

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
3/4/2024	2666	Vacant Unit	Put things together, installed shower rods, towel bars, paper rollers, and cover plates, textured and primed master bathroom ceiling patch, painted and installed new switches in utility room	SF
3/5/2024	2666	Vacant Unit	Cut and began installing blinds, brought in and installed water heater	SF
3/7/2024	2666	Vacant Unit	Dropped off supplies, picked up tools	SF
3/13/2024	2666	Vacant Unit	Worked on electrical in garage, removed fluorescent fixture, rewired light fixtures to work with new wiring, met with contractor about new countertops, dug out crawlspace area and removed rotten lumber, attempted to repair crawlspace surround	SF
3/14/2024	2666	Vacant Unit	Installed blinds, removed supplies, took roll of fabric to shop	SF
3/25/2024	2666	Vacant Unit	Walked through unit with Platter to put together a punch list for prep for reoccupancy items, installed blind in living room, replaced outlet in master bath, replaced light fixture, looked at wiring under kitchen sink	SF
3/26/2024	2666	Vacant Unit	Put together a parts list, worked on wiring under sink, crawled under home to find wiring, sorted through supplies in unit	SF
3/27/2024	2666	Vacant Unit	Installed exterior light fixtures, installed sliding door blinds, repaired entrance to water heater closet, installed paper roll holder in	SF
3/28/2024	2666	Vacant Unit	Gathered list of supplies needed to purchase	SF
<b>Work Orders</b>				
3/12/2024	512	Work Order	Performed interior APM inspection, replaced stove drip bowls, changed batteries in smoke alarms	SF
3/4/2024	CITPD	Work Order	Met contractors to replace air handler in HVAC unit	SF
3/7/2024	CITPD	Work Order	Met with contractor to inspect HVAC repair work	SF
3/14/2024	CITPD	Work Order	Worked on crawl space to attic in garage, reframed, trimmed out, cleaned up	SF
3/15/2024	2605	Work Order	Dropped off vinyl to contractor	SF
3/18/2024	2605	Work Order	Met with flooring installers, ran into termites under subfloor, cut into floor, removed styrofoam, and cleaned up until no signs of termites in dining room area, cleaned up and called pest control	SF
3/19/2024	2605	Work Order	Framed in floor in dining room, insulated and covered with in prep for flooring, met with pest control contractor	SF
3/20/2024	2605	Work Order	Drained and removed water heater, cut out drywall on two walls of garage to check for termite damage, cut lumber for rim joist replacement, removed and replaced some damaged rim joist, cleaned up, reinstalled and secured water heater	SF
3/21/2024	2605	Work Order	Met with flooring installers, conducted employee interviews, cleaned up drywall, removed water heater and drain, sprayed cracks for termites, finished replacing damaged rim joist, cut holes in OSB to check for damage, cleaned up, blew out garage, loaded trash into van, reinstalled water heater	SF

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3/22/2024	2605	Work Order	Checked on flooring installers, repaired kitchen cabinet shelf, reinstalled outlet, replaced bathroom fan motor, sprayed crack in garage slab, replaced stove drip bowls	SF
3/28/2024	2605	Work Order	Drained and removed water heater, moved drywall, appliances, and shelving away from wall for pest control contractor to drill and inject the concrete slab, repaired water heater stand, installed some drywall behind the water heater, installed water heater, cleaned up and put everything back in place	SF
3/29/2024	2605	Work Order	Met with pest control contractor	SF
3/19/2024	2618	Work Order	Replaced master bath shower valve	SF
3/7/2024	2620D	Work Order	Replaced two infinite switches on range	SF
3/6/2024	2624	Work Order	Performed interior APM inspection, replaced bathroom bulbs and range hood filter, vacuumed heaters, lubricated windows as needed	SF
3/25/2024	2625	Work Order	Gathered extinguishers to install during scheduled annual inspection, resident did not answer door	SF
3/7/2024	2627	Work Order	Performed interior APM inspection, replaced stove drip bowls, glued tub handle back in place, patched small holes in bedroom and hallway walls	SF
3/26/2024	2646B	Work Order	Programmed garage remote and installed fire extinguishers	SF
3/11/2024	2650	Work Order	Worked on both bathrooms, textured, removed things from walls, masked, primed, and painted bathroom walls, put items back up on walls, cleaned up	SF
3/12/2024	2650	Work Order	Finished painting both bathrooms	SF
3/27/2024	2660	Work Order	Performed annual inspection, installed fire extinguishers	SF
3/28/2024	2664	Work Order	Met contractor to drop off supplies to replace front door	SF
<b>Routine Activities</b>				
3/1/2024	Housing Area	Routine	Checked on dumpsters, opened unit 2666 for construction crew	SF
3/1/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/1/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/1/2024	Office	Routine	Researched products, took down flags, replaced batteries for kitchen faucet, completed paperwork	SF
3/1/2024	Shop	Routine	Worked on mowers, emptied trash from back of van and S-10	KM
3/4/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/4/2024	Housing Area	Routine	Picked up rent payments from elders	KM
3/4/2024	Office	Routine	Completed paperwork	SF
3/4/2024	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
3/4/2024	Playground	Routine	Cleaned and restocked restroom	KM
3/4/2024	Shop	Routine	Checked fluid level in golf cart, ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
3/4/2024	Shop	Routine	Unloaded van, removed motor from air handler from 2602	SF

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3/5/2024	Housing Area	Routine	Picked up rent payments from elders	KM
3/5/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/5/2024	Office	Routine	Made phone calls, put together a supply order, completed paperwork	SF
3/5/2024	Shop	Routine	Started and changed plugs in mowers, gathered fuel slips, emptied trash from back of van and S-10, unloaded and put away tools	KM
3/5/2024	Shop	Routine	Unloaded and put away supplies	SF
3/6/2024	Office	Routine	Completed paperwork	SF
3/6/2024	Playground	Routine	Cleaned and restocked restroom	KM
3/6/2024	Shop	Routine	Cleaned up, recycled cardboard, hauled trash to dumpster, unloaded supplies	SF
3/6/2024	Shop	Routine	Ran lawn equipment and added oil as needed, emptied trash from back of van and golf cart, unloaded and put away tools	KM
3/6/2024	Town	Routine	Picked up paint	SF
3/6/2024	Town	Routine	Picked up supplies	KM
3/7/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/7/2024	Office	Routine	Completed paperwork	SF
3/7/2024	Shop	Routine	Cleaned up, loaded fixtures and supplies for 2666	SF
3/7/2024	Shop	Routine	Cleaned up around mowers, emptied trash cans and trash from back of van and S-10	KM
3/8/2024	Housing Area	Routine	Dropped off letter for Resident Services and envelope to Tribal Accounting	KM
3/8/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/8/2024	Office	Routine	Removed cobwebs from back office	KM
3/8/2024	Shop	Routine	Emptied trash from back of van	KM
3/8/2024	Shop	Routine	Worked on new crawl space cover for the attic cut, textured drywall, cut trim	SF
3/11/2024	Shop	Routine	Loaded supplies, cleaned up drywall tools and texture gun, cleaned out van	SF
3/12/2024	2646C	Routine	Picked up laundry bi-fold doors and took to warehouse to store	SF
3/12/2024	Office	Routine	Met with Marcy, installed lock box in Platter's office, did paperwork	SF
3/12/2024	Shop	Routine	Cleaned out van, washed tools, painted crawl space cover for 2602	SF
3/13/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/13/2024	Office	Routine	Put together a supply order, met with Debbie and Platter regarding labor standards, completed paperwork	SF
3/13/2024	Playground	Routine	Cleaned and restocked restroom	KM
3/13/2024	Playground	Routine	Put out cones in parking lot for officer training	SF
3/13/2024	Shop	Routine	Checked fluid level in golf cart, ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
3/13/2024	Shop	Routine	Unloaded supplies, cleaned out van	SF
3/14/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/14/2024	Office	Routine	Brought mail to office, completed paperwork	KM

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3/14/2024	Office	Routine	Completed paperwork	SF
3/14/2024	Playground	Routine	Picked up cones and took them back to shop	SF
3/14/2024	Shop	Routine	Put away tools, emptied trash from back of van and S-10	KM
3/14/2024	Shop	Routine	Unloaded van, pressure washed all lawn equipment, put items away, organized supplies in van, looked into door leaking, hauled items to dumpster	SF
3/15/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/15/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/15/2024	Office	Routine	Watered plants, completed paperwork	SF
3/15/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10	KM
3/18/2024	Office	Routine	Checked oil in backup generator, brought mail to office, did paperwork	KM
3/18/2024	Playground	Routine	Cleaned and restocked restroom	KM
3/18/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10	KM
3/18/2024	Shop	Routine	Unloaded van, put away tools	SF
3/19/2024	Office	Routine	Completed paperwork	SF
3/19/2024	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/19/2024	Shop	Routine	Met with O'Neil's to replace gate sensors	SF
3/20/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
3/20/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/20/2024	Shop	Routine	Cleaned out van, loaded materials and tools	SF
3/20/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
3/21/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/21/2024	Office	Routine	Completed paperwork	SF
3/21/2024	Shop	Routine	Cut lumber, loaded sheetrock, emptied trash from van	SF
3/21/2024	Shop	Routine	Drilled holes in plexiglass for fire extinguishers plaques, emptied trash from back of van, unloaded mowers, put away tools, cleaned up	KM
3/22/2024	Office	Routine	Completed paperwork	SF
3/22/2024	Shop	Routine	Emptied trash and unloaded materials from van	SF
3/22/2024	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/25/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
3/25/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/25/2024	Office	Routine	Made phone calls, completed paperwork	SF
3/25/2024	Playground	Routine	Cleaned and restocked restroom	KM
3/25/2024	Shop	Routine	Checked fluid level in golf cart, ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
3/25/2024	Shop	Routine	Unloaded mowers, sharpened saws	KM
3/25/2024	Shop	Routine	Unloaded van, loaded supplies	SF
3/26/2024	520	Routine	Installed fire extinguishers	SF
3/26/2024	2664	Routine	Installed fire extinguishers	SF

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3/26/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/26/2024	Office	Routine	Gathered items for fire extinguisher installations, completed paperwork	SF
3/26/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools	KM
3/26/2024	Shop	Routine	Unloaded van, loaded tools and supplies, gathered materials to install fire extinguishers	SF
3/27/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
3/27/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/27/2024	Office	Routine	Made phone calls, put together supply order, completed paperwork	SF
3/27/2024	Shop	Routine	Unloaded and put away supplies, emptied trash from back of van and S-10, put away mowers	KM
3/27/2024	Shop	Routine	Unloaded van	SF
3/28/2024	Housing Area	Routine	Delivered pest control notices	KM
3/28/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
3/28/2024	Office	Routine	Brought mail to office, completed paperwork	KM
3/28/2024	Shop	Routine	Cleaned grounds equipment, emptied trash from back of van and golf cart, put away tools	KM
3/28/2024	Shop	Routine	Met with contractor to test fire sprinkler system after repair	SF
3/29/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	SF
3/29/2024	Office	Routine	Watered plants, met with Lyman, completed paperwork	SF
3/29/2024	Shop	Routine	Gathered cones and barriers for Easter Egg Hunt and set them up at the duplexes	SF
3/29/2024	Town	Routine	Picked up supplies	SF
<b>Projects</b>				
3/6/2024	708	Project	Dropped off paint to contractor and checked on work	SF
3/27/2024	708	Project	Went to check cabinet layout for kitchen	SF
<b>Groundskeeping</b>				
3/1/2024	Housing Area	Grounds	Trash pickup	KM
3/4/2024	Housing Area	Grounds	Trash pickup	KM
3/5/2024	Housing Area	Grounds	Trash pickup	KM
3/6/2024	Housing Area	Grounds	Trash pickup	KM
3/7/2024	Housing Area	Grounds	Mowed duplex and garden areas	SF
3/7/2024	Housing Area	Grounds	Trash pickup	KM
3/8/2024	Housing Area	Grounds	Trash pickup	KM
3/13/2024	Housing Area	Grounds	Trash pickup	KM
3/14/2024	Housing Area	Grounds	Trash pickup	KM
3/14/2024	Shop	Grounds	Began spraying weeds around shop yard	KM
3/15/2024	Housing Area	Grounds	Trash pickup	KM
3/15/2024	Shop	Grounds	Sprayed weeds around shop	KM
3/18/2024	Housing Area	Grounds	Trash pickup	KM
3/18/2024	Shop	Grounds	Sprayed weeds in shop yard	KM

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3/19/2024	Housing Area	Grounds	Trash pickup	KM
3/19/2024	Shop	Grounds	Sprayed weeds in shop yard	KM
3/20/2024	Housing Area	Grounds	Trash pickup	KM
3/20/2024	Shop	Grounds	Sprayed weeds in storage lot and around shop	KM
3/21/2024	Housing Area	Grounds	Trash pickup	KM
3/22/2024	Housing Area	Grounds	Trash pickup	KM
3/25/2024	Housing Area	Grounds	Trash pickup	KM
3/26/2024	Housing Area	Grounds	Trash pickup	KM
3/26/2024	Shop	Grounds	Sprayed weeds in shop yard	KM
3/27/2024	Housing Area	Grounds	Trash pickup	KM
3/28/2024	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
3/4/2024	Town	Admin	Courier run	KM
3/5/2024	Town	Admin	Courier run	KM
3/8/2024	Town	Admin	Courier run	KM
3/13/2024	Town	Admin	Courier run	KM
3/22/2024	Town	Admin	Courier run	KM
3/27/2024	Town	Admin	Courier run	KM
3/28/2024	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
3/1/2024			Part day PTO	SF
3/6/2024			Part day PTO	SF
3/7/2024			Part day PTO	KM
3/8/2024			Part day PTO	SF
3/11/2024			PTO	KM
3/12/2024			PTO	KM
3/14/2024			Part day PTO	KM
3/18/2024			Part day PTO	KM
3/19/2024			Part day PTO	KM
3/20/2024			Part day PTO	KM
3/21/2024			Part day PTO	KM
3/26/2024			Part day PTO	KM
3/29/2024			PTO	KM