

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
11/30/2023	2620B	Vacant Unit	Performed move-in inspection	SF
11/1/2023	2670C	Vacant Unit	Marked out and measured for new light in living room	SF
11/13/2023	2670C	Vacant Unit	Dropped off doors, paint, and primer	SF
11/14/2023	2670C	Vacant Unit	Worked on installing new lights in living room	SF
11/15/2023	2670C	Vacant Unit	Finished electrical wiring for new lights in living room	SF
Work Orders				
11/28/2023	506	Work Order	Performed annual inspection	SF
11/28/2023	510	Work Order	Performed annual inspection	SF
11/28/2023	704	Work Order	Replaced smoke alarm batteries	SF
11/13/2023	708	Work Order	Picked up door from garage and hauled to shop, met with contractor	SF
11/1/2023	709	Work Order	Performed annual inspection, sanded railing for new ramp	SF
11/1/2023	710	Work Order	Hooked up dryer vent	SF
11/1/2023	2602	Work Order	Looked into broken lock on front door	SF
11/13/2023	2603	Work Order	Replaced dishwasher element, kitchen spray diverter, unplugged back gutter	SF
11/2/2023	2605	Work Order	Performed annual inspection	SF
11/27/2023	2605	Work Order	Looked into issue with lock on back door	SF
11/29/2023	2605	Work Order	Replaced sliding glass door lock, installed screen door	SF
11/22/2023	2607	Work Order	Replaced dishwasher element	SF
11/13/2023	2616	Work Order	Replaced heating thermostat in master bedroom	SF
11/21/2023	2616	Work Order	Repaired toilet fill valve	SF
11/29/2023	2616	Work Order	Performed APM inspection, cleaned tub drain, replaced tub stopper, replaced bathroom faucet aerator, replaced burner pans and hood bulb, vacuumed heaters, replaced front door latch and adjusted strikers, replaced smoke alarm batteries	SF
11/29/2023	2631	Work Order	Repaired toilet and porch light	SF
11/28/2023	2639	Work Order	Replaced smoke alarm batteries	SF
11/29/2023	2639	Work Order	Replaced bathroom faucet	SF
11/2/2023	2650	Work Order	Inspected walls for termite activity	SF
11/16/2023	2664	Work Order	Looked into issue with shower valve, replaced shower handle	SF
11/2/2023	2670B	Work Order	Repaired toilet	SF
11/28/2023	2670B	Work Order	Performed annual inspection	SF
11/29/2023	2670D	Work Order	Replaced outlet in living room, GFCI in master bathroom, and GFCI on back deck	SF
11/1/2023	Office	Work Order	Finished and installed new oak countertop in kitchen	SF
11/2/2023	Office	Work Order	Installed kitchen blinds	SF
11/17/2023	Office	Work Order	Prepped living room for paint	SF
11/20/2023	Office	Work Order	Painted living room in office	SF
11/21/2023	Office	Work Order	Textured drywall patch in ceiling, painted walls and ceilings, cleaned up	SF
11/22/2023	Office	Work Order	Finished painting, put things back up on walls, cleaned up, hauled out all paint supplies	SF
11/29/2023	Office	Work Order	Painted trim and door for Lyman's office, touched up paint on ceiling	SF

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Routine Activities				
11/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/1/2023	Office	Routine	Made phone calls, priced supplies, did paperwork	SF
11/1/2023	Shop	Routine	Cleaned up around lawn equipment, checked oil in all mowers, pulled battery from van and cleaned cable ends, emptied trash from back of van and golf cart	KM
11/2/2023	2646D	Routine	Dropped off clean bedding and made the bed	SF
11/2/2023	Housing	Routine	Picked up rent from elder	KM
11/2/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/2/2023	Office	Routine	Took stuff to warehouse, researched tools for termite detection, made phone calls, did paperwork	SF
11/2/2023	Shop	Routine	Cleaned out van, put away items	SF
11/2/2023	Shop	Routine	Installed new battery in van, cleaned, put away tools, emptied trash, swept	KM
11/3/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/3/2023	Shop	Routine	Ran compressor and emptied water trap, emptied trash from back of van, put away tools	KM
11/6/2023	Housing	Routine	Picked up rent from elder and lawn equipment after resident use	KM
11/6/2023	Playground	Routine	Cleaned and restocked restroom	KM
11/6/2023	Shop	Routine	Ran compressor and emptied water trap, emptied trash from back of van, put away tools	KM
11/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/7/2023	Shop	Routine	Emptied trash from back of van and S-10, cleaned work area, swept floor, worked on weed eater	KM
11/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/8/2023	Shop	Routine	Emptied trash from back of van, cleaned shop, loaded and hauled cardboard to recycling bin	KM
11/13/2023	Office	Routine	Took out recycling, brought mail to office, did paperwork	KM
11/13/2023	Office	Routine	Watered plants did paperwork	SF
11/13/2023	Playground	Routine	Cleaned and restocked restroom	KM
11/13/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor, cleaned up, organized tools, emptied trash from back of van and S-10, inventoried tools in van	KM
11/13/2023	Shop	Routine	Met with O'Neills to look into gate sensors, cleaned and organized shop	SF
11/14/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/14/2023	Office	Routine	Completed paperwork	SF
11/14/2023	Shop	Routine	Cleaned shop, organized work areas	SF
11/14/2023	Shop	Routine	Cleaned up around work bench, removed part from weed eater to take to repair shop, emptied trash from back of van, put away tools	KM
11/14/2023	Town	Routine	Fueled van	SF
11/15/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/15/2023	Shop	Routine	Emptied trash from back of van, loaded flat bed cart with sprayer, finished inventory of tools, cleaned up, swept floors	KM
11/15/2023	Shop	Routine	Worked on cleaning and organizing warehouse, took fencing to 2666 garage, installed recycling bin out front	SF

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11/16/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/16/2023	Office	Routine	Completed paperwork	SF
11/16/2023	Shop	Routine	Cleaned up and organized, vacuumed the floors and concrete	SF
11/16/2023	Shop	Routine	Emptied trash from back of van and S-10, cleaned lawn equipment area	KM
11/17/2023	Housing	Routine	Dropped off lawn equipment for resident use	KM
11/17/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/17/2023	Shop	Routine	Ran compressor and emptied water trap, emptied trash from back of van, put away tools	KM
11/17/2023	Town	Routine	Went to town for paint, supplies, and propane	SF
11/20/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/20/2023	Playground	Routine	Cleaned and restocked restroom	KM
11/20/2023	Shop	Routine	Checked fluid level in golf cart, ran compressor, emptied trash from back of van and S-10	KM
11/21/2023	Housing	Routine	Picked up rent from elder	KM
11/21/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/21/2023	Shop	Routine	Emptied trash from back of van	KM
11/21/2023	Town	Routine	Fueled van, picked up supplies	KM
11/21/2023	Town	Routine	Took box van in for oil change	SF
11/22/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/22/2023	Shop	Routine	Emptied trash from back of van and S-10, organized tools, swept shop	KM
11/27/2023	Housing	Routine	Picked up lawn equipment after resident use	KM
11/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/27/2023	Office	Routine	Replaced flags, ordered appliances, reinstalled blinds and curtains after painting, hauled shelving to warehouse, did paperwork	SF
11/27/2023	Playground	Routine	Cleaned and restocked restroom	KM
11/27/2023	Shop	Routine	Ran compressor and emptied water trap, helped with shelving, cleaned up around mowers, emptied trash from back of van, put away tools	KM
11/27/2023	Shop	Routine	Uncrated and built new shelving, put away items, cut rubber matting for the shelving, unloaded and put away materials from van	SF
11/28/2023	Housing	Routine	Dropped off lawn equipment for resident use	KM
11/28/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/28/2023	Office	Routine	Hung holiday lights, put together an order, brought holiday decorations from warehouse	SF
11/28/2023	Shop	Routine	Organized work areas, emptied trash from back of van and S-10, worked on repairing lawn mowers	KM
11/28/2023	Shop	Routine	Worked on organizing and cleaning, unloaded van, loaded holiday decorations, finished cutting mats for shelving	SF
11/29/2023	Housing	Routine	Dropped off and picked up lawn equipment after resident use	KM
11/29/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/29/2023	Office	Routine	Completed paperwork	SF
11/29/2023	Shop	Routine	Cleaned and organized work areas	SF
11/29/2023	Shop	Routine	Worked on lawn equipment, organized work areas, emptied trash from back of van and S-10	KM

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11/30/2023	Housing	Routine	Picked up lawn equipment after resident use	KM
11/30/2023	Office	Routine	Brought mail to office, completed paperwork	KM
11/30/2023	Shop	Routine	Emptied trash from back of van and S-10, organized shop area	KM
11/30/2023	Shop	Routine	Put together shelving, cut blocks for hose bibs, put away tools	SF
Groundskeeping				
11/1/2023	Housing	Grounds	Trash pickup	KM
11/2/2023	Housing	Grounds	Trash pickup	KM
11/3/2023	Housing	Grounds	Trash pickup	KM
11/6/2023	Housing	Grounds	Trash pickup	KM
11/7/2023	Housing	Grounds	Trash pickup	KM
11/8/2023	Housing	Grounds	Trash pickup	KM
11/13/2023	Housing	Grounds	Trash pickup	KM
11/14/2023	Housing	Grounds	Trash pickup	KM
11/15/2023	Housing	Grounds	Trash pickup	KM
11/16/2023	Housing	Grounds	Trash pickup	KM
11/17/2023	Housing	Grounds	Trash pickup	KM
11/20/2023	Housing	Grounds	Trash pickup	KM
11/21/2023	Housing	Grounds	Trash pickup	KM
11/22/2023	Housing	Grounds	Trash pickup	KM
11/27/2023	Housing	Grounds	Trash pickup	KM
11/28/2023	Housing	Grounds	Trash pickup	KM
11/29/2023	Housing	Grounds	Trash pickup	KM
11/30/2023	Housing	Grounds	Trash pickup	KM
11/16/2023	Shop	Grounds	Sprayed weeds around shop yard and storage lot	KM
11/20/2023	Shop	Grounds	Sprayed weeds around shop yard and storage lot	KM
11/21/2023	Shop	Grounds	Sprayed weeds around shop yard	KM
Admin Support				
11/1/2023	Town	Admin	Courier run	KM
11/3/2023	Town	Admin	Courier run	KM
11/6/2023	Town	Admin	Courier run	KM
11/7/2023	Town	Admin	Courier run	KM
11/8/2023	Town	Admin	Courier run	KM
11/14/2023	Town	Admin	Courier run	KM
11/16/2023	Town	Admin	Courier run	KM
11/17/2023	Town	Admin	Courier run	KM
11/27/2023	Town	Admin	Courier run	KM
11/29/2023	Town	Admin	Courier run	KM
11/30/2023	Town	Admin	Courier run	KM
Staff Time Off				
11/3/2023			PTO	SF
11/6/2023			Part day PTO	KM
11/6/2023			PTO	SF
11/7/2023			Part day PTO	KM

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11/7/2023			PTO	SF
11/8/2023			Part day PTO	KM
11/8/2023			PTO	SF
11/9/2023			PTO	KM
11/9/2023			PTO	SF
11/10/2023			Veteran's Day holiday	KM
11/10/2023			Veteran's Day holiday	SF
11/14/2023			Part day PTO	SF
11/16/2023			Part day PTO	SF
11/20/2023			Part day PTO	SF
11/22/2023			Thanksgiving admin leave	SF
11/22/2023			Thanksgiving admin leave	KM
11/23/2023			Thanksgiving holiday	KM
11/23/2023			Thanksgiving holiday	SF
11/24/2023			Thanksgiving holiday	KM
11/24/2023			Thanksgiving holiday	SF
11/30/2023			Part day PTO	SF