

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/3/2024	508	Vacant Unit	Touched up paint, put items back together	KM
9/4/2024	508	Vacant Unit	Put items back together, cleaned up	KM
9/5/2024	508	Vacant Unit	Touched up paint, installed shelf brackets	KM
9/6/2024	508	Vacant Unit	Loaded up tools and supplies	KM
9/3/2024	708	Vacant Unit	Removed range hood and cabinet, cut ducting, rerouted wiring for range hood, patched drywall, reinstalled cabinet and range hood, cleaned up, marked out placement of lights for living room	SF
9/4/2024	708	Vacant Unit	Drilled holes in livingroom ceiling for new lights, ran wiring and installed lights, ran wiring into wall to the switch, installed curtain rods, hung curtains, cleaned up	SF
9/5/2024	708	Vacant Unit	Worked on wiring switches, hung mirrors and bathroom accessories	SF
9/6/2024	708	Vacant Unit	Ran new wiring for entry lights, vacuumed floors, cleaned up	SF
9/9/2024	708	Vacant Unit	Worked on installing new dishwasher, worked on troubleshooting lights, installed fire extinguishers and blanket, cleaned up	SF
9/10/2024	708	Vacant Unit	Met with cleaning contractor, unloaded and uncrated new appliances, loaded refrigerator from garage and hauled it to the shop	SF
9/11/2024	708	Vacant Unit	Installed two lights over kitchen counter, worked on wiring in attic and raked insulation, vacuumed floor, cleaned up, put switches and coverplates back on, sanded and put first coat of varnish on counter edges, installed 1x6 under kitchen sink area for counter face	SF
9/12/2024	708	Vacant Unit	Uncrated range, cleaned out and vacuumed garage, varnished countertop edges, primed and painted drywall patch behind stove, cleaned up, met with cleaning contractor	SF
9/13/2024	708	Vacant Unit	Varnished cabinet base trim and counter edges, cleaned out tools and supplies, installed range power cord and anti-tip bracket, duplicated keys, installed shelving in all cabinets	SF
9/16/2024	708	Vacant Unit	Installed kitchen and bath base trim, cleaned up, installed door blocks and bumpers, installed vinyl on back door glass, worked on entry light	SF
9/17/2024	708	Vacant Unit	Removed, repaired, and replaced window screens	KM
9/18/2024	708	Vacant Unit	Repaired torn window screens	KM
9/19/2024	708	Vacant Unit	Rebuilt window screens	KM
9/20/2024	708	Vacant Unit	Built screens	KM
9/24/2024	708	Vacant Unit	Built and repaired screens, cleaned up	KM
9/25/2024	708	Vacant Unit	Built screens	KM
9/30/2024	708	Vacant Unit	Installed door blocks, cleaned out home, mopped and vacuumed all floors; ready for occupancy	SF
9/6/2024	2646D	Vacant Unit	Unloaded tools, pulled lightswitch and outlet covers	KM
9/9/2024	2646D	Vacant Unit	Prepped for paint	KM
9/10/2024	2646D	Vacant Unit	Prepped for paint	KM
9/11/2024	2646D	Vacant Unit	Prepped for paint	KM

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9/12/2024	2646D	Vacant Unit	Prepped for paint	KM
9/13/2024	2646D	Vacant Unit	Prepped for paint	KM
9/23/2024	2651	Vacant Unit	Unloaded appliances, installed curtain rods and hung curtains, brought in dishwasher, rekeyed all locks and installed deadbolt in hall closet	SF
9/24/2024	2651	Vacant Unit	Repaired counter and cabinet for dishwasher area, installed fire extinguishers, kitchen sink faceboard, removed range hood and cabinet and moved up 10", cut exhaust pipe and reinstalled	SF
9/26/2024	2651	Vacant Unit	Installed wood face on cabinets, installed master bathroom accessories, cut blinds, hooked up dishwasher, removed tile and raised counter in master bath to level out, met with cleaning contractor	SF
9/27/2024	2651	Vacant Unit	Installed door bumpers and blocks, put appliances in place, hooked up range cord, drilled holes into concrete for front door stopper, repaired drywall and cove base in bedroom closet, painted bifold doors, adjusted door locks and deadbolts, varnished counter edges and trim	SF
9/30/2024	2651	Vacant Unit	Varnished and installed cabinet base trim, touched up paint, cleaned out garage, lubed and adjusted garage door rollers and rails, inventoried appliances, mopped and vacuumed all floors, installed vinyl on back door window glass; ready for occupancy	SF
Work Orders				
9/26/2024	704	Work Order	Repaired toilet	SF
9/4/2024	706	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
9/11/2024	2608	Work Order	Removed and replaced leaking shower drain	SF
9/11/2024	2616	Work Order	Repaired patio blind	SF
9/12/2024	2629	Work Order	Looked into issue with oven	SF
9/5/2024	2631	Work Order	Spoke with resident about water issues	SF
9/5/2024	2670C	Work Order	Repaired showerhead, checked plumbing under kitchen sink, repaired bi-fold door knob	SF
9/9/2024	Office	Work Order	Rekeyed all locks and duplicated new keys	SF
Routine Activities				
9/3/2024	Housing Area	Routine	Crushed dumpsters with backhoe	SF
9/3/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/3/2024	Office	Routine	Completed paperwork	KM
9/3/2024	Office	Routine	Made phone calls, completed paperwork	SF
9/3/2024	Shop	Routine	Cleaned and organized work area, emptied trash from back of van, unloaded and put away tools	KM
9/4/2024	Housing Area	Routine	Checked on dumpsters	SF
9/4/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/4/2024	Office	Routine	Completed paperwork	KM
9/4/2024	Playground	Routine	Removed damaged bench	SF
9/4/2024	Shop	Routine	Emptied trash from back of van	KM
9/5/2024	Housing Area	Routine	Posted letters for Resident Services	KM

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9/5/2024	Office	Routine	Completed paperwork	KM
9/5/2024	Office	Routine	Researched gate parts, completed paperwork	SF
9/5/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
9/5/2024	Shop	Routine	Unloaded van, put away tools and supplies, cleaned up work area	SF
9/6/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/6/2024	Office	Routine	Completed paperwork	SF
9/6/2024	Shop	Routine	Loaded supplies and dishwasher, took trailer outside unloaded van	SF
9/6/2024	Shop	Routine	Ran compressor and emptied water trap, emptied trash from van	KM
9/8/2024	Shop	Routine	Cleaned out and organized van	SF
9/9/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
9/9/2024	Office	Routine	Met with Anne	SF
9/9/2024	Playground	Routine	Cleaned and restocked restroom	KM
9/9/2024	Shop	Routine	Ran compressor and emptied water trap, emptied trash from van	KM
9/10/2024	Office	Routine	Completed paperwork	KM
9/10/2024	Office	Routine	Met with Marcy regarding inventory	SF
9/10/2024	Shop	Routine	Emptied trash from back of van	KM
9/10/2024	Shop	Routine	Gathered supplies for contractor, loaded appliances in van	SF
9/11/2024	Office	Routine	Completed paperwork	KM
9/11/2024	Office	Routine	Completed paperwork	SF
9/11/2024	Shop	Routine	Emptied trash from back of van	KM
9/12/2024	Office	Routine	Completed paperwork	KM
9/12/2024	Office	Routine	Met with Tracey about vacant units, completed paperwork	SF
9/12/2024	Shop	Routine	Emptied trash from back of van and shop yard	KM
9/12/2024	Shop	Routine	Unloaded van, hauled trash and recycling, cut trim for cabinets	SF
9/13/2024	Office	Routine	Emptied trash cans, completed paperwork	KM
9/13/2024	Office	Routine	Watered plants, completed paperwork	SF
9/13/2024	Shop	Routine	Cleaned bathrooms	KM
9/16/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/16/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
9/16/2024	Office	Routine	Completed paperwork	SF
9/16/2024	Shop	Routine	Emptied trash from back of van and S-10, unloaded and put away tools	KM
9/17/2024	Office	Routine	Completed paperwork	KM
9/17/2024	Shop	Routine	Emptied trash from back of van and S-10, checked oil in vans and trucks	KM
9/18/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/18/2024	Housing Area	Routine	Posted letters for Resident Services	KM
9/18/2024	Office	Routine	Took out recycling, completed paperwork	KM
9/18/2024	Shop	Routine	Emptied trash from back of van and S-10, organized work areas	KM
9/19/2024	Office	Routine	Completed paperwork	KM
9/19/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools, organized work areas	KM
9/20/2024	Housing Area	Routine	Delivered exterior APM notices	KM

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9/20/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/20/2024	Office	Routine	Cleaned restroom in back office, emptied trash, did paperwork	KM
9/20/2024	Playground	Routine	Cleaned and restocked restroom	KM
9/20/2024	Shop	Routine	Cleaned restrooms	KM
9/20/2024	Shop	Routine	Ran compressor and emptied water trap, emptied trash from van	KM
9/23/2024	Office	Routine	Attended HUD BABA training, completed paperwork	SF
9/23/2024	Shop	Routine	Loaded appliances	SF
9/24/2024	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/24/2024	Housing Area	Routine	Posted letters for Resident Services	KM
9/24/2024	Housing Area	Routine	Posted pest control notices	KM
9/24/2024	Office	Routine	Helped move computer	SF
9/24/2024	Office	Routine	Completed paperwork	KM
9/24/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
9/25/2024	Office	Routine	Completed paperwork	KM
9/25/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools, organized work areas	KM
9/26/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
9/26/2024	Office	Routine	Completed paperwork	KM
9/26/2024	Shop	Routine	Emptied trash from S-10, loaded tools and supplies into van, organized shop	KM
9/27/2024	Office	Routine	Completed paperwork	SF
9/27/2024	Office	Routine	Emptied trash cans, cleaned restroom, completed paperwork	KM
9/27/2024	Shop	Routine	Cleaned work areas, put away tools	KM
9/27/2024	Shop	Routine	Ran compressor and emptied water trap, emptied trash from van	KM
9/30/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/30/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
9/30/2024	Office	Routine	Completed paperwork	SF
9/30/2024	Playground	Routine	Cleaned and restocked restroom	KM
9/30/2024	Shop	Routine	Ran compressor and emptied water trap, emptied trash from van	KM
Groundskeeping				
9/3/2024	Housing Area	Grounds	Trash pickup	KM
9/4/2024	Housing Area	Grounds	Trash pickup	KM
9/5/2024	Housing Area	Grounds	Trash pickup	KM
9/6/2024	Housing Area	Grounds	Trash pickup	KM
9/9/2024	Housing Area	Grounds	Trash pickup	KM
9/10/2024	Housing Area	Grounds	Trash pickup	KM
9/11/2024	Housing Area	Grounds	Trash pickup	KM
9/12/2024	Housing Area	Grounds	Trash pickup	KM
9/13/2024	Housing Area	Grounds	Trash pickup	KM
9/16/2024	Housing Area	Grounds	Trash pickup	KM
9/17/2024	Housing Area	Grounds	Trash pickup	KM

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9/18/2024	Housing Area	Grounds	Trash pickup	KM
9/19/2024	Housing Area	Grounds	Trash pickup	KM
9/24/2024	Housing Area	Grounds	Trash pickup	KM
9/25/2024	Housing Area	Grounds	Trash pickup	KM
9/26/2024	Housing Area	Grounds	Trash pickup	KM
9/27/2024	Housing Area	Grounds	Trash pickup	KM
9/30/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
9/3/2024	Town	Admin	Courier run	KM
9/4/2024	Town	Admin	Courier run	KM
9/12/2024	Town	Admin	Courier run	KM
9/19/2024	Town	Admin	Courier run	KM
9/30/2024	Town	Admin	Courier run	KM
Staff Time Off				
9/3/2024			Part day PTO	KM
9/10/2024			Part day PTO	KM
9/16/2024			Part day PTO	KM
9/16/2024			Part day PTO	SF
9/17/2024			Travel for NWIHA BABA training in Auburn, WA	SF
9/18/2024			Attended NWIHA BABA training	SF
9/18/2024			Part day PTO	KM
9/19/2024			Attended NWIHA BABA training	SF
9/20/2024			Travel for NWIHA BABA training in Auburn, WA	SF
9/23/2024			PTO	KM
9/24/2024			Part day PTO	KM
9/25/2024			Part day PTO	KM
9/26/2024			Part day PTO	SF
9/26/2024			Part day PTO	KM
9/30/2024			Part day PTO	KM