

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
6/11/2024	504	Vacant Unit	Loaded items into van, checked over unit	KM
<b>Work Orders</b>				
6/27/2024	508	Work Order	Met with contractor about electrical work	SF
6/25/2024	701	Work Order	Performed annual inspection, replaced batteries in smoke alarms, repaired kitchen light switch	SF
6/11/2024	2603	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
6/6/2024	2620D	Work Order	Installed fire extinguishers and fire blanket	KM
6/25/2024	2646D	Work Order	Performed periodic inspection	SF
6/25/2024	2666	Work Order	Performed 60-day inspection	SF
6/4/2024	2670A	Work Order	Performed interior APM inspection, repaired and lubed fan, unplugged tub drain, replaced bedroom closet light fixture	SF
6/3/2024	Office	Work Order	Replaced soap dispenser in public restroom	SF
<b>Routine Activities</b>				
6/3/2024	Housing Area	Routine	Picked up and dropped off lawn equipment for resident use	KM
6/3/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/3/2024	Office	Routine	Ordered appliances, met with Anne and Platter regarding a project, completed paperwork	SF
6/3/2024	Playground	Routine	Cleaned and restocked restroom	KM
6/3/2024	Shop	Routine	Cut plywood and began building TRC game, worked on water pump	SF
6/3/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid on golf cart, emptied trash from van and S-10	KM
6/4/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
6/4/2024	Office	Routine	Completed paperwork	SF
6/4/2024	Office	Routine	Completed paperwork	KM
6/4/2024	Shop	Routine	Cut and painted plywood for TRC game	SF
6/4/2024	Shop	Routine	Gathered fuel slips, emptied trash from van and S-10, loaded golf cart	KM
6/4/2024	Town	Routine	Picked up supplies	SF
6/5/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
6/5/2024	Office	Routine	Completed paperwork	KM
6/5/2024	Office	Routine	Ordered appliances and counter laminate, completed paperwork	SF
6/5/2024	Shop	Routine	Cleaned and organized work areas, emptied trash from van and S-10	KM
6/5/2024	Shop	Routine	Worked on TRC game	SF
6/5/2024	Town	Routine	Picked up supplies, dropped off materials for contractor	SF
6/6/2024	Housing Area	Routine	Posted notice for Resident Services	KM
6/6/2024	Office	Routine	Completed paperwork	KM
6/6/2024	Office	Routine	Worked on TRC preparations, completed paperwork	SF
6/6/2024	Shop	Routine	Emptied trash from van and S-10, loaded fire extinguisher supplies	KM
6/6/2024	Shop	Routine	Worked on TRC game, moved TRC game to office	SF
6/7/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/7/2024	Office	Routine	Completed paperwork	KM

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6/7/2024	Shop	Routine	Cleaned up and put away tools, planed boards for display cabinet, set up a pump to water plants and filled tank	SF
6/7/2024	Shop	Routine	Loaded fire extinguishers, restocked van, ran compressor and emptied water traps, emptied trash from van and S-10	KM
6/10/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
6/10/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/10/2024	Office	Routine	Researched and priced window coverings	SF
6/10/2024	Playground	Routine	Cleaned and restocked restroom	KM
6/10/2024	Shop	Routine	Cleaned up, filled water tank, put away supplies, built and painted display for TRC game	SF
6/10/2024	Shop	Routine	Ran compressor and emptied water traps, unloaded and put away tools, checked fluid on golf cart, emptied trash from van and S-10	KM
6/11/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
6/11/2024	Office	Routine	Completed paperwork	KM
6/11/2024	Office	Routine	Loaded supply delivery, completed paperwork	SF
6/11/2024	Shop	Routine	Cleaned around shop, emptied trash from back of van and S-10, restocked van, worked on mowers and weed eaters	KM
6/11/2024	Shop	Routine	Filled water tank, replaced water pump; removed, sharpened, and reinstalled blades on Toro Mower	SF
6/11/2024	Town	Routine	Picked up new water pump and supplies	SF
6/12/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/12/2024	Office	Routine	Completed paperwork	KM
6/12/2024	Shop	Routine	Put line on weed eaters, worked on mowers, emptied trash from back of van and S-10	KM
6/12/2024	Shop	Routine	Worked on lawn equipment and refrigerator, cleaned up work area, put away tools and supplies	SF
6/12/2024	Town	Routine	Picked up grounds fuel	KM
6/13/2024	Office	Routine	Attended Board meeting, completed paperwork	KM
6/13/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
6/13/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools, cleaned around grounds equipment, cleaned up work area	KM
6/13/2024	Shop	Routine	Loaded water heaters and toilets for KAH rehab units	SF
6/13/2024	Town	Routine	Dropped off weed eaters for repair and checked on parts, fueled S-10	KM
6/14/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/14/2024	Office	Routine	Completed paperwork	KM
6/14/2024	Office	Routine	Watered plants, completed paperwork	SF
6/14/2024	Shop	Routine	Ran compressor and emptied water traps, unloaded and put away tools, checked fluid on golf cart, emptied trash from van and S-10	KM
6/14/2024	Shop	Routine	Worked on countertops	SF
6/17/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/17/2024	Office	Routine	Completed paperwork	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
6/17/2024	Playground	Routine	Cleaned and restocked restroom	KM
6/17/2024	Shop	Routine	Helped construct countertop, ran compressor and emptied water traps, checked fluid level on golf cart, emptied trash from back of van and S-	KM
6/17/2024	Shop	Routine	Worked on countertops	SF
6/18/2024	Office	Routine	Completed paperwork	KM
6/18/2024	Playground	Routine	Cleaned restroom	KM
6/18/2024	Shop	Routine	Assisted with countertops and TRC game, emptied trash from back of van and S-10	KM
6/18/2024	Shop	Routine	Worked on countertops and TRC game	SF
6/20/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/20/2024	Office	Routine	Completed paperwork	KM
6/20/2024	Shop	Routine	Loaded up TRC game and took to the office, put mower deck on the John Deere, cleaned up, put away tools	SF
6/20/2024	Shop	Routine	Ran lawn mowers and weed eaters, emptied trash from back of van and S-10, checked oil in van, cleaned up work areas	KM
6/20/2024	Town	Routine	Picked up materials	KM
6/21/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/21/2024	Office	Routine	Brought items from shop, completed paperwork	KM
6/21/2024	Office	Routine	Completed paperwork	SF
6/21/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
6/21/2024	Shop	Routine	Painted game pieces and cleaned up	SF
6/24/2024	Office	Routine	Checked oil in backup generator, completed paperwork	KM
6/24/2024	Office	Routine	Completed paperwork	SF
6/24/2024	Playground	Routine	Cleaned and restocked restroom	KM
6/24/2024	Shop	Routine	Checked fluid in golf cart, ran compressor and emptied water traps, loaded up for spraying weeds around shop yard, emptied trash from back of van and S-10	KM
6/24/2024	Shop	Routine	Pressure washed and cleaned box van, met with contractor about countertops, cleaned up in shop, touched up paint on TRC game	SF
6/24/2024	Town	Routine	Picked up supplies	SF
6/25/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/25/2024	Office	Routine	Completed paperwork	KM
6/25/2024	Office	Routine	Watered plants, completed paperwork	SF
6/25/2024	Shop	Routine	Cleaned out box van to haul items to The Mill for TRC, put away tools and supplies	SF
6/25/2024	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
6/26/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/26/2024	Office	Routine	Helped gather and load items for TRC outreach event	SF
6/26/2024	Office	Routine	Completed paperwork	KM
6/26/2024	Shop	Routine	Emptied trash from back of van and S-10, unloaded mowers	KM
6/26/2024	Shop	Routine	Finished cleaning out van	SF

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6/26/2024	The Mill	Routine	Helped set up, tear down, and operate TRC information booth and	SF
6/27/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/27/2024	Office	Routine	Completed paperwork	KM
6/27/2024	Office	Routine	Unloaded TRC supplies and game, completed paperwork	SF
6/27/2024	Shop	Routine	Repaired lawn mower, emptied trash from back of van and S-10, helped unload TRC game and supplies	KM
6/27/2024	The Mill	Routine	Picked up items from TRC outreach event	SF
<b>Projects</b>				
6/5/2024	708	Projects	Took measurements for countertops	SF
6/5/2024	2608	Projects	Met with contractor about countertops and took measurements	SF
6/13/2024	2608	Projects	Took measurements for and began building new countertops	SF
<b>Groundskeeping</b>				
6/3/2024	Housing Area	Grounds	Trash pickup	KM
6/4/2024	Housing Area	Grounds	Sprayed weeds in sidewalks	KM
6/4/2024	Housing Area	Grounds	Trash pickup	KM
6/5/2024	Housing Area	Grounds	Sprayed weeds in sidewalks	KM
6/5/2024	Housing Area	Grounds	Trash pickup	KM
6/6/2024	Housing Area	Grounds	Sprayed weeds in sidewalks	KM
6/6/2024	Housing Area	Grounds	Trash pickup	KM
6/7/2024	Housing Area	Grounds	Trash pickup	KM
6/7/2024	Housing Area	Grounds	Watered plants and trees	SF
6/10/2024	Housing Area	Grounds	Trash pickup	KM
6/11/2024	Housing Area	Grounds	Mowed empty lots	SF
6/11/2024	Housing Area	Grounds	Trash pickup	KM
6/11/2024	Housing Area	Grounds	Watered plants along entrance and at Cultural Garden	SF
6/12/2024	Housing Area	Grounds	Trash pickup	KM
6/12/2024	Housing Area	Grounds	Watered plants and trees at office and plants at playground	SF
6/12/2024	Housing Area	Grounds	Weedeated dam area	SF
6/13/2024	Housing Area	Grounds	Trash pickup	KM
6/14/2024	Housing Area	Grounds	Trash pickup	KM
6/17/2024	Housing Area	Grounds	Picked up lawn equipment after resident use	KM
6/17/2024	Housing Area	Grounds	Trash pickup	KM
6/17/2024	Housing Area	Grounds	Watered plants along road and at Cultural Garden	SF
6/18/2024	Housing Area	Grounds	Trash pickup	KM
6/20/2024	Housing Area	Grounds	Mowed along Miluk Drive and removed power box at entrance	SF
6/20/2024	Housing Area	Grounds	Trash pickup	KM
6/21/2024	Housing Area	Grounds	Trash pickup	KM
6/21/2024	Housing Area	Grounds	Watered plants and trees	SF
6/24/2024	Housing Area	Grounds	Trash pickup	KM
6/24/2024	Housing Area	Grounds	Weedeated on Miluk and cleaned up	SF
6/25/2024	Housing Area	Grounds	Trash pickup	KM

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6/25/2024	Shop	Grounds	Sprayed weeds in storage lot	KM
6/25/2024	Housing Area	Grounds	Filled water tank and watered plants, weedeated empty lots and around utility boxes	SF
6/26/2024	Housing Area	Grounds	Trash pickup	KM
6/26/2024	Shop	Grounds	Sprayed weeds in storage lot and shop yard	KM
6/27/2024	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
6/3/2024	Town	Admin	Courier run	KM
6/5/2024	Town	Admin	Courier run	KM
6/6/2024	Town	Admin	Courier run	KM
6/24/2024	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
6/10/2024			Part day PTO	KM
6/17/2024			Part day PTO	SF
6/19/2024			Juneteenth holiday	SF
6/19/2024			Juneteenth holiday	KM
6/20/2024			Part day PTO	SF
6/26/2024			Part day PTO	KM
6/27/2024			Admin leave for Tribal Restoration Day holiday	SF
6/27/2024			Admin leave for Tribal Restoration Day holiday	KM
6/28/2024			Tribal Restoration Day holiday	KM
6/28/2024			Tribal Restoration Day holiday	SF