

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/1/2024	508	Vacant Unit	Painted and cleaned up	KM
8/2/2024	508	Vacant Unit	Painted and cleaned up	KM
8/6/2024	508	Vacant Unit	Painted, washed doors, cleaned up	KM
8/7/2024	508	Vacant Unit	Painted and cut in corners	KM
8/8/2024	508	Vacant Unit	Painted in unit	KM
8/13/2024	508	Vacant Unit	Painted, loaded tools, cleaned up	KM
8/14/2024	508	Vacant Unit	Painted, removed and cleaned light covers	KM
8/15/2024	508	Vacant Unit	Painted, removed light covers, loaded up trash	KM
8/16/2024	508	Vacant Unit	Cleaned up	KM
8/19/2024	508	Vacant Unit	Cleaned outlet and switch plates, moved tools for cleaner	KM
8/20/2024	508	Vacant Unit	Washed shelving brackets, cleaned and installed light covers, touched up paint	KM
8/21/2024	508	Vacant Unit	Cleaned up	KM
8/22/2024	508	Vacant Unit	Replaced outlets and switches, installed shelving hardware, cleaned up	KM
8/23/2024	508	Vacant Unit	Cleaned up	KM
8/26/2024	508	Vacant Unit	Drained and removed water heater, cleaned up for flooring installers	SF
8/29/2024	508	Vacant Unit	Dropped off cove base for flooring installer	SF
Work Orders				
8/20/2024	502	Work Order	Performed annual inspection, installed fire extinguishers and blanket, and kitchen faucet and sprayer	SF
8/22/2024	704	Work Order	Looked into electrical issue in kitchen	SF
8/29/2024	704	Work Order	Repaired issue with landscaping	SF
8/6/2024	2601	Work Order	Installed fire extinguishers and blanket, replaced and rekeyed locks	SF
8/13/2024	2603	Work Order	Performed interior APM inspection, completed repairs	SF
8/7/2024	2605	Work Order	Replaced exterior bulbs and cleaned globes	SF
8/28/2024	2608	Work Order	Performed move-in inspection	SF
8/29/2024	2608	Work Order	Dropped off interior keys, spoke with resident about fencing	SF
8/22/2024	2609	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
8/20/2024	2620D	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
8/13/2024	2631	Work Order	Performed annual inspection	SF
8/14/2024	2631	Work Order	Installed fire extinguishers and blanket	SF
8/2/2024	2650	Work Order	Looked at work being done and damage needing repairs	SF
8/16/2024	2650	Work Order	Loaded up paint and siding left in the yard	SF
Routine Activities				
8/1/2024	Office	Routine	Repaired kitchen drawer, installed paper towel holder, did paperwork	SF
8/1/2024	Office	Routine	Took out recycling, completed paperwork	KM
8/1/2024	Shop	Routine	Emptied trash from back of van, loaded tools	KM
8/1/2024	Shop	Routine	Unloaded van, organized van and work area	SF
8/2/2024	Office	Routine	Completed paperwork	KM
8/2/2024	Office	Routine	Worked on supply order, completed paperwork	SF

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8/2/2024	Shop	Routine	Helped move and gather materials for contractor	SF
8/2/2024	Shop	Routine	Emptied trash from van, ran compressor and emptied water traps	KM
8/5/2024	Housing Area	Routine	Picked up rent from elder	KM
8/5/2024	Office	Routine	Completed paperwork	KM
8/5/2024	Office	Routine	Met with Marcy, took supply order to shop, completed paperwork	SF
8/5/2024	Office	Routine	Took out recycling, completed paperwork	KM
8/5/2024	Playground	Routine	Cleaned and restocked restroom	KM
8/5/2024	Shop	Routine	Checked fluid on golf cart, ran compressor and emptied water traps, emptied trash from back of van and S-10	KM
8/5/2024	Shop	Routine	Emptied dust collector bag and took to dumpster; cut, planed, and primed cedar trim	SF
8/6/2024	Office	Routine	Completed paperwork	SF
8/6/2024	Office	Routine	Completed paperwork	KM
8/6/2024	Shop	Routine	Emptied trash from back of van, loaded tools	KM
8/6/2024	Shop	Routine	Filled water tank, checked security gate, assisted Platter with supplies	SF
8/7/2024	Office	Routine	Completed paperwork	KM
8/7/2024	Shop	Routine	Cut and primed blocks, primed trim boards	SF
8/7/2024	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
8/8/2024	Office	Routine	Completed paperwork	SF
8/8/2024	Office	Routine	Completed paperwork	KM
8/8/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
8/9/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/9/2024	Office	Routine	Completed paperwork	KM
8/9/2024	Office	Routine	Watered plants, researched products, completed paperwork	SF
8/9/2024	Shop	Routine	Emptied trash from van, unloaded and put away tools, ran compressor	KM
8/9/2024	Shop	Routine	Unloaded and put away supplies	SF
8/12/2024	Office	Routine	Completed paperwork	KM
8/12/2024	Office	Routine	Met with Marcy regarding inventory	SF
8/12/2024	Playground	Routine	Cleaned and restocked restroom	KM
8/12/2024	Shop	Routine	Emptied trash from back of van, ran compressor and emptied water traps, checked fluid on golf cart	KM
8/13/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
8/13/2024	Housing Area	Routine	Posted notices regarding upcoming exterior maintenance	KM
8/13/2024	Office	Routine	Completed paperwork	KM
8/13/2024	Office	Routine	Picked up delivery, called supplier about missing item	SF
8/13/2024	Shop	Routine	Cleaned up and organized shop, emptied trash from back of van, took trash to dumpster, unloaded and put away tools	KM
8/13/2024	Shop	Routine	Cut and planed cedar trim	SF
8/14/2024	Office	Routine	Completed paperwork	KM
8/14/2024	Shop	Routine	Emptied trash from van, unloaded and put away tools, ran compressor	KM
8/14/2024	Shop	Routine	Primed cedar trim, unloaded van, met with contractor	SF

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8/15/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/15/2024	Office	Routine	Completed paperwork	SF
8/15/2024	Office	Routine	Completed paperwork	KM
8/15/2024	Shop	Routine	Emptied trash from van, unloaded and put away tools, ran compressor	KM
8/16/2024	Office	Routine	Completed paperwork	KM
8/16/2024	Office	Routine	Put together a supply order	SF
8/16/2024	Shop	Routine	Emptied trash from back of van, put away tools, ran compressor and emptied water traps	KM
8/19/2024	Office	Routine	Completed paperwork	SF
8/19/2024	Office	Routine	Completed paperwork	KM
8/19/2024	Playground	Routine	Cleaned and restocked restroom	KM
8/19/2024	Shop	Routine	Cleaned out van, put away tools and supplies, hauled trash to dumpster	SF
8/19/2024	Shop	Routine	Emptied trash from back of van, ran compressor and emptied water traps, checked fluid on golf cart	KM
8/20/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/20/2024	Office	Routine	Completed paperwork	KM
8/20/2024	Shop	Routine	Emptied trash from back of van, cleaned and organized shop	KM
8/21/2024	Housing Area	Routine	Dropped off tables for community wide garage sale	KM
8/21/2024	Office	Routine	Completed paperwork	SF
8/21/2024	Office	Routine	Completed paperwork	KM
8/21/2024	Shop	Routine	Emptied trash from back of van, unloaded and put away tools	KM
8/21/2024	Shop	Routine	Gathered supplies for contractor performing exterior APM work	SF
8/21/2024	Shop	Routine	Unloaded and put away supplies	SF
8/22/2024	Housing Area	Routine	Dropped off tables for community wide garage sale	KM
8/22/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
8/22/2024	Office	Routine	Completed paperwork	KM
8/22/2024	Shop	Routine	Emptied trash from back of van and S-10, cleaned and organized shop	KM
8/22/2024	Shop	Routine	Gathered supplies	SF
8/23/2024	Office	Routine	Completed paperwork	KM
8/23/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
8/27/2024	Housing Area	Routine	Crushed items in community dumpsters	SF
8/28/2024	Housing Area	Routine	Picked up tables after community wide garage sale	SF
8/28/2024	Shop	Routine	Gathered items for contractor for exterior APM work	SF
8/29/2024	Housing Area	Routine	Checked on community dumpsters	SF
8/29/2024	Office	Routine	Made phone calls, researched products, watered plants, did paperwork	SF
Projects				
8/21/2024	708	Projects	Keyed and mastered locks, began replacing light fixtures, gathered supplies for unit	SF
8/22/2024	708	Projects	Installed new light fixtures in bedrooms and hallway, put together curtain rods, hauled items to unit, cleaned up	SF
8/28/2024	708	Projects	Finished putting items together	SF

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8/1/2024	2608	Projects	Worked on exterior locks, installed shower rods and paper holder, researched master keying Schlage locks	SF
8/5/2024	2608	Projects	Installed curtains and rods, finished installing cabinet handles and bathroom hardware	SF
8/6/2024	2608	Projects	Installed blinds in kitchen and utility room, worked on keying locks, cut and primed blocks for outside, worked on garage door, lubed all hinges and rollers	SF
8/7/2024	2608	Projects	Worked on rekeying locks, duplicated keys, cut base trim and varnished, removed hose bibs for measurements for replacing	SF
8/8/2024	2608	Projects	Installed cabinet base trim and new dishwasher, removed and installed two new hose bibs, used camera in walls to check for leaks, cleaned up	SF
8/12/2024	2608	Projects	Moved items out for cleaning, loaded refrigerator to go to shop, caulked and painted hose bibs, installed shelving in cabinets, cleaned up garage uncrated new refrigerator	SF
8/12/2024	2608	Projects	Rebuilt some screens and built new ones	KM
8/13/2024	2608	Projects	Dropped off screens	KM
8/13/2024	2608	Projects	Hooked up power cord for range, moved appliances into unit, removed tools and cleaned up, met with cleaning contractor, installed fire extinguishers	SF
8/14/2024	2608	Projects	Hung towel bars, installed curtains and mirrors, added appliances to inventory, installed shelves in base cabinets	SF
8/15/2024	2608	Projects	Moved range hood and cabinet up, cut and retaped ducting, masked off cabinet, textured wall, rewired range hood, primed wall, adjusted door latches, met with cleaning contractor	SF
8/16/2024	2608	Projects	Repaired cabinet door, measured for supplies	SF
8/19/2024	2608	Projects	Touched up paint, finished installing shelving, cleaned out garage, adjusted door locks, patched small holes and painted, varnished countertop edging, caulked tub and shower, loaded trash into van	SF
8/20/2024	2608	Projects	Mopped and removed adhesive from floors, installed screens, swept and cleaned garage, installed privacy vinyl on door glass, installed CO alarm, towel hooks, pantry shelves, and blocks on siding under light, caulked around doors, did walkthrough	SF
8/21/2024	2608	Projects	Cleaned paint spots on floor, programmed new remote for garage door, installed 2x8 around garage landing, cleaned and lubed garage door rollers, springs, and hinges, met Platter and Tracey for final walkthrough; ready for occupancy	SF
Groundskeeping				
8/1/2024	Housing Area	Grounds	Trash pickup	KM
8/2/2024	Housing Area	Grounds	Trash pickup	KM
8/5/2024	Housing Area	Grounds	Trash pickup	KM
8/6/2024	Housing Area	Grounds	Trash pickup	KM

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8/7/2024	Housing Area	Grounds	Trash pickup	KM
8/8/2024	Housing Area	Grounds	Trash pickup	KM
8/9/2024	Housing Area	Grounds	Trash pickup	KM
8/12/2024	Housing Area	Grounds	Trash pickup	KM
8/12/2024	Housing Area	Grounds	Watered plants along Miluk and in Cultural Garden	SF
8/13/2024	Housing Area	Grounds	Trash pickup	KM
8/14/2024	Housing Area	Grounds	Trash pickup	KM
8/15/2024	Housing Area	Grounds	Trash pickup	KM
8/16/2024	Housing Area	Grounds	Trash pickup	KM
8/19/2024	Housing Area	Grounds	Trash pickup	KM
8/20/2024	Housing Area	Grounds	Trash pickup	KM
8/21/2024	Housing Area	Grounds	Trash pickup	KM
8/22/2024	Housing Area	Grounds	Trash pickup	KM
8/23/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
8/1/2024	Town	Admin	Courier run	KM
8/2/2024	Town	Admin	Courier run	KM
8/5/2024	Town	Admin	Courier run	KM
8/7/2024	Town	Admin	Courier run	KM
8/9/2024	Town	Admin	Courier run	KM
8/12/2024	Town	Admin	Courier run	KM
8/15/2024	Town	Admin	Courier run	KM
8/26/2024	The Mill	Admin	Board and staff AI training	KM
8/26/2024	The Mill	Admin	Board and staff AI training	SF
8/27/2024	The Mill	Admin	Board and staff AI training	KM
8/27/2024	The Mill	Admin	Board and staff AI training	SF
Staff Time Off				
8/14/2024			Part day PTO	KM
8/15/2024			Part day PTO	SF
8/15/2024			Part day PTO	KM
8/16/2024			Part day PTO	KM
8/20/2024			Part day PTO	KM
8/20/2024			Part day PTO	SF
8/21/2024			Part day PTO	KM
8/22/2024			Part day PTO	KM
8/23/2024			PTO	SF
8/28/2024			PTO	KM
8/29/2024			PTO	KM
8/30/2024			Admin leave for Labor Day holiday	KM
8/30/2024			Admin leave for Labor Day holiday	SF