

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

DATE	LOCATION	CATEGORY	WORK PERFORMED	REP
<b>Vacant Units</b>				
10/8/2024	508	Vacant Unit	Loaded up trash	KM
10/10/2024	508	Vacant Unit	Unloaded tools, put things back together	KM
10/11/2024	508	Vacant Unit	Put things back together	KM
10/15/2024	508	Vacant Unit	Cleaned shelving and hardware, took trash to shop	KM
10/16/2024	508	Vacant Unit	Cleaned shelving, began putting things back together	KM
10/17/2024	508	Vacant Unit	Loaded up tools	KM
10/17/2024	508	Vacant Unit	Removed and installed all new light fixtures, crawled attic to work on wiring for lights	SF
10/18/2024	508	Vacant Unit	Installed and wired livingroom lights, brought in and installed water heater and pan	SF
10/21/2024	508	Vacant Unit	Cleaned out shed, loaded up tools	KM
10/21/2024	508	Vacant Unit	Ran wiring for light switch, began installing curtains and rods, hooked up water heater	SF
10/22/2024	508	Vacant Unit	Loaded up tools and trash, cleaned up	KM
10/22/2024	508	Vacant Unit	Touched up paint, finished installing curtains and rods, installed bathroom light fixture and toe kick, installed cabinet base trim in kitchen and bathroom, repaired kitchen base cabinet	SF
10/23/2024	508	Vacant Unit	Cleaned out tools, swept floor	KM
10/23/2024	508	Vacant Unit	Replaced thermostat in bedroom, installed all bifold doors and brackets, installed new sliding glass door blind, shower head, and shower rod, removed materials and trash from unit, met with contractor about fence repairs	SF
10/24/2024	508	Vacant Unit	Brought in and set up refrigerator, wiped down and cleaned refrigerator coils, pulled out, leveled, and secured dishwasher	SF
10/25/2024	508	Vacant Unit	Made drywall repairs in bathroom	SF
10/28/2024	508	Vacant Unit	Loaded up screens, cleaned counters and dishwasher	KM
10/29/2024	508	Vacant Unit	Loaded up trash and tools, swept floors	KM
10/30/2024	508	Vacant Unit	Cleaned out shed, loaded up trash and tools, cleaned stove	KM
10/2/2024	2646D	Vacant Unit	Cleaned and installed cover plates, cleaned door handles	KM
10/3/2024	2646D	Vacant Unit	Replaced broken outlets, installed smoke detectors, mirrors, towel bars, door knobs, and nine new light fixtures	SF
10/7/2024	2646D	Vacant Unit	Took supplies to unit, put together and began installing curtain rods	SF
10/8/2024	2646D	Vacant Unit	Removed washer and dryer, hauled furniture to dump trailer, installed rods and curtains, repaired kitchen faucet and replaced sprayer head, installed bifold doors, toilet seat, and cover plates,	SF
10/9/2024	2646D	Vacant Unit	Removed everything from home, repaired cabinet shelves, cleaned and installed heater grills, removed blind brackets and spackled holes	SF
10/9/2024	2646D	Vacant Unit	Took tools and supplies to unit	KM
10/10/2024	2646D	Vacant Unit	Installed bifold doors, caulk strip on tub and shower, touched up paint at all windows and utility closet, installed new range hood filter, drip bowls, and fire extinguishers	SF

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10/11/2024	2646D	Vacant Unit	Cleaned garage, loaded van, replaced outside bulbs, cleaned globes, installed trim on interior garage door, removed, cleaned, and replaced shower corner splash, cleaned up	SF
10/15/2024	2646D	Vacant Unit	Repaired wiring to garage door sensors, vacuumed garage walls and floor, lubed garage door, installed kitchen blind, flushed water heater	SF
10/16/2024	2646D	Vacant Unit	Went into attic to clean dryer booster fan, found it was cracked and replaced with new one, cleaned the ducting, replaced shower head, rekeyed garage lock and duplicated keys for home and mailbox, cleaned up; ready for occupancy	SF
10/17/2024	2670D	Vacant Unit	Took tools and supplies to unit	KM
Work Orders				
10/7/2024	512	Work Order	Checked on leaking shower head	SF
10/10/2024	520	Work Order	Removed pump from dishwasher, scoped with camera to see if anything was stuck inside, gathered material to support fence with broken posts	SF
10/3/2024	708	Work Order	Checked on problem with garage door, erased codes and reset remote	SF
10/8/2024	708	Work Order	Adjusted back door lock plates	SF
10/1/2024	2607	Work Order	Adjusted front door seal	SF
10/1/2024	2608	Work Order	Removed shower dam in master bathroom and reinstalled with silicone caulk, spoke with resident about fencing	SF
10/21/2024	2608	Work Order	Removed leaking shower dam in master bathroom and resealed with new silicone, repaired wiring on exterior garage light, replaced GFCI on back deck	SF
10/21/2024	2620A	Work Order	Replaced remote battery in garage door opener	SF
10/27/2024	2620D	Work Order	Investigated water on 2620D bedroom carpet and 2620B garage ceiling, removed drywall and insulation in 2620B garage, found pin hole leak in 2620D cold water line for the bathroom sink, installed temporary clamp to stop leak, set up dehumidifier and blower fan, cleaned up	SF
10/31/2024	2620B/D	Work Order	Spoke with residents about plumber coming on Monday, picked up dehumidifier and fan	SF
10/15/2024	2626	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
10/7/2024	2631	Work Order	Ran camera under tub in master bath to check for leak	SF
10/9/2024	2646	Work Order	Cleaned top front deck and right side of stairs, painted half of deck steps with deck paint	SF
10/10/2024	2646	Work Order	Cleaned steps, painted left hand side of deck and steps	SF
10/25/2024	2646C	Work Order	Gathered paint, met with contractor	SF
10/15/2024	2670D	Work Order	Performed annual inspection, removed laundry doors, replaced smoke alarm battery and two bifold roller guides	SF
10/28/2024	Office	Work Order	Removed trim from two closets, removed shelving, moved furniture, mud and textured, began painting, cleaned up	SF

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DATE	LOCATION	CATEGORY	WORK PERFORMED	REP
10/29/2024	Office	Work Order	Worked on drywall repairs, texturing and painting, moved furniture	SF
10/30/2024	Office	Work Order	Removed closet walls, removed garbage, cleaned up, moved file cabinets, mudded walls	SF
10/31/2024	Office	Work Order	Worked on drywall repairs, texturing and painting, moved furniture	SF
<b>Routine Activities</b>				
10/1/2024	2651	Routine	Performed move-in inspection	SF
10/1/2024	Office	Routine	Completed paperwork	KM
10/1/2024	Office	Routine	Met with Tracey, did paperwork	SF
10/1/2024	Shop	Routine	Emptied trash from back of S-10, checked oil in vehicles, emptied shop trash cans	KM
10/1/2024	Shop	Routine	Unloaded van, cleaned up and put away tools and supplies, put together a supply order	SF
10/1/2024	Town	Routine	Fueled box van, picked up supplies	SF
10/2/2024	Office	Routine	Completed paperwork	KM
10/2/2024	Office	Routine	Put together a supply order, researched parts, met with Tracey and Marcy, did paperwork	SF
10/2/2024	Shop	Routine	Emptied trash from back of van and S-10, organized work areas	KM
10/2/2024	Shop	Routine	Unloaded van, checked appliance inventory, gathered supplies	SF
10/3/2024	Housing Area	Routine	Delivered letters for Resident Services, posted notices for exterior APM work	KM
10/3/2024	Office	Routine	Completed paperwork	KM
10/3/2024	Office	Routine	Completed paperwork	SF
10/3/2024	Shop	Routine	Emptied trash from back of S-10, put away tools, organized work areas	KM
10/3/2024	Shop	Routine	Organized and loaded van, put away supplies	SF
10/4/2024	Office	Routine	Completed paperwork	KM
10/4/2024	Office	Routine	Watered plants, put together a supply order, moved items around in office, set up fans and dehumidifier after carpet cleaning	SF
10/4/2024	Shop	Routine	Filled water tank and put battery on trailer, gathered fans and dehumidifiers for office carpet cleaning, added gate code for contractor	SF
10/4/2024	Shop	Routine	Ran compressor, emptied trash from S-10, connected battery charger to mower, cleaned restrooms, checked oil in vehicles	KM
10/7/2024	708	Routine	Performed move-in inspection	SF
10/7/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
10/7/2024	Office	Routine	Completed paperwork	KM
10/7/2024	Office	Routine	Put things back in place after carpet cleaning, met with Lyman and Platter, met with Tracey, loaded up supply order, did paperwork	SF
10/7/2024	Playground	Routine	Cleaned and restocked restroom	KM
10/7/2024	Shop	Routine	Ran compressor, cleaned out water traps, emptied trash from S-10	KM
10/7/2024	Shop	Routine	Unloaded and put away supplies and fans, loaded little libraries and posts and took to Pole Building	SF

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10/8/2024	Office	Routine	Completed paperwork	SF
10/8/2024	Office	Routine	Completed paperwork	KM
10/8/2024	Shop	Routine	Emptied trash from back of van and S-10, organized work areas	KM
10/8/2024	Shop	Routine	Put away supplies	SF
10/9/2024	Office	Routine	Completed paperwork	KM
10/9/2024	Office	Routine	Researched products and priced supplies, did paperwork	SF
10/9/2024	Shop	Routine	Emptied trash from back of van and S-10, organized work areas	KM
10/10/2024	Office	Routine	Completed paperwork	KM
10/10/2024	Office	Routine	Reviewed new duplex plans with Platter, did paperwork	SF
10/10/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
10/10/2024	Shop	Routine	Organized and loaded van, put away supplies	SF
10/11/2024	Office	Routine	Completed paperwork	SF
10/11/2024	Office	Routine	Emptied all trash cans, cleaned back office restroom, did paperwork	KM
10/11/2024	Shop	Routine	Cleaned restrooms, ran compressor	KM
10/11/2024	Shop	Routine	Unloaded van, put away items	SF
10/15/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
10/15/2024	Office	Routine	Met with Marcy, researched water heaters	SF
10/15/2024	Playground	Routine	Cleaned and restocked restroom	KM
10/15/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid level in golf cart, emptied trash from back of van and S-10	KM
10/15/2024	Shop	Routine	Vacuumed woodworking area, cleaned off work bench, put away tools and supplies	SF
10/16/2024	2646D	Routine	Performed move-in inspection	SF
10/16/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/16/2024	Office	Routine	Completed paperwork	SF
10/16/2024	Office	Routine	Completed paperwork	KM
10/16/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
10/16/2024	Shop	Routine	Unloaded van, put away tools and supplies	SF
10/17/2024	Housing Area	Routine	Dropped off letter for Resident Services	KM
10/17/2024	Office	Routine	Completed paperwork	KM
10/17/2024	Office	Routine	Researched products and priced supplies, did paperwork	SF
10/17/2024	Shop	Routine	Emptied trash from back of van and S-10, checked oil in S-10, began annual tool inventory	KM
10/17/2024	Shop	Routine	Loaded supplies	SF
10/18/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/18/2024	Office	Routine	Completed paperwork	KM
10/18/2024	Office	Routine	Emptied trash from offices, cleaned back office restroom	KM
10/18/2024	Office	Routine	Watered plants, did paperwork	SF
10/18/2024	Shop	Routine	Worked on inventory, emptied trash from back of van	KM
10/21/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
10/21/2024	Office	Routine	Completed paperwork	SF
10/21/2024	Playground	Routine	Cleaned and restocked restroom	KM

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10/21/2024	Shop	Routine	Ran compressor and emptied water traps, cleaned off screen tables, checked fluid level in golf cart, emptied trash from back of van and S-10	KM
10/22/2024	Office	Routine	Completed paperwork	KM
10/22/2024	Office	Routine	Completed paperwork	SF
10/22/2024	Shop	Routine	Cut toe kick and blinds, gathered supplies	SF
10/22/2024	Shop	Routine	Emptied trash from back of van, unloaded and put away tools, worked on inventory, organized shop	KM
10/23/2024	Office	Routine	Completed paperwork	KM
10/23/2024	Shop	Routine	Emptied trash from back of van and S-10, loaded up tools	KM
10/23/2024	Shop	Routine	Unloaded and put away supplies from van, emptied trash from van, sanded and painted bifold doors, cut and sanded blocks for the brackets, gathered parts, built frame for the bathroom mirror, cleaned up	SF
10/23/2024	Shop	Routine	Worked on tool inventory	KM
10/24/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
10/24/2024	Shop	Routine	Sanded mirror frame, gathered supplies	SF
10/25/2024	Office	Routine	Put together a supply order, took out trash, did paperwork	SF
10/28/2024	Office	Routine	Completed paperwork	KM
10/28/2024	Playground	Routine	Cleaned and restocked restroom	KM
10/28/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid level in golf cart, emptied trash from back of van and S-10	KM
10/29/2024	Office	Routine	Completed paperwork	KM
10/29/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
10/30/2024	Office	Routine	Completed paperwork	KM
10/30/2024	Shop	Routine	Emptied trash from back of van and S-10, cleaned up and organized work area	KM
10/31/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
10/31/2024	Office	Routine	Completed paperwork	KM
10/31/2024	Shop	Routine	Built screens, emptied trash from back of van and S-10, cleaned up and organized work area	KM
10/31/2024	Shop	Routine	Unloaded tools and trash from van	SF
<b>Groundskeeping</b>				
10/1/2024	Housing Area	Grounds	Trash pickup	KM
10/2/2024	Housing Area	Grounds	Trash pickup	KM
10/3/2024	Housing Area	Grounds	Trash pickup	KM
10/4/2024	Housing Area	Grounds	Trash pickup	KM
10/7/2024	Housing Area	Grounds	Trash pickup	KM
10/8/2024	Housing Area	Grounds	Trash pickup	KM
10/9/2024	Housing Area	Grounds	Trash pickup	KM
10/10/2024	Housing Area	Grounds	Trash pickup	KM
10/11/2024	Housing Area	Grounds	Trash pickup	KM

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10/15/2024	Housing Area	Grounds	Trash pickup	KM
10/16/2024	Housing Area	Grounds	Trash pickup	KM
10/17/2024	Housing Area	Grounds	Trash pickup	KM
10/18/2024	Housing Area	Grounds	Trash pickup	KM
10/21/2024	Housing Area	Grounds	Trash pickup	KM
10/22/2024	Housing Area	Grounds	Trash pickup	KM
10/23/2024	Housing Area	Grounds	Trash pickup	KM
10/28/2024	Housing Area	Grounds	Trash pickup	KM
10/29/2024	Housing Area	Grounds	Trash pickup	KM
10/30/2024	Housing Area	Grounds	Trash pickup	KM
10/31/2024	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
10/1/2024	Town	Admin	Courier run	KM
10/3/2024	Town	Admin	Courier run	KM
10/7/2024	Town	Admin	Courier run	KM
10/10/2024	Town	Admin	Courier run	KM
10/15/2024	Town	Admin	Courier run	KM
10/16/2024	Town	Admin	Courier run	KM
10/29/2024	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
10/1/2024			Part day PTO	KM
10/2/2024			Part day PTO	KM
10/3/2024			Part day PTO	KM
10/7/2024			Part day PTO	KM
10/9/2024			Part day PTO	KM
10/14/2024			Indigenous Peoples' Day holiday	KM
10/14/2024			Indigenous Peoples' Day holiday	SF
10/16/2024			Part day PTO	KM
10/17/2024			Part day PTO	KM
10/21/2024			Part day PTO	SF
10/23/2024			Part day PTO	SF
10/23/2024			Part day PTO	KM
10/24/2024			Part day PTO	SF
10/24/2024			PTO	KM
10/25/2024			Part day PTO	SF
10/25/2024			PTO	KM
10/29/2024			Part day PTO	KM
10/30/2024			Part day PTO	KM
10/31/2024			Part day PTO	KM