

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
2/1/2024	2666	Vacant Unit	Met with contractor, looked into water heater replacement, measured for countertop, dropped off supplies and door	SF
2/5/2024	2666	Vacant Unit	Worked on replacing light fixtures and some outlets and switches, widened the entrance for the water heater, installed and rekeyed new door locks, replaced front door seal	SF
2/6/2024	2666	Vacant Unit	Worked on prep for reoccupancy	SF
2/7/2024	2666	Vacant Unit	Removed bathroom fans, replaced hall fan, removed and replaced outlets and switches, cut out closet area to remove water heater, removed water heater, cleaned up	SF
2/8/2024	2666	Vacant Unit	Cleaned up, removed tools and supplies, checked unit for additional items that need completed, replaced light switches in kitchen	SF
2/12/2024	2666	Vacant Unit	Hauled appliances from home and materials from garage to the shop, installed three new light fixtures	SF
2/12/2024	2666	Vacant Unit	Removed window screens	KM
2/13/2024	2666	Vacant Unit	Cleaned, repaired, or built new screens, cleaned up work area	KM
2/13/2024	2666	Vacant Unit	Replaced outlets in kitchen, repaired drywall in bedroom ceiling, replaced light	SF
2/14/2024	2666	Vacant Unit	Finished rebuilding screens, cleaned up	KM
2/15/2024	2666	Vacant Unit	Removed utility room fan to clean, worked on drywall repairs on bedroom ceiling, replaced outlets in utility room	SF
2/20/2024	2666	Vacant Unit	Worked on kitchen lighting	SF
2/21/2024	2666	Vacant Unit	Installed new bathroom vent fan and ducting in master bath, unloaded materials for the contractor	SF
2/22/2024	2666	Vacant Unit	Installed box, ran wiring, and installed new kitchen light fixture, cleaned floors, removed trash, cleaned up	SF
2/23/2024	2666	Vacant Unit	Hauled items from garage, worked on drywall, cleaned up	SF
2/27/2024	2666	Vacant Unit	Measured out and drilled holes in living room ceiling, ran wiring for recessed lights, sanded and textured bedroom ceiling, repaired drywall in master bedroom	SF
2/28/2024	2666	Vacant Unit	Worked on drywall repairs, painted and primed bedroom ceiling, installed new light fixture in bedroom, cleaned up, installed air grills above bedrooms, cut out and framed in for grill in utility room, installed cover plates, vacuumed floors	SF
2/29/2024	2666	Vacant Unit	Walked through unit to make list of supplies needed, measured windows for blinds	SF
<b>Work Orders</b>				
2/21/2024	512	Work Order	Performed annual inspection	SF
2/15/2024	514	Work Order	Performed interior APM inspection	SF
2/8/2024	518	Work Order	Replaced refrigerator, swapped door swing on refrigerator, performed interior APM inspection, repaired and replaced livingroom outlet	SF

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2/21/2024	707	Work Order	Performed annual inspection	SF
2/22/2024	2605	Work Order	Met with resident and contractor about flooring	SF
2/29/2024	2605	Work Order	Met flooring contractor, helped unload flooring	SF
2/15/2024	2607	Work Order	Repaired sliding glass door handle, replaced sink stopper	SF
2/23/2024	2607	Work Order	Set up pump and generator to pump from under home, picked up pump later and returned it to the shop	SF
2/26/2024	2607	Work Order	Pumped water from under unit, installed hardware cloth in several spots under floor to keep rodents out, tried to pull plastic back into place, checked foundation screens	SF
2/13/2024	2611	Work Order	Performed interior APM inspection, cleaned refrigerator coils, tightened hinges on door, replaced GFCI, replaced stove drip bowls	SF
2/16/2024	2616	Work Order	Checked on leak, turned off water heater	SF
2/6/2024	2620C	Work Order	Performed interior APM inspection, replaced hall bath aerator	SF
2/26/2024	2624	Work Order	Performed annual inspection	SF
2/21/2024	2627	Work Order	Performed annual inspection	SF
2/22/2024	2627	Work Order	Performed interior APM inspection, worked on crawl space cover, set up pump and hose to remove water under unit, discovered pump had stopped working, called Ken to pick up another one	SF
2/28/2024	2629	Work Order	Looked into electrical issues with outlet and dishwasher, installed bulbs in the garage	SF
2/26/2024	2638	Work Order	Performed annual inspection	SF
2/12/2024	2650	Work Order	Sanded, textured, and primed hall bathroom, worked on drywall patch in ceiling, cleaned up	SF
2/23/2024	2651	Work Order	Replaced hose bib	SF
2/1/2024	2670	Work Order	Pumped water from under both sides of unit	SF
2/21/2024	2670D	Work Order	Performed annual inspection	SF
<b>Routine Activities</b>				
2/1/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/1/2024	Office	Routine	Put together a supply order, loaded items into van, did paperwork	SF
2/1/2024	Shop	Routine	Put weedeater back together, made list of supplies needed, emptied trash from back of van and golf cart, cleaned up around stairs	KM
2/1/2024	Shop	Routine	Worked on trash pump, put away supplies, took doors upstairs, loaded and unloaded van of tools and supplies, put away supply order	SF
2/1/2024	Town	Routine	Picked up door and plumbing supplies	SF
2/2/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/2/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/2/2024	Office	Routine	Organized and cleaned desk, watered plants, made phone calls, ordered supplies, completed paperwork	SF
2/2/2024	Shop	Routine	Ran compressor and emptied water traps	KM
2/5/2024	Housing Area	Routine	Picked up rent from elder	KM
2/5/2024	Office	Routine	Brought mail to office, completed paperwork	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/5/2024	Office	Routine	Completed paperwork	SF
2/5/2024	Playground	Routine	Cleaned and restocked restrooms	KM
2/5/2024	Shop	Routine	Checked oil in vans and truck, cleaned up, checked fluid level in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools, ran compressor and emptied water trap	KM
2/6/2024	Office	Routine	Completed paperwork	SF
2/7/2024	Office	Routine	Installed lock box in Lyman's office, completed paperwork	SF
2/7/2024	Shop	Routine	Cleaned out van, brought down and loaded water heater	SF
2/8/2024	Housing Area	Routine	Posted letter for resident services	KM
2/8/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/8/2024	Office	Routine	Researched water heaters and fixtures, met with contractor, completed paperwork	SF
2/8/2024	Shop	Routine	Cleaned up, unloaded van	SF
2/8/2024	Shop	Routine	Cleaned up around mowers, emptied trash from back of van and S-10, took trash to dumpster, unloaded boxes from S-10 and took back to upstairs storage	KM
2/9/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/9/2024	Office	Routine	Researched products, completed paperwork	SF
2/9/2024	Shop	Routine	Ran compressor, emptied trash from back of van and S-10, restocked supplies in van	KM
2/12/2024	Office	Routine	Raised flags, worked on supply order, completed paperwork	SF
2/12/2024	Office	Routine	Took out recycling, brought mail to office, completed paperwork	KM
2/12/2024	Playground	Routine	Cleaned and restocked restrooms	KM
2/12/2024	Shop	Routine	Cleaned out van, put away supplies, loaded up materials	SF
2/12/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid level in golf cart, emptied trash from back of van and S-10	KM
2/13/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/13/2024	Office	Routine	Researched materials and supplies, completed paperwork	SF
2/13/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
2/13/2024	Shop	Routine	Emptied van, cleaned up work area	SF
2/14/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/14/2024	Office	Routine	Researched water heaters, repaired front door opener, priced supplies, completed paperwork	SF
2/14/2024	Shop	Routine	Brought down door from mezzanine, primed and painted door, unloaded van, cleaned shop vac, put away tools and supplies	SF
2/14/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
2/15/2024	Housing Area	Routine	Posted letter for resident services	KM
2/15/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/15/2024	Office	Routine	Scheduled HVAC repair for 2602, made phone calls, researched products, completed paperwork	SF
2/15/2024	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM

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2/15/2024	Shop	Routine	Worked on weed eater repair	KM
2/16/2024	Housing Area	Routine	Took measurements of water heaters in vacant units	SF
2/16/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/16/2024	Office	Routine	Watered plants, priced supplies, completed paperwork	SF
2/16/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
2/16/2024	Shop	Routine	Unloaded van, cleaned fan unit from 2666	SF
2/20/2024	Housing Area	Routine	Crushed items in dumpsters with backhoe	SF
2/20/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/20/2024	Office	Routine	Completed paperwork	SF
2/20/2024	Shop	Routine	Emptied trash from back of van, ran compressor and emptied water traps, unloaded and put away tools	KM
2/20/2024	Shop	Routine	Researched issue with and worked on dishwashers	SF
2/21/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/21/2024	Office	Routine	Completed paperwork	SF
2/21/2024	Shop	Routine	Emptied trash from back of van and golf cart, cleaned up around dumpster	KM
2/21/2024	Shop	Routine	Unhooked and put away dishwashers, cleaned out and loaded van	SF
2/21/2024	Shop	Routine	Worked on lawn equipment and weed eaters, checked oil in vehicles	KM
2/21/2024	Town	Routine	Picked up supplies and materials	SF
2/22/2024	Housing Area	Routine	Cleaned up around dumpsters and recycling bins	KM
2/22/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/22/2024	Office	Routine	Completed paperwork	SF
2/22/2024	Shop	Routine	Emptied trash from back of van and golf cart, hauled trash to dumpster, finished checking oil in lawn equipment, called on parts for mowers	KM
2/23/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/23/2024	Housing Area	Routine	Sorted and crushed items in dumpster	SF
2/23/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/23/2024	Office	Routine	Watered plants, priced supplies, completed paperwork	SF
2/23/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools	KM
2/26/2024	Housing Area	Routine	Crushed items in dumpsters with backhoe	SF
2/26/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/26/2024	Office	Routine	Looked into Energy Trust for water heater rebates, did paperwork	SF
2/26/2024	Playground	Routine	Cleaned and restocked restrooms	KM
2/26/2024	Shop	Routine	Cleaned up around lawn equipment	KM
2/26/2024	Shop	Routine	Emptied trash from back of van, ran compressor and emptied water traps, unloaded and put away tools	KM
2/26/2024	Shop	Routine	Unloaded van, cleaned work area	SF
2/27/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/27/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/27/2024	Office	Routine	Completed paperwork	SF

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2/27/2024	Shop	Routine	Checked oil in vans, Ford truck, S-10, and all mowers, started and ran generators, emptied trash from back of van and S-10	KM
2/27/2024	Shop	Routine	Cleaned out van, put away supplies, loaded up materials	SF
2/28/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/28/2024	Office	Routine	Completed paperwork	SF
2/28/2024	Shop	Routine	Changed spark plugs in mowers, started and ran weed eaters, emptied trash from back of van and golf cart	KM
2/28/2024	Town	Routine	Fueled van	KM
2/29/2024	Housing Area	Routine	Crushed items in dumpsters with backhoe, cleaned up hydraulic fluid that leaked when the hose blew	SF
2/29/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/29/2024	Office	Routine	Brought mail to office, completed paperwork	KM
2/29/2024	Office	Routine	Researched fan mowers and demand response for water heaters, put together a supply order, completed paperwork	SF
2/29/2024	Shop	Routine	Worked on mowers, emptied trash from back of van and S-10, put away tools	KM
2/29/2024	Town	Routine	Fueled box van	SF
<b>Groundskeeping</b>				
2/1/2024	Housing Area	Grounds	Trash pickup	KM
2/2/2024	Housing Area	Grounds	Trash pickup	KM
2/5/2024	Housing Area	Grounds	Trash pickup	KM
2/8/2024	Housing Area	Grounds	Trash pickup	KM
2/9/2024	Housing Area	Grounds	Trash pickup	KM
2/12/2024	Housing Area	Grounds	Trash pickup	KM
2/13/2024	Housing Area	Grounds	Trash pickup	KM
2/14/2024	Housing Area	Grounds	Trash pickup	KM
2/15/2024	Housing Area	Grounds	Trash pickup	KM
2/16/2024	Housing Area	Grounds	Trash pickup	KM
2/20/2024	Housing Area	Grounds	Trash pickup	KM
2/21/2024	Housing Area	Grounds	Trash pickup	KM
2/22/2024	Housing Area	Grounds	Trash pickup	KM
2/23/2024	Housing Area	Grounds	Trash pickup	KM
2/26/2024	Housing Area	Grounds	Trash pickup	KM
2/27/2024	Housing Area	Grounds	Trash pickup	KM
2/28/2024	Housing Area	Grounds	Trash pickup	KM
2/29/2024	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
2/1/2024	Town	Admin	Courier run	KM
2/5/2024	Town	Admin	Courier run	KM
2/8/2024	Town	Admin	Courier run	KM
2/9/2024	Town	Admin	Courier run	KM

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2/12/2024	Town	Admin	Courier run	KM
2/16/2024	Town	Admin	Courier run	KM
2/20/2024	Town	Admin	Courier run	KM
2/21/2024	Town	Admin	Courier run	KM
2/22/2024	Town	Admin	Courier run	KM
2/23/2024	Town	Admin	Courier run	KM
2/29/2024	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
2/1/2024			Part day PTO	KM
2/2/2024			Part day PTO	KM
2/6/2024			Part day PTO	SF
2/6/2024			PTO	KM
2/7/2024			PTO	KM
2/9/2024			Part day PTO	SF
2/12/2024			Part day PTO	SF
2/13/2024			Part day PTO	SF
2/14/2024			Part day PTO	SF
2/21/2024			Part day PTO	SF
2/22/2024			Part day PTO	SF
2/28/2024			Part day PTO	SF
2/28/2024			Part day PTO	KM
2/29/2024			Part day PTO	KM