

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
4/10/2024	2646D	Vacant Unit	Performed move-in inspection, installed fire extinguishers	SF
4/1/2024	2666	Vacant Unit	Worked on electrical and putting items together, cleaned up	SF
4/2/2024	2666	Vacant Unit	Worked on electrical and plumbing, installed kitchen sink, faucet, and wiring under sink	SF
4/3/2024	2666	Vacant Unit	Finished installing sink and dishwasher, installed dryer ducting to outside, cleaned up, hauled items to the garage	SF
4/4/2024	2666	Vacant Unit	Installed door blocks and bumpers, took apart, cleaned, and vacuumed furnace, fan, and ducting	SF
4/5/2024	2666	Vacant Unit	Walked through unit with cleaning contractor for cost estimate, removed all items from unit to garage	SF
4/8/2024	2666	Vacant Unit	Loaded items from garage into van, unloaded and uncrated appliances, swapped swing on refrigerator doors, repaired garage door panel, pressure washed driveway	SF
4/9/2024	2666	Vacant Unit	Pressure washed sidewalks and garage door, worked on electrical in garage, brought in and hooked up appliances, wiped down refrigerator, painted garage door	SF
4/10/2024	2666	Vacant Unit	Installed dishwasher valve under sink, replaced GFCIs in kitchen and one in garage, finished installing door bumpers, worked on drywall patches in garage, painted second coat on garage door and trim	SF
4/11/2024	2666	Vacant Unit	Cleaned out unit, vacuumed floors, cleaned out and vacuumed garage, framed out garage window, compacted rock driveway, replaced outlet in dining room, installed vent screens on foundation, sanded, textured and painted drywall patches in garage, replaced outside porch fixture, and loaded up supplies, tools, and trash	SF
4/12/2024	2666	Vacant Unit	Performed move-in inspection	SF
4/12/2024	2666	Vacant Unit	Replaced tub drain inserts and stoppers, crawled under home, mopped floors, duplicated keys, programmed remote for garage door; ready for occupancy	SF
Work Orders				
4/3/2024	504	Work Order	Performed annual inspection, installed fire extinguishers	SF
4/4/2024	504	Work Order	Removed and replaced leaking water heater	SF
4/24/2024	506	Work Order	Installed fire extinguishers and fire blanket	KM
4/19/2024	510	Work Order	Installed fire extinguishers and fire blanket	KM
4/18/2024	512	Work Order	Installed fire extinguishers and fire blanket	KM
4/26/2024	514	Work Order	Installed fire extinguishers and fire blanket	KM
4/1/2024	516	Work Order	Crawled into rafters of carport to remove wasp nest	SF
4/24/2024	516	Work Order	Performed annual inspection, installed fire extinguishers	SF
4/12/2024	518	Work Order	Installed fire extinguishers and fire blanket	KM
4/16/2024	520	Work Order	Performed interior APM inspection	SF
4/12/2024	704	Work Order	Installed fire extinguishers and fire blanket	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/1/2024	2607	Work Order	Repaired sliding glass door handle	SF
4/26/2024	2611	Work Order	Installed fire extinguishers and fire blanket	KM
4/12/2024	2616	Work Order	Looked into issues with refrigerator and hall bathroom toilet	SF
4/15/2024	2616	Work Order	Replaced refrigerator seal and hall toilet flapper	SF
4/24/2024	2620B	Work Order	Performed annual inspection, installed fire extinguishers	SF
4/17/2024	2620D	Work Order	Removed and replaced stove element switch, repaired leaking toilet in master bathroom	SF
4/30/2024	2627	Work Order	Finished patching drywall and installed fire extinguishers	SF
4/26/2024	2629	Work Order	Met with pest control to take care of rodent issue, covered foundation vents with new screens	SF
4/29/2024	2629	Work Order	Crawled under home and screwed down foundation vent screen material, cut screen materials, set out rodent traps	SF
4/30/2024	2629	Work Order	Crawled under home to check rodent traps	SF
4/24/2024	2636	Work Order	Performed annual inspection, installed fire extinguishers	SF
4/15/2024	2646	Work Order	Tightened screws on stair railing, removed shingles and nails from right side steps	SF
4/16/2024	2646	Work Order	Removed roofing shingles and nails from left side steps and top deck	SF
4/18/2024	2660	Work Order	Performed interior APM inspection and made repairs	SF
4/19/2024	2660	Work Order	Crawled under home to look into rodent issue, set out traps, looked for areas of entry	SF
4/24/2024	2660	Work Order	Crawled under home to check traps, reset traps, installed hardware cloth on vent screen	SF
4/29/2024	2660	Work Order	Crawled under home to check and rebait rodent traps	SF
4/23/2024	2664	Work Order	Performed interior APM inspection and began repairs	SF
4/2/2024	Office	Work Order	Began removing cobwebs from office and parking lot lights	KM
4/3/2024	Office	Work Order	Worked on removing cobwebs from office buildings, all windows, and parking lot lights	KM
4/4/2024	Office	Work Order	Worked on removing cobwebs from back office building	KM
4/9/2024	Office	Work Order	Built and replaced screen in front porch window	KM
4/17/2024	Office	Work Order	Tightened chairs in conference area	KM
4/15/2024	Housing Area	Work Order	Removed Little Free Library books and boxes, took to office	SF
4/23/2024	Housing Area	Work Order	Removed the Little Free Library posts and filled the holes with gravel	SF
Routine Activities				
4/1/2024	Housing Area	Routine	Delivered letter for resident services	KM
4/1/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/1/2024	Office	Routine	Made phone calls, completed paperwork	SF
4/1/2024	Office	Routine	Took out recycling, checked oil in backup generator, brought mail to office, completed paperwork	KM
4/1/2024	Shop	Routine	Gathered supplies, cleaned out van	SF
4/1/2024	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and S-10	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/2/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/2/2024	Office	Routine	Brought mail to the office, completed paperwork	KM
4/2/2024	Office	Routine	Completed paperwork	SF
4/2/2024	Playground	Routine	Replaced batteries in the door lock	SF
4/2/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
4/3/2024	Housing Area	Routine	Picked up rent payment from elder	KM
4/3/2024	Office	Routine	Brought mail to the office, completed paperwork	KM
4/3/2024	Office	Routine	Completed paperwork	SF
4/3/2024	Shop	Routine	Brought appliances for 2666 down from mezzanine	SF
4/3/2024	Shop	Routine	Unloaded and put away supplies	SF
4/3/2024	Shop	Routine	Unloaded mowers and weed eaters, cut more line for weed eaters, emptied trash from back of van and S-10	KM
4/4/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/4/2024	Office	Routine	Brought mail to the office, completed paperwork	KM
4/4/2024	Office	Routine	Put together a list for a supply order	SF
4/4/2024	Shop	Routine	Brought down water heater and supplies	SF
4/4/2024	Shop	Routine	Worked on lawn equipment, emptied trash from back of van and golf cart	KM
4/5/2024	Office	Routine	Brought mail to the office, completed paperwork	KM
4/5/2024	Office	Routine	Watered plants, ordered supplies, completed paperwork	SF
4/5/2024	Shop	Routine	Cleaned out van	SF
4/5/2024	Shop	Routine	Ran compressor, emptied trash from back of S-10, emptied trash cans in shop	KM
4/8/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/8/2024	Office	Routine	Checked oil in backup generator, took out recycling	KM
4/8/2024	Office	Routine	Made phone calls, ordered supplies, completed paperwork	SF
4/8/2024	Playground	Routine	Cleaned and restocked restroom	KM
4/8/2024	Shop	Routine	Loaded appliances to take to 2666, met with HVAC maintenance contractor	SF
4/8/2024	Shop	Routine	Swept up around table saw, ran compressor, checked fluid on golf cart, emptied shop trash cans	KM
4/9/2024	Office	Routine	Completed paperwork	KM
4/9/2024	Office	Routine	Completed paperwork	SF
4/9/2024	Shop	Routine	Cleaned up and organized work areas	KM
4/9/2024	Shop	Routine	Unloaded van	SF
4/9/2024	Shop	Routine	Washed and scraped bottom of mowers, repaired hose on wash pad, loaded trash cans on golf cart, emptied trash from back of van, S-10, and golf cart	KM
4/10/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/10/2024	Office	Routine	Met with Marcy, helped move ficus tree, completed paperwork	SF
4/10/2024	Shop	Routine	Checked oil in vehicles	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/10/2024	Shop	Routine	Cleaned up around table saw and work area, loaded trash cans on golf cart, emptied trash from back of van, S-10, and golf cart	KM
4/10/2024	Shop	Routine	Met with HVAC contractor for repairs and replacement of condenser unit at 791D	SF
4/11/2024	Office	Routine	Made phone calls, completed paperwork	SF
4/11/2024	Shop	Routine	Unloaded and put away tools and supplies	SF
4/12/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/12/2024	Office	Routine	Completed paperwork	SF
4/12/2024	Shop	Routine	Ran compressor, found tools and hardware for fire extinguisher installations, emptied trash from back of van and S-10	KM
4/12/2024	Town	Routine	Picked up supplies, fueled van	SF
4/15/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/15/2024	Office	Routine	Searched for pictures of 2666, completed paperwork, met with Tracey	SF
4/15/2024	Office	Routine	Took out recycling, checked oil in backup generator, completed paperwork, took trash to shop	KM
4/15/2024	Playground	Routine	Cleaned and restocked restroom	KM
4/15/2024	Shop	Routine	Cleaned out van, put away tools and materials	SF
4/15/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van and golf cart, restocked supplies in van, cleaned around mowers, checked oil in van and S-10	KM
4/15/2024	Town	Routine	Followed Platter to town to drop off Ford F-250 at repair shop	SF
4/16/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/16/2024	Office	Routine	Completed paperwork	KM
4/16/2024	Office	Routine	Put together a list for a supply order	SF
4/16/2024	Shop	Routine	Cleaned and organized work areas, emptied trash cans, emptied trash from back of van and golf cart, loaded items needed for fire extinguisher installations	KM
4/16/2024	Shop	Routine	Sorted through parts, put away items, cleaned work areas	SF
4/17/2024	Office	Routine	Completed paperwork	KM
4/17/2024	Office	Routine	Removed sliding door, cleaned rollers and rust from rollers, removed tracks and cleaned	SF
4/17/2024	Playground	Routine	Reset timers for lights and checked on the restroom	SF
4/17/2024	Shop	Routine	Emptied trash from back of van and golf cart, loaded items needed for fire extinguisher installations	KM
4/17/2024	Shop	Routine	Sorted through and organized items in van	SF
4/17/2024	Town	Routine	Picked up supplies	KM
4/18/2024	Office	Routine	Completed paperwork	KM
4/18/2024	Office	Routine	Completed paperwork	SF
4/18/2024	Shop	Routine	Cleaned up and organized shop	KM
4/18/2024	Shop	Routine	Emptied trash from back of van and golf cart, loaded items needed for fire extinguisher installations	KM

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/18/2024	Shop	Routine	Unloaded van	SF
4/18/2024	Town	Routine	Picked up roofing material	SF
4/19/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/19/2024	Office	Routine	Finished tightening chairs in conference area, completed paperwork	KM
4/19/2024	Office	Routine	Watered plants, ordered supplies, completed paperwork	SF
4/19/2024	Shop	Routine	Ran compressor, emptied trash and cardboard from van and golf cart, loaded up fire extinguishers to install	KM
4/19/2024	Shop	Routine	Unloaded van, put away supplies	SF
4/19/2024	Town	Routine	Picked up supplies, filled grounds fuel cans	SF
4/22/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/22/2024	Office	Routine	Checked oil in backup generator, took out recycling, completed paperwork	KM
4/22/2024	Office	Routine	Made phone calls, completed paperwork	SF
4/22/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from back of van and golf cart, restocked supplies in van	KM
4/22/2024	Shop	Routine	Worked on lawn equipment	SF
4/22/2024	Shop	Routine	Worked on lawn equipment	KM
4/22/2024	Town	Routine	Took tire from box van for flat repair	SF
4/23/2024	Housing Area	Routine	Delivered pest control notices	KM
4/23/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/23/2024	Office	Routine	Completed paperwork	SF
4/23/2024	Office	Routine	Loaded items for fire extinguisher installations, completed paperwork	KM
4/23/2024	Shop	Routine	Cleaned up and organized work areas, put away supplies and tools	SF
4/23/2024	Shop	Routine	Cleaned up and organized work areas, took cardboard to recycling	KM
4/23/2024	Shop	Routine	Worked on weed eaters, emptied trash from back of van, golf cart, and S-10	KM
4/24/2024	Office	Routine	Loaded up fire extinguishers, ran to shop to bring down a two-drawer file cabinet for printer, completed paperwork	KM
4/24/2024	Office	Routine	Researched products, performed procurement, completed paperwork	SF
4/24/2024	Shop	Routine	Organized work areas, emptied trash cans	KM
4/24/2024	Shop	Routine	Unloaded lawn equipment, emptied trash from back of van	KM
4/24/2024	Shop	Routine	Vacuumed shop floors, gathered cones to set out at playground	SF
4/25/2024	Housing Area	Routine	Posted letters for Resident Services	KM
4/25/2024	Office	Routine	Completed paperwork	KM
4/25/2024	Office	Routine	Made phone calls, secured antenna wire on post, completed paperwork	SF
4/25/2024	Shop	Routine	Emptied trash from back of van and golf cart, cleaned up work areas	KM
4/25/2024	Shop	Routine	Searched for cabinet parts, put away tools and supplies	SF
4/25/2024	Town	Routine	Took Platter to town to pickup Ford truck from repair shop	SF
4/26/2024	Office	Routine	Completed paperwork	KM
4/26/2024	Office	Routine	Put together a supply order, completed paperwork	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/26/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10, loaded fire extinguishers for installation	KM
4/29/2024	Housing Area	Routine	Dropped off/picked up lawn equipment	KM
4/29/2024	Office	Routine	Checked oil in backup generator, took out recycling and garbage, completed paperwork	KM
4/29/2024	Office	Routine	Made phone calls, completed paperwork	SF
4/29/2024	Playground	Routine	Cleaned and restocked restroom	KM
4/29/2024	Shop	Routine	Cleaned work areas, put away tools and supplies	SF
4/29/2024	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and S-10	KM
4/29/2024	Town	Routine	Picked up supplies	KM
4/30/2024	Office	Routine	Completed paperwork	KM
4/30/2024	Office	Routine	Hauled fire extinguishers and miscellaneous items to shop, researched and priced Plexiglas	SF
4/30/2024	Shop	Routine	Checked oil in vans and S-10, started all lawn equipment, changed spark plugs in weed eaters, emptied trash from back of van and S-10, cleaned up shop	KM
4/30/2024	Shop	Routine	Cleaned up, organized materials, scraped glass on bus stops, checked issues with storage lot gate	SF
4/30/2024	Shop	Routine	Lubed all gate key pads	SF
Projects				
4/3/2024	708	Project	Helped layout kitchen cabinets	SF
4/25/2024	708	Project	Met with contractor and Platter to help layout kitchen cabinets	SF
4/29/2024	708	Project	Checked on cabinet installation	SF
4/25/2024	2608	Project	Met with contractor and Platter to help layout kitchen cabinets	SF
4/26/2024	2608	Project	Rekeyed front door locks and duplicated keys	SF
Groundskeeping				
4/1/2024	Housing Area	Grounds	Trash pickup	KM
4/2/2024	Housing Area	Grounds	Trash pickup	KM
4/3/2024	Housing Area	Grounds	Trash pickup	KM
4/4/2024	Housing Area	Grounds	Trash pickup	KM
4/5/2024	Housing Area	Grounds	Trash pickup	KM
4/8/2024	Housing Area	Grounds	Trash pickup	KM
4/9/2024	Housing Area	Grounds	Trash pickup	KM
4/10/2024	Housing Area	Grounds	Trash pickup	KM
4/12/2024	Housing Area	Grounds	Trash pickup	KM
4/15/2024	Housing Area	Grounds	Trash pickup	KM
4/16/2024	Housing Area	Grounds	Began spraying weeds around shop	KM
4/16/2024	Housing Area	Grounds	Trash pickup	KM
4/17/2024	Housing Area	Grounds	Mowed, cut tree limbs, removed sign from entrance and returned to construction site	SF

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
4/17/2024	Housing Area	Grounds	Trash pickup	KM
4/18/2024	Housing Area	Grounds	Mowed grass and trimmed trees at duplex area	SF
4/18/2024	Housing Area	Grounds	Trash pickup	KM
4/19/2024	Housing Area	Grounds	Trash pickup	KM
4/19/2024	Housing Area	Grounds	Trimmed trees at duplex area	SF
4/22/2024	Housing Area	Grounds	Limbed up some trees and weeded	SF
4/22/2024	Housing Area	Grounds	Trash pickup	KM
4/23/2024	Housing Area	Grounds	Dug up metal pieces and concrete chunks in the mowing area of the duplexes	SF
4/23/2024	Housing Area	Grounds	Trash pickup	KM
4/24/2024	Housing Area	Grounds	Trash pickup	KM
4/25/2024	Housing Area	Grounds	Trash pickup	KM
4/26/2024	Housing Area	Grounds	Trash pickup	KM
4/29/2024	Housing Area	Grounds	Trash pickup	KM
4/30/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
4/1/2024	Town	Admin	Courier run	KM
4/3/2024	Town	Admin	Courier run	KM
4/5/2024	Town	Admin	Courier run	KM
4/8/2024	Town	Admin	Courier run	KM
4/10/2024	Town	Admin	Courier run	KM
4/15/2024	Town	Admin	Courier run	KM
4/22/2024	Town	Admin	Courier run	KM
4/25/2024	Shop	Admin	Completed shop office inventory	KM
4/25/2024	Town	Admin	Courier run	KM
Staff Time Off				
4/4/2024			Part day PTO	SF
4/4/2024			Part day PTO	KM
4/9/2024			Part day PTO	SF
4/11/2024			PTO	KM
4/18/2024			Part day PTO	KM
4/23/2024			Part day PTO	SF
4/24/2024			Part day PTO	SF
4/25/2024			Part day PTO	SF
4/29/2024			Part day PTO	KM