

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/11/2023	708	Vacant Unit	Met with contractor to install drain lines, gathered supplies, made list of materials needed, brought pump and hose down to drain water away from foundation	SF
12/12/2023	708	Vacant Unit	Dropped off materials and check on work being done, took measurements of pipe in the ground	SF
12/15/2023	2651	Vacant Unit	Took water tank to unit for contractor use	KM
12/20/2023	2651	Vacant Unit	Loaded up bifold doors and stove, took to warehouse	SF
12/6/2023	2666	Vacant Unit	Adjusted front door lock to work properly, replaced all shut off valve rubber seals, turned on water and checked for leaks, hauled boxes and packaging to shop	SF
12/14/2023	2666	Vacant Unit	Walked through unit with Platter	SF
12/28/2023	2666	Vacant Unit	Met with contractor	SF
12/5/2023	2670C	Vacant Unit	Drained and removed water heater for flooring replacement	SF
12/12/2023	2670C	Vacant Unit	Met with contractor to check on work being done	SF
12/14/2023	2670C	Vacant Unit	Walked through unit with Platter	SF
12/18/2023	2670C	Vacant Unit	Unloaded tools, began cleaning outlet plates, light switch covers, and closet hardware	KM
12/19/2023	2670C	Vacant Unit	Installed shelving brackets and door hardware, cleaned cover plates, packed up tools	KM
12/20/2023	2670C	Vacant Unit	Cleared tools for cleaning contractor, reinstalled cover plates and shelving brackets	KM
12/20/2023	2670C	Vacant Unit	Installed water heater, prepped for cleaning, rebuilt kitchen faucet and replaced sprayer, met with cleaning contractor, hooked up a pump under unit to remove water	SF
12/21/2023	2670C	Vacant Unit	Put items back in to unit after cleaning	SF
12/24/2023	2670C	Vacant Unit	Reinstalled cover and switch plates, and door hardware	KM
12/27/2023	2670C	Vacant Unit	Put items back together	SF
Work Orders				
12/20/2023	506	Work Order	Performed interior APM inspection, replaced broken threshold cap, rebuilt kitchen faucet, cleaned gutters, replaced stove drip pans	SF
12/11/2023	510	Work Order	Performed interior APM inspection, rebuilt kitchen faucet, replaced spray diverter, replaced tub caulking, replaced toilet wax seal	SF
12/7/2023	520	Work Order	Cleaned debris from gutters	SF
12/13/2023	709	Work Order	Checked on drain work being done	SF
12/7/2023	2602	Work Order	Met with contractor for repairs to HVAC, cleaned gutters, removed moss from unit and shed, blew debris from around heat pump	SF
12/6/2023	2605	Work Order	Met with flooring contractor for measurements	SF
12/12/2023	2607	Work Order	Installed new dishwasher, replaced tub spout in hall bathroom	SF
12/1/2023	2608	Work Order	Loaded up cabinets from garage	SF
12/8/2023	2608	Work Order	Loaded shelving, doors, cabinets, sliding door, and stove	SF

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12/5/2023	2614	Work Order	Performed annual inspection	SF
12/13/2023	2616	Work Order	Performed interior APM inspection, cleaned bedroom wall and window sills, painted bedroom wall and around windows, cleaned and painted wall in bathroom and spots on ceiling, cleaned tub drains and replaced stopper, replaced bathroom faucet aerator, replaced burner pans and range hood bulbs, replaced front door latch and adjusted striker, replaced smoke alarm batteries,	SF
12/14/2023	2620	Work Order	Cleaned all gutters	SF
12/3/2023	2620B	Work Order	Worked on unplugging drain line for kitchen sink	SF
12/4/2023	2620B	Work Order	Removed doors for utility room and took to shop, picked up dehumidifier, checked on plumbing issue with sink drain, called and met Roto Rooter to work on drain	SF
12/11/2023	2624	Work Order	Installed new showerhead	SF
12/4/2023	2628	Work Order	Performed annual inspection	SF
12/18/2023	2628	Work Order	Performed interior APM inspection, replaced bathroom vent fans, wired in humidity sensors, replaced dishwasher heating element, repaired toilet and bathroom faucet	SF
12/14/2023	2670	Work Order	Gathered pump hose and cord to pump water from under unit, monitored progress	SF
12/21/2023	2670B	Work Order	Performed interior APM inspection	SF
Routine Activities				
12/1/2023	Housing Area	Routine	Posted pest control flyers	KM
12/1/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/1/2023	Office	Routine	Watered plants, placed supply order, completed paperwork	SF
12/1/2023	Shop	Routine	Ran compressor, cleaned work area, emptied trash from back of	KM
12/1/2023	Shop	Routine	Unloaded van, finished cleaning up woodworking area, hauled exterior door to unit	SF
12/3/2023	Office	Routine	Removed flags due to broken clip	SF
12/3/2023	Shop	Routine	Unloaded cabinets from van	SF
12/4/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
12/4/2023	Housing Area	Routine	Picked up rent from elders	KM
12/4/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/4/2023	Office	Routine	Researched parts, completed paperwork	SF
12/4/2023	Shop	Routine	Swept floors, emptied trash from back of van and S-10, ran compressor and emptied water traps	KM
12/4/2023	Shop	Routine	Unloaded van, put away supplies	SF
12/5/2023	Housing Area	Routine	Picked up rent from elders	SF
12/5/2023	Office	Routine	Installed new security door on generator shed, researched parts, hauled supply order to shop	SF
12/5/2023	Shop	Routine	Unloaded van, put away supply order, repaired dehumidifier, unloaded lawn equipment, organized work area	SF

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12/6/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/6/2023	Office	Routine	Researched bathroom fans and humidity sensors, did paperwork	SF
12/6/2023	Shop	Routine	Sorted through cabinets from 2608, sorted supplies and put on pallets to go upstairs	SF
12/6/2023	Town	Routine	Picked up supplies	SF
12/7/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/7/2023	Office	Routine	Completed paperwork	SF
12/7/2023	Shop	Routine	Cleaned up, hauled trash to dumpster, sorted through supplies	SF
12/7/2023	Shop	Routine	Emptied trash from back of van and S-10, put away tools, cleaned up, checked oil in mowers	KM
12/8/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/8/2023	Office	Routine	Put together a supply order, watered plants, and completed	SF
12/8/2023	Shop	Routine	Put S-10 in shop, ran compressor, cleaned work area, emptied trash from back of van, hauled trash to dumpster	KM
12/8/2023	Shop	Routine	Unloaded items from 2608	SF
12/11/2023	Office	Routine	Checked oil in backup generator, made list of addresses that have long lawns, brought mail to office, completed paperwork	KM
12/11/2023	Office	Routine	Researched products, completed paperwork	SF
12/11/2023	Playground	Routine	Cleaned and restocked restroom	KM
12/11/2023	Shop	Routine	Ran compressor, cleaned work area, emptied trash from back of	KM
12/11/2023	Shop	Routine	Unloaded cabinets, appliances, and sliding glass door from van, met delivery driver	SF
12/11/2023	Town	Routine	Picked up supplies	SF
12/12/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/12/2023	Office	Routine	Researched products, completed paperwork	SF
12/12/2023	Playground	Routine	Cleaned and restocked restroom	KM
12/12/2023	Shop	Routine	Emptied trash from back of van, put away tools, cleaned up around lawn equipment, loaded trash cans	KM
12/12/2023	Shop	Routine	Unloaded and loaded van, cleaned up work areas, put away tools	SF
12/13/2023	Housing Area	Routine	Picked up paperwork from elder	KM
12/13/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/13/2023	Office	Routine	Completed paperwork	SF
12/13/2023	Shop	Routine	Emptied trash from back of van and S-10, loaded tools, swept shop	KM
12/13/2023	Shop	Routine	Worked on cleaning up, moved cabinets and materials upstairs	SF
12/14/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/14/2023	Office	Routine	Attended Board meeting, completed paperwork	SF
12/14/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/14/2023	Shop	Routine	Emptied trash from back of van, loaded tools, cleaned up around lawn equipment	KM
12/14/2023	Shop	Routine	Unloaded van, put away tools and supplies, cleaned up, set out chairs for Board solar project tour	SF

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12/15/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/15/2023	Office	Routine	Watered plants, completed paperwork	SF
12/15/2023	Shop	Routine	Put away items, cleaned up	SF
12/15/2023	Shop	Routine	Ran compressor, cleaned work area, emptied trash from back of	KM
12/18/2023	Office	Routine	Checked oil in backup generator, made list of addresses that have long lawns, brought mail to office, completed paperwork	KM
12/18/2023	Office	Routine	Completed paperwork	SF
12/18/2023	Playground	Routine	Cleaned and restocked restroom	KM
12/18/2023	Shop	Routine	Checked fluid level on golf cart, ran compressor, emptied trash from back of van and S-10	KM
12/18/2023	Shop	Routine	Put away items, loaded supplies into van	SF
12/19/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/19/2023	Office	Routine	Completed paperwork	SF
12/19/2023	Shop	Routine	Emptied trash from back of van, loaded tools and supplies	KM
12/20/2023	Housing Area	Routine	Adjusted mailbox light	SF
12/20/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/20/2023	Office	Routine	Made phone calls, completed paperwork	SF
12/20/2023	Shop	Routine	Emptied trash from back of van, loaded supplies and tools	KM
12/20/2023	Shop	Routine	Unloaded van, met delivery driver	SF
12/21/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/21/2023	Office	Routine	Completed paperwork	SF
12/21/2023	Shop	Routine	Put away supplies	SF
12/24/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/24/2023	Shop	Routine	Emptied trash from back of van, loaded supplies	KM
12/27/2023	Office	Routine	Brought mail to office, completed paperwork	KM
12/27/2023	Shop	Routine	Checked oil in van and S-10, emptied trash from back of van and S-10, cleaned work area	KM
12/27/2023	Shop	Routine	Worked on cleaning up and organizing materials, took dump trailer to burn pile, took out trash	SF
12/28/2023	Office	Routine	Checked oil in backup generator, brought mail to office, did	KM
12/28/2023	Office	Routine	Researched products, completed paperwork	SF
12/28/2023	Shop	Routine	Cleaned yard, put away tools, helped adjust roll up door	KM
12/28/2023	Shop	Routine	Lubed garage doors, organized and cleaned up, lubed air compressor parts	SF
12/28/2023	Town	Routine	Picked up paint and primer	SF
Groundskeeping				
12/1/2023	Housing Area	Grounds	Trash pickup	KM
12/4/2023	Housing Area	Grounds	Trash pickup	KM
12/7/2023	Housing Area	Grounds	Trash pickup	KM
12/8/2023	Housing Area	Grounds	Trash pickup	KM
12/11/2023	Housing Area	Grounds	Trash pickup	KM

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12/12/2023	Housing Area	Grounds	Trash pickup	KM
12/13/2023	Housing Area	Grounds	Trash pickup	KM
12/14/2023	Housing Area	Grounds	Trash pickup	KM
12/15/2023	Housing Area	Grounds	Trash pickup	KM
12/18/2023	Housing Area	Grounds	Trash pickup	KM
12/19/2023	Housing Area	Grounds	Trash pickup	KM
12/20/2023	Housing Area	Grounds	Trash pickup	KM
12/21/2023	Housing Area	Grounds	Trash pickup	KM
12/27/2023	Housing Area	Grounds	Trash pickup	KM
12/28/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/4/2023	Town	Admin	Courier run	KM
12/7/2023	Town	Admin	Courier run	KM
12/15/2023	Town	Admin	Courier run	KM
12/27/2023	Town	Admin	Courier run	KM
Staff Time Off				
12/5/2023			PTO	KM
12/6/2023			Part day PTO	KM
12/7/2023			Part day PTO	SF
12/7/2023			Part day PTO	KM
12/12/2023			Part day PTO	KM
12/13/2023			Part day PTO	SF
12/15/2023			Part day PTO	SF
12/19/2023			Part day PTO	SF
12/22/2023			Admin leave for Christmas holidays	SF
12/22/2023			Admin leave for Christmas holidays	KM
12/25/2023			Christmas Eve holiday (observed)	SF
12/25/2023			Christmas Eve holiday (observed)	KM
12/26/2023			Christmas holiday (observed)	SF
12/26/2023			Christmas holiday (observed)	KM
12/27/2023			Part day PTO	SF
12/28/2023			Part day PTO	SF
12/29/2023			Admin leave for New Year's Day holiday	SF
12/29/2023			Admin leave for New Year's Day holiday	KM