trash from golf cart and van, cleaned up around shop, emptied all trash cans	KM
10/26/2023	Shop	Routine	Unloaded file, shelf, and bi-fold doors, loaded up dehumidifiers	SF
10/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/27/2023	Shop	Routine	Emptied trash from golf cart and back of van	KM
10/30/2023	Office	Routine	Checked oil in backup generator, took out recycling, brought mail to office, did paperwork	KM

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10/30/2023	Office	Routine	Completed paperwork	SF
10/30/2023	Playground	Routine	Cleaned and restocked restroom	KM
10/30/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor, emptied trash from back of van and golf cart, put away tools, checked oil in vehicles, organized lawn equipment	KM
10/30/2023	Shop	Routine	Removed the mower deck and installed loaded onto the John Deere, gathered parts for door installation	SF
10/31/2023	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
10/31/2023	Office	Routine	Brought mail to office, completed paperwork	KM
10/31/2023	Office	Routine	Ordered doors, did paperwork	SF
10/31/2023	Shop	Routine	Ran riding lawn mower, loaded up spray tank on golf cart, emptied trash from back of van and golf cart, unloaded and put away lawn equipment, cleaned up	KM
10/31/2023	Shop	Routine	Unloaded van, cleaned up	SF
<b>Groundskeeping</b>				
10/2/2023	Housing Area	Grounds	Trash pickup	KM
10/3/2023	Housing Area	Grounds	Trash pickup	KM
10/4/2023	Housing Area	Grounds	Trash pickup	KM
10/5/2023	Housing Area	Grounds	Trash pickup	KM
10/6/2023	Housing Area	Grounds	Trash pickup	KM
10/12/2023	Housing Area	Grounds	Trash pickup	KM
10/13/2023	Housing Area	Grounds	Trash pickup	KM
10/16/2023	Housing Area	Grounds	Checked on mole traps	SF
10/16/2023	Housing Area	Grounds	Trash pickup	KM
10/20/2023	Housing Area	Grounds	Trash pickup	KM
10/23/2023	Housing Area	Grounds	Hauled brush to burn pile	KM
10/23/2023	Housing Area	Grounds	Trash pickup	KM
10/24/2023	Housing Area	Grounds	Trash pickup	KM
10/25/2023	Housing Area	Grounds	Trash pickup	KM
10/26/2023	Housing Area	Grounds	Trash pickup	KM
10/27/2023	Housing Area	Grounds	Trash pickup	KM
10/30/2023	Housing Area	Grounds	Trash pickup	KM
10/31/2023	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
10/2/2023	Town	Admin	Courier run	KM
10/4/2023	Town	Admin	Courier run	KM
10/5/2023	Town	Admin	Courier run	KM
10/16/2023	Town	Admin	Courier run	KM
10/25/2023	Town	Admin	Courier run	KM
10/26/2023	Town	Admin	Courier run	KM
10/31/2023	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
10/3/2023			Part day PTO	SF

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10/3/2023			Part day PTO	KM
10/9/2023			Indigenous Peoples' Day holiday	SF
10/9/2023			Indigenous Peoples' Day holiday	KM
10/10/2023			PTO	SF
10/10/2023			PTO	KM
10/11/2023			PTO	SF
10/11/2023			PTO	KM
10/16/2023			Part day PTO	KM
10/16/2023			Part day PTO	SF
10/17/2023			PTO	KM
10/18/2023			PTO	KM
10/19/2023			PTO	KM
10/23/2023			Part day PTO	KM
10/23/2023			Part day PTO	SF
10/25/2023			Part day PTO	KM
10/27/2023			Part day PTO	SF
10/31/2023			Part day PTO	SF