

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
5/3/2024	508	Vacant Unit	Checked over unit	SF
5/7/2024	508	Vacant Unit	Removed blinds and doors	SF
5/8/2024	508	Vacant Unit	Prepped unit for painting, removed doors and shelving, rekeyed locks	SF
5/9/2024	508	Vacant Unit	Prepped for painting	SF
5/10/2024	508	Vacant Unit	Removed carpet and padding, scraped concrete	SF
5/13/2024	508	Vacant Unit	Cleaned up, removed tack strip, scraped and swept floor, cleaned up, hauled carpet and pad to dumpster	SF
Work Orders				
5/16/2024	516	Work Order	Performed interior APM inspection	SF
5/9/2024	704	Work Order	Repaired leaking toilet	SF
5/10/2024	707	Work Order	Installed fire extinguishers and fire blanket	KM
5/1/2024	2620A	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/15/2024	2620B	Work Order	Performed interior APM inspection, vacuumed heaters	SF
5/23/2024	2620C	Work Order	Installed fire extinguishers and fire blanket	KM
5/28/2024	2620D	Work Order	Looked into issue with freezer not getting cold	SF
5/29/2024	2620D	Work Order	Removed old refrigerator and installed new one	SF
5/7/2024	2627	Work Order	Removed old refrigerator and installed new one	SF
5/14/2024	2628	Work Order	Installed fire extinguishers and fire blanket	KM
5/7/2024	2629	Work Order	Crawled under home to check traps	SF
5/28/2024	2634	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/14/2024	2636	Work Order	Performed interior APM inspection, unplugged master bath sink drain, cleaned refrigerator coils, repaired leaking pipe in kitchen, vacuumed heaters, replaced garage/utility room lock	SF
5/22/2024	2639	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/28/2024	2640	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/3/2024	2646A	Work Order	Installed fire extinguishers and fire blanket	KM
5/1/2024	2646B	Work Order	Rebuilt bathroom faucet	SF
5/29/2024	2646B	Work Order	Performed interior APM inspection, replaced burner pans with new style, repaired oven, caulked toilet, vacuumed heaters	SF
5/1/2024	2646D	Work Order	Looked into issue with washing machine	SF
5/3/2024	2646D	Work Order	Hooked up new washing machine and dryer ducting	SF
5/1/2024	2658	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/30/2024	2665	Work Order	Cut and hauled dead cedar tree to burn pile, cleaned up	SF
5/1/2024	2666	Work Order	Installed house numbers	SF
5/22/2024	2666	Work Order	Performed 30-day inspection	SF
5/1/2024	2670A	Work Order	Performed annual inspection, installed fire extinguishers	SF
5/15/2024	2670A	Work Order	Replaced light fixture and smoke detector	SF
5/14/2024	2670C	Work Order	Received late night call out for water leaking from washing machine, set up two dehumidifiers	SF
5/15/2024	2670C	Work Order	Went over carpeting that had gotten wet, set up a blower fan	SF

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5/21/2024	2670D	Work Order	Installed fire extinguishers and fire blanket	KM
Routine Activities				
5/1/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/1/2024	Office	Routine	Completed paperwork	KM
5/1/2024	Office	Routine	Completed paperwork	SF
5/1/2024	Shop	Routine	Cleaned out van, loaded fire extinguishers and supplies, worked on lawn equipment	SF
5/1/2024	Shop	Routine	Emptied trash from back of van and golf cart	KM
5/1/2024	Shop	Routine	Met contractor for fire alarm inspection	SF
5/1/2024	Town	Routine	Picked up supplies	KM
5/2/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/2/2024	Office	Routine	Completed paperwork	KM
5/2/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/2/2024	Shop	Routine	Cleaned and organized work area, emptied trash from back of van and golf cart, unloaded lawn equipment, put away tools	KM
5/2/2024	Town	Routine	Fueled van	KM
5/3/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/3/2024	Office	Routine	Completed paperwork	KM
5/3/2024	Office	Routine	Watered plants, completed paperwork	SF
5/3/2024	Shop	Routine	Cleaned out and unloaded van	SF
5/3/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10, loaded supplies	KM
5/3/2024	Town	Routine	Purchased washing machine for emergency housing unit	SF
5/6/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/6/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/6/2024	Office	Routine	Researched products and appliances, worked on supply order, completed paperwork	SF
5/6/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/6/2024	Shop	Routine	Checked fluid in golf cart, ran compressor and emptied water traps, emptied trash from back of van and S-10	KM
5/6/2024	Shop	Routine	Worked on storage lot gate and keypad, brought refrigerator down from mezzanine and plugged in	SF
5/7/2024	Housing Area	Routine	Posted letters for Resident Services	KM
5/7/2024	Office	Routine	Completed paperwork	KM
5/7/2024	Office	Routine	Researched gate pads, completed paperwork	SF
5/7/2024	Shop	Routine	Cleaned work area, emptied trash from van and S-10, restocked van	KM
5/7/2024	Shop	Routine	Worked on storage lot gate key pad, loaded new refrigerator, unloaded old refrigerator	SF
5/8/2024	Office	Routine	Completed paperwork	KM
5/8/2024	Office	Routine	Priced supplies, researched gate parts, loaded supplies into van, completed paperwork	SF

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5/8/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/8/2024	Shop	Routine	Checked oil in van and S-10, set up spray tank on golf cart, emptied trash from back of van	KM
5/8/2024	Shop	Routine	Put away supply order, unloaded van	SF
5/9/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/9/2024	Office	Routine	Completed paperwork	KM
5/9/2024	Office	Routine	Researched products, completed paperwork	SF
5/9/2024	Shop	Routine	Emptied trash from back of van and golf cart	KM
5/9/2024	Shop	Routine	Filled out disposition forms for items being scrapped, loaded items into trailer, took cardboard to recycling bin	SF
5/9/2024	Town	Routine	Hauled scrap to scrap yard	SF
5/10/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/10/2024	Office	Routine	Completed paperwork	KM
5/10/2024	Office	Routine	Researched curtains and rods, completed paperwork	SF
5/10/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10, loaded supplies	KM
5/10/2024	Shop	Routine	Unloaded van, loaded up tools and supplies	SF
5/13/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/13/2024	Office	Routine	Researched parts, completed paperwork	SF
5/13/2024	Office	Routine	Took out trash, checked oil in backup generator and took out recycling, brought mail to office, completed paperwork	KM
5/13/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/13/2024	Shop	Routine	Painted screws for Kilkich Memorial Wall plates, loaded up fire extinguishers, ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
5/13/2024	Shop	Routine	Took apart and cleaned dehumidifiers, unloaded delivery of water heaters	SF
5/14/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/14/2024	Office	Routine	Completed paperwork	SF
5/14/2024	Office	Routine	Completed paperwork	KM
5/14/2024	Shop	Routine	Cleaned and organized work area, emptied trash from back of van and golf cart, loaded items for fire extinguisher installations	KM
5/14/2024	Shop	Routine	Cleaned up, worked on lawn equipment, replaced blades on Toro Mower	SF
5/15/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/15/2024	Office	Routine	Completed paperwork	KM
5/15/2024	Office	Routine	Completed paperwork	SF
5/15/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/15/2024	Shop	Routine	Checked oil in van and all mowers, worked on weed eater, emptied trash from back of van and S-10, loaded up fire extinguishers	KM
5/15/2024	Shop	Routine	Put away supply order, unloaded van	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
5/16/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/16/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
5/16/2024	Office	Routine	Attended Board meeting, completed paperwork	KM
5/16/2024	Shop	Routine	Prepped spray tank, emptied trash from back of van and S-10	KM
5/16/2024	Shop	Routine	Unloaded equipment from van, cleaned dehumidifier and rug cleaner, worked on lawn equipment	SF
5/17/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/17/2024	Office	Routine	Completed paperwork	KM
5/17/2024	Office	Routine	Watered plants, shopped for appliances, completed paperwork	SF
5/17/2024	Shop	Routine	Filled water tank, unloaded van	SF
5/17/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and S-10, loaded supplies	KM
5/20/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/20/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/20/2024	Office	Routine	Met with Anne and Lyman, researched parts, assigned and tested gate codes, completed paperwork	SF
5/20/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/20/2024	Shop	Routine	Repaired weedeater, checked fluid level on golf cart, ran compressor and emptied water traps, emptied trash from back of van and S-10, cleaned up around lawn equipment	KM
5/20/2024	Shop	Routine	Worked on watering pump and replaced switch, filled tank with water, began sanding bench	SF
5/20/2024	Town	Routine	Picked up supplies	SF
5/21/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/21/2024	Housing Area	Routine	Posted letter for Resident Services	KM
5/21/2024	Office	Routine	Completed paperwork	KM
5/21/2024	Shop	Routine	Loaded up fire extinguisher supplies, emptied trash from van and S-10, brought items down from upper storage and took to Debbie at office	KM
5/22/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/22/2024	Office	Routine	Completed paperwork	KM
5/22/2024	Office	Routine	Researched and priced appliances, completed paperwork	SF
5/22/2024	Shop	Routine	Worked on lawn equipment, emptied trash from back of van and S-10, loaded fire extinguishers, took cardboard to recycling, cleaned and organized work area	KM
5/22/2024	Shop	Routine	Worked on sanding and staining benches, cleaned up work area	SF
5/23/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/23/2024	Office	Routine	Completed paperwork	KM
5/23/2024	Office	Routine	Put together an order for supplies, repaired garbage disposal, watered plants, completed paperwork	SF
5/23/2024	Shop	Routine	Restocked van with fire extinguishers, emptied trash from back of van, unloaded and cleaned mowers and weed eaters	KM

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5/23/2024	Shop	Routine	Worked on benches, cut rubber for bottom of benches and screwed on end pieces, added another coat of stain, loaded up water tank on trailer and filled with water, put items away	SF
5/28/2024	Housing Area	Routine	Installed plates on Kilkich Memorial Wall	KM
5/28/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/28/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/28/2024	Playground	Routine	Cleaned and restocked restroom	KM
5/28/2024	Shop	Routine	Checked fluid in golf cart, ran compressor and emptied water traps, emptied trash from back of van and S-10	KM
5/28/2024	Shop	Routine	Filled and loaded water tank onto trailer, unloaded van, cleaned up work area	SF
5/28/2024	Town	Routine	Fueled van	SF
5/29/2024	Housing Area	Routine	Delivered pest control notices	KM
5/29/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/29/2024	Office	Routine	Cleaned back steps and door, completed paperwork	KM
5/29/2024	Office	Routine	Watered plants, ordered appliances, completed paperwork	SF
5/29/2024	Shop	Routine	Brought down refrigerator from mezzanine, wiped down, put together parts, loaded for delivery to unit, unloaded old refrigerator	SF
5/29/2024	Shop	Routine	Worked on weed eater, emptied trash from back of van and S-10, loaded golf cart to spray weeds in sidewalk, cleaned up	KM
5/30/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
5/30/2024	Shop	Routine	Worked on issue with refrigerator, filled water tank, met with HVAC maintenance contractor, worked on dump trailer wiring and battery	SF
5/31/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/31/2024	Shop	Routine	Unloaded and put away tools	KM
5/31/2024	Shop	Routine	Worked on lawn equipment, dropped off lawn equipment for resident use	SF
Projects				
5/28/2024	708	Projects	Cleaned refrigerator and located parts for a spare	SF
5/29/2024	2608	Projects	Dropped off water heater and lights	SF
5/29/2024	2651	Projects	Dropped off parts, met with electrician	SF
Groundskeeping				
5/1/2024	Housing Area	Grounds	Mowed and weedeated along sidewalk and office	SF
5/1/2024	Housing Area	Grounds	Trash pickup	KM
5/1/2024	Shop	Grounds	Loaded up sprayer and sprayed weeds in shop and storage yard	KM
5/2/2024	Housing Area	Grounds	Trash pickup	KM
5/3/2024	Housing Area	Grounds	Trash pickup	KM
5/6/2024	Housing Area	Grounds	Trash pickup	KM
5/7/2024	Housing Area	Grounds	Trash pickup	KM
5/8/2024	Housing Area	Grounds	Trash pickup	KM
5/9/2024	Housing Area	Grounds	Met with Platter to check for grounds work and brush removal needed	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
5/9/2024	Housing Area	Grounds	Sprayed weeds	KM
5/9/2024	Housing Area	Grounds	Trash pickup	KM
5/13/2024	Housing Area	Grounds	Trash pickup	KM
5/14/2024	Housing Area	Grounds	Mowed and weedeated along Miluk Drive	SF
5/14/2024	Housing Area	Grounds	Trash pickup	KM
5/15/2024	Housing Area	Grounds	Filled tank and watered newly planted landscaping	SF
5/15/2024	Housing Area	Grounds	Picked up brush and limbs and hauled to burn pile, began mowing along Miluk	SF
5/15/2024	Housing Area	Grounds	Trash pickup	KM
5/16/2024	Housing Area	Grounds	Mowed at duplexes, garden area, and near the dam	SF
5/16/2024	Housing Area	Grounds	Trash pickup	KM
5/17/2024	Housing Area	Grounds	Trash pickup	KM
5/17/2024	Housing Area	Grounds	Watered newly planted flowers and plants	SF
5/20/2024	Housing Area	Grounds	Trash pickup	KM
5/20/2024	Housing Area	Grounds	Watered plants, made list of items to be done, removed bench from upper corner to be sanded and stained	SF
5/21/2024	Housing Area	Grounds	Trash pickup	KM
5/22/2024	Housing Area	Grounds	Trash pickup	KM
5/23/2024	Housing Area	Grounds	Trash pickup	KM
5/23/2024	Housing Area	Grounds	Watered plants, met with backhoe contractor	SF
5/28/2024	Housing Area	Grounds	Trash pickup	KM
5/28/2024	Housing Area	Grounds	Watered plants and trees	SF
5/29/2024	Housing Area	Grounds	Trash pickup	KM
5/31/2024	Housing Area	Grounds	Trash pickup	KM
5/31/2024	Housing Area	Grounds	Watered plants and trees	SF
Admin Support				
5/2/2024	Town	Admin	Courier run	KM
5/6/2024	Town	Admin	Courier run	KM
5/9/2024	Town	Admin	Courier run	KM
5/14/2024	Town	Admin	Courier run	KM
5/16/2024	Town	Admin	Courier run	KM
5/23/2024	Town	Admin	Courier run	KM
5/29/2024	Town	Admin	Courier run	KM
5/31/2024	Town	Admin	Courier run	KM
Staff Time Off				
5/2/2024			Jury duty	SF
5/8/2024			Part day PTO	KM
5/9/2024			Part day PTO	KM
5/13/2024			Part day PTO	SF
5/20/2024			Part day PTO	SF
5/21/2024			Part day PTO	KM

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5/21/2024			PTO	SF
5/23/2024			Part day PTO	KM
5/24/2024			Admin leave for Memorial Day holiday	SF
5/24/2024			Admin leave for Memorial Day holiday	KM
5/27/2024			Memorial Day holiday	SF
5/27/2024			Memorial Day holiday	KM
5/30/2024			PTO	KM