

**Coquille Indian Housing Authority
Maintenance Report
January 2024**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/2/2024	2666	Vacant Unit	Tried to troubleshoot issue with furnace, called electrician, worked on garage door and lock, dropped off paint and primer	SF
1/3/2024	2666	Vacant Unit	Checked on tripped furnace breaker and contractor progress	SF
1/4/2024	2666	Vacant Unit	Delivered sliding glass door	SF
1/5/2024	2666	Vacant Unit	Removed units of fencing from garage and hauled to warehouse, took unit of underlayment to garage	SF
1/8/2024	2666	Vacant Unit	Met with electrical contractor about furnace	SF
1/10/2024	2666	Vacant Unit	Took forklift down to pick up underlayment, took doors to contractor	SF
1/11/2024	2666	Vacant Unit	Checked on contractor, dropped off supplies	SF
1/24/2024	2666	Vacant Unit	Gathered list of supplies needed	SF
1/25/2024	2666	Vacant Unit	Met with contractor, made list of supplies needed	SF
1/3/2024	2670C	Vacant Unit	Cleaned and reinstalled outlet and switch plate covers, cleaned back of cabinets	KM
1/3/2024	2670C	Vacant Unit	Removed supplies from home, opened unit for cleaning contractor	SF
1/4/2024	2670C	Vacant Unit	Cleaned shelf brackets and cover plates, installed outlets in livingroom, loaded unneeded tools into van	KM
1/4/2024	2670C	Vacant Unit	Finished putting things back together	SF
1/8/2024	2670C	Vacant Unit	Removed bathroom counter from master bath, stripped off laminate, sanded and installed new laminate, routed edges	SF
1/9/2024	2670C	Vacant Unit	Installed master bath sink, counter, and backsplash	SF
1/9/2024	2670C	Vacant Unit	Moved tools around, cleaned back side of cabinets	KM
1/10/2024	2670C	Vacant Unit	Replaced light switches, installed humidity sensors and removed counter and sink in hall bathroom, installed new laminate, cut tiles for backsplash	SF
1/11/2024	2670C	Vacant Unit	Installed countertop, sink, and tile backsplash, caulked tub	SF
1/16/2024	2670C	Vacant Unit	Cleaned up, returned tools to van	KM
1/17/2024	2670C	Vacant Unit	Cleaned all lower cabinets, loaded tools into van	KM
1/17/2024	2670C	Vacant Unit	Pulled toilet to replace seal, installed mirror, spackled areas needed, replaced light switches, cleaned up, checked over unit	SF
1/18/2024	2670C	Vacant Unit	Finished cleaning lower cabinets and bathrooms, took all tools to van	KM
1/18/2024	2670C	Vacant Unit	Pumped out under unit	SF
1/19/2024	2670C	Vacant Unit	Wiped down counters, touched up paint, replaced exterior bulbs and cleaned globes, programmed new remote for garage door, reset timer for lights, swept out and cleaned garage, final walkthrough, checked mailbox locks; ready for occupancy	SF
Work Orders				
1/3/2024	502	Work Order	Replaced toilet seat	SF
1/16/2024	514	Work Order	Performed annual inspection	SF
1/16/2024	518	Work Order	Performed annual inspection	SF
1/31/2024	520	Work Order	Replaced GFCI in kitchen, tightened kitchen faucet	SF

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1/4/2024	704	Work Order	Performed interior APM inspection, removed and replaced range hood, replaced drip bowls on stove, replaced front door latch	SF
1/17/2024	709	Work Order	Crawled under unit to check on pump, set up additional pump	SF
1/18/2024	709	Work Order	Crawled under home to check pump, removed pump, picked up hose and cord	SF
1/8/2024	2603	Work Order	Replaced dishwasher	SF
1/9/2024	2607	Work Order	Performed annual inspection	SF
1/11/2024	2611	Work Order	Performed annual inspection	SF
1/24/2024	2613	Work Order	Performed annual inspection	SF
1/9/2024	2617	Work Order	Performed annual inspection	SF
1/9/2024	2620C	Work Order	Performed annual inspection	SF
1/9/2024	2620C	Work Order	Removed loose downspout	SF
1/9/2024	2620C	Work Order	Replaced and secured downspout	SF
1/16/2024	2620D	Work Order	Performed annual inspection, replaced oven bulb and smoke alarm battery	SF
1/16/2024	2646A	Work Order	Performed annual inspection	SF
1/26/2024	2646A	Work Order	Performed APM inspection, replaced range hood filter and drip bowls, replaced a GFCI in kitchen	SF
1/3/2024	2650	Work Order	Met with resident and pest control contractor	SF
1/16/2024	2650	Work Order	Performed annual inspection, weedeated along foundation	SF
1/22/2024	2650	Work Order	Removed master bathroom vanity and countertop, removed drywall from bathroom wall, inspected for termite activity, installed drywall	SF
1/23/2024	2650	Work Order	Removed bathroom vanity and unhooked sink for pest control to treat wall, removed and installed new bathroom vent fans and all new ducting, patched drywall in bathroom ceiling, finished drywall installation, met with pest control, cleaned up	SF
1/25/2024	2650	Work Order	Worked on drywall patches in bathrooms	SF
1/31/2024	2650	Work Order	Worked on drywall patches in bathrooms	SF
Routine Activities				
1/2/2024	Housing Area	Routine	Picked up rent checks from elders, repaired little library glass	SF
1/2/2024	Office	Routine	Made phone calls, rekeyed two exterior locks, replaced deadbolt on back office door	SF
1/2/2024	Shop	Routine	Worked on clean up, brought down stand lights to repair and replaced bulbs, researched locks, repaired lock on restroom door	SF
1/3/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/3/2024	Office	Routine	Researched products, completed paperwork	SF
1/3/2024	Playground	Routine	Cleaned and restocked restroom	KM
1/3/2024	Shop	Routine	Emptied trash from back of van, put away tools	KM
1/3/2024	Shop	Routine	Met with Pacific Air Comfort for maintenance, met Home Depot for delivery of underlayment	SF
1/3/2024	Shop	Routine	Ran compressor and emptied water traps	KM

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1/4/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/4/2024	Office	Routine	Completed paperwork	SF
1/4/2024	Shop	Routine	Cleaned out van to make room for sliding glass door	SF
1/4/2024	Shop	Routine	Emptied trash from back of van and S-10, loaded supplies, put away tools	KM
1/4/2024	Town	Routine	Picked up sliding glass door	SF
1/5/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/5/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/5/2024	Office	Routine	Watered plants, completed paperwork, hauled holiday decorations out of office, met with Marcy	SF
1/5/2024	Shop	Routine	Met C & S Fire Services for extinguisher inspections, emptied trash from back of van, unloaded mowers	KM
1/5/2024	Shop	Routine	Unloaded holiday decorations, put away supplies	SF
1/8/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/8/2024	Office	Routine	Relocated whiteboard in Lyman's office	SF
1/8/2024	Playground	Routine	Cleaned and restocked restroom	KM
1/8/2024	Shop	Routine	Ran compressor, checked fluid level on golf cart, emptied trash from back of van, unloaded lawn equipment from S-10, cleaned up around shop, checked oil in vehicles, made a list of supplies needed	KM
1/9/2024	Office	Routine	Loaded boxes to go to shop, moved chairs to Projects office, brought mail to office, completed paperwork	KM
1/9/2024	Shop	Routine	Cut tile, cleaned up work area, removed and repaired restroom lock	SF
1/9/2024	Shop	Routine	Emptied trash from back of van and S-10, cleaned up work areas	KM
1/10/2024	Housing Area	Routine	Picked up Christmas trees	SF
1/10/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/10/2024	Office	Routine	Completed paperwork	SF
1/10/2024	Shop	Routine	Cleaned up around shop	KM
1/10/2024	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
1/10/2024	Town	Routine	Picked up flooring samples, door, paint, and propane for forklift	SF
1/11/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/11/2024	Office	Routine	Completed paperwork	SF
1/11/2024	Shop	Routine	Emptied trash from back of van, cleaned out back of S-10, helped gather items for Winter Gathering outreach	KM
1/11/2024	Town	Routine	Picked up supplies for contractors	SF
1/12/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/12/2024	Office	Routine	Watered plants, researched doors and flooring, dropped off flooring samples to 2605, replaced back porch light bulb	SF
1/12/2024	Shop	Routine	Cleaned up, put van inside shop, emptied trash from back of van and golf cart, unloaded and put away tools	KM
1/16/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/16/2024	Office	Routine	Brought mail to office, completed paperwork	KM

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1/16/2024	Office	Routine	Removed lights from office, completed paperwork	SF
1/16/2024	Playground	Routine	Cleaned and restocked restroom	KM
1/16/2024	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van, unloaded lawn equipment from S-10	KM
1/16/2024	Shop	Routine	Loaded up tools, met delivery driver, unloaded extension ladder, put away items	SF
1/17/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/17/2024	Office	Routine	Completed paperwork	SF
1/17/2024	Shop	Routine	Emptied trash from back of van and S-10, cleaned up work areas	KM
1/17/2024	Shop	Routine	Put away materials and tools	SF
1/17/2024	Town	Routine	Picked up supplies and fueled van	SF
1/18/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/18/2024	Office	Routine	Made phone calls, completed paperwork	SF
1/18/2024	Shop	Routine	Emptied trash from back of van and S-10, unloaded and put away tools	KM
1/18/2024	Shop	Routine	Loaded trash cans and took them to dumpster to empty, took Christmas trees to burn pile	SF
1/18/2024	Shop	Routine	Did procurement for trash pump and parts	SF
1/18/2024	Town	Routine	Went to get hoses built for trash pump	SF
1/19/2024	2670	Routine	Checked pump and pumped water from under unit	SF
1/19/2024	Office	Routine	Completed paperwork	SF
1/19/2024	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
1/19/2024	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
1/22/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/22/2024	Playground	Routine	Cleaned and restocked restroom	KM
1/22/2024	Shop	Routine	Loaded up supplies and materials, cleaned out van, put away tools	SF
1/22/2024	Shop	Routine	Ran compressor, checked fluid level in golf cart, emptied trash from back of van, unloaded lawn equipment from S-10	KM
1/22/2024	Town	Routine	Picked up supplies	SF
1/23/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/23/2024	Office	Routine	Completed paperwork	SF
1/23/2024	Shop	Routine	Checked oil in vehicles and riding lawn mowers, emptied trash from back of van and S-10, cleaned up around shop	KM
1/23/2024	Shop	Routine	Cleaned out van	SF
1/24/2024	2670	Routine	Set up pump to remove water under unit	SF
1/24/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/24/2024	Office	Routine	Put together supply order, completed paperwork	SF
1/24/2024	Shop	Routine	Cleaned out van and put away supplies and tools, loaded pumps and hoses, installed fittings for the hoses, cleaned up	SF
1/24/2024	Shop	Routine	Unloaded and put away items from back of S-10, cleaned up, emptied trash from van and S-10, put away tools	KM
1/25/2024	Housing Area	Routine	Posted pest control notices	KM

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1/25/2024	Office	Routine	Attended Board meeting, brought mail to office, completed paperwork	KM
1/25/2024	Office	Routine	Attended Board meeting, brought mail to office, completed paperwork	SF
1/25/2024	Shop	Routine	Cleaned up, took boxes upstairs from golf cart, emptied trash from van and S-10	KM
1/25/2024	Shop	Routine	Unloaded and put away items from van	SF
1/26/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/26/2024	Office	Routine	Loaded totes to go to shop, brought mail to office, completed paperwork	KM
1/26/2024	Office	Routine	Watered plants, completed paperwork	SF
1/26/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
1/26/2024	Shop	Routine	Did procurement for doors	SF
1/29/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/29/2024	Playground	Routine	Cleaned and restocked restroom	KM
1/29/2024	Shop	Routine	Checked fluid level in golf cart, emptied trash from back of van, unloaded lawn equipment from S-10	KM
1/29/2024	Shop	Routine	Checked oil in mowers, ran compressor and cleaned water traps, installed new batteries in thermostats	KM
1/31/2024	2670	Routine	Set up pumps to pump water under building, worked on trash pump	SF
1/31/2024	Housing Area	Routine	Delivered letters for Resident Services	KM
1/31/2024	Housing Area	Routine	Picked up rent from elder	KM
1/31/2024	Office	Routine	Brought mail to office, completed paperwork	KM
1/31/2024	Office	Routine	Made phone calls, completed paperwork	SF
1/31/2024	Shop	Routine	Cleaned out van, loaded tools and supplies, put away items	SF
1/31/2024	Shop	Routine	Emptied trash from back of van and golf cart	KM
Projects				
1/31/2024	2608	Project	Met with contractor, checked on progress	SF
1/11/2024	2651	Project	Dropped off materials for contractor	SF
Groundskeeping				
1/3/2024	Housing Area	Grounds	Trash pickup	KM
1/4/2024	Housing Area	Grounds	Trash pickup	KM
1/5/2024	Housing Area	Grounds	Trash pickup	KM
1/8/2024	Housing Area	Grounds	Trash pickup	KM
1/9/2024	Housing Area	Grounds	Trash pickup	KM
1/10/2024	Housing Area	Grounds	Trash pickup	KM
1/11/2024	Housing Area	Grounds	Trash pickup	KM
1/12/2024	Housing Area	Grounds	Trash pickup	KM
1/16/2024	Housing Area	Grounds	Trash pickup	KM
1/17/2024	Housing Area	Grounds	Trash pickup	KM
1/18/2024	Housing Area	Grounds	Trash pickup	KM
1/19/2024	Housing Area	Grounds	Trash pickup	KM
1/22/2024	Housing Area	Grounds	Trash pickup	KM

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1/23/2024	Housing Area	Grounds	Trash pickup	KM
1/24/2024	Housing Area	Grounds	Trash pickup	KM
1/25/2024	Housing Area	Grounds	Trash pickup	KM
1/26/2024	Housing Area	Grounds	Trash pickup	KM
1/29/2024	Housing Area	Grounds	Trash pickup	KM
1/30/2024	Housing Area	Grounds	Trash pickup	KM
1/31/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/3/2024	Town	Admin	Courier run	KM
1/5/2024	Town	Admin	Courier run	KM
1/10/2024	Town	Admin	Courier run	KM
1/11/2024	Town	Admin	Courier run	KM
1/12/2024	Town	Admin	Courier run	KM
1/19/2024	Town	Admin	Courier run	KM
1/24/2024	Town	Admin	Courier run	KM
1/25/2024	Town	Admin	Courier run	KM
1/26/2024	Town	Admin	Courier run	KM
1/31/2024	Town	Admin	Courier run	KM
Staff Time Off				
1/1/2024			New Year's Day holiday	KM
1/1/2024			New Year's Day holiday	SF
1/2/2024			PTO	KM
1/3/2024			Part day PTO	SF
1/9/2024			Part day PTO	SF
1/10/2024			Part day PTO	KM
1/11/2024			Part day PTO	KM
1/15/2024			Martin Luther King, Jr. holiday	KM
1/15/2024			Martin Luther King, Jr. holiday	SF
1/18/2024			Part day PTO	KM
1/22/2024			Part day PTO	KM
1/24/2024			Part day PTO	KM
1/29/2024			PTO	SF
1/30/2024			Part day PTO	KM
1/30/2024			PTO	SF
1/31/2024			Part day PTO	KM