

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

DATE	LOCATION	CATEGORY	WORK PERFORMED	REP
Vacant Units				
11/1/2024	508	Vacant Unit	Loaded up tools and trash	KM
11/13/2024	508	Vacant Unit	Replaced tub drain insert, cleaned tub, sanded and textured drywall repair in bathroom ceiling, adjusted bifold doors	SF
11/14/2024	508	Vacant Unit	Painted ceiling in bathroom, painted mirror frame, installed mirror and fire extinguishers, cleaned up	SF
11/18/2024	508	Vacant Unit	Cleaned oven, put items together, replaced livingroom thermostat, touched up paint, swept and mopped floors, wiped counters	SF
11/19/2024	508	Vacant Unit	Installed bathroom screen	KM
11/21/2024	508	Vacant Unit	Ready for occupancy	SF
11/7/2024	2631	Vacant Unit	Met with resident, performed move out inspection	SF
11/12/2024	2631	Vacant Unit	Performed move out inspection	SF
Work Orders				
11/5/2024	502	Work Order	Lowered shelf in utility room, replaced front door latch, replaced kitchen sink aerator	SF
11/6/2024	502	Work Order	Cut and secured rubber ramp at front door	SF
11/14/2024	512	Work Order	Replaced sprayer in shower	SF
11/14/2024	704	Work Order	Repaired leaking kitchen faucet	SF
11/4/2024	2616	Work Order	Looked into issue with mildew, cleaned spots in kitchen and bedroom, set up dehumidifier, spoke with resident	SF
11/19/2024	2616	Work Order	Unplugged kitchen sink, snaked drain	SF
11/13/2024	2620B/D	Work Order	Met with contractor to walk through for repair estimates	SF
11/14/2024	2620B/D	Work Order	Met with residents to let them know about insurance adjuster	SF
11/15/2024	2620B/D	Work Order	Met with insurance adjuster to assess water damage	SF
11/21/2024	2620B/D	Work Order	Met with C4 Plumbing for repairs	SF
11/14/2024	2627	Work Order	Installed gate on back deck, repaired window screen	SF
11/13/2024	2629	Work Order	Performed interior APM, worked on repairs	SF
11/18/2024	2636	Work Order	Unplugged and cleaned out drain pipes from kitchen sink, replaced leaking toilet tank bolts and washers	SF
11/4/2024	2638	Work Order	Checked on kitchen sink leak, removed strainers, applied putty and reinstalled, tested for leaks; checked on refrigerator issue, reset freezer temperature; replaced kitchen bulbs	SF
11/20/2024	2639	Work Order	Gathered and delivered fence boards to contractor	SF
11/14/2024	2646B	Work Order	Rebuilt kitchen faucet and sprayer	SF
11/26/2024	2646D	Work Order	Set rodent traps in attic	SF
11/1/2024	Office	Work Order	Sanded drywall, cleaned up	SF
11/4/2024	Office	Work Order	Sanded drywall repairs, applied coat of mud, cleaned up	SF
11/5/2024	Office	Work Order	Sanded drywall mud, cleaned up, prepped and textured walls	SF
11/6/2024	Office	Work Order	Cleaned up, primed and painted walls, took some items to shop	SF
11/7/2024	Office	Work Order	Worked on trim around base, repaired window, replaced and lubed locks on windows	SF
11/12/2024	Office	Work Order	Painted trim in HP Specialist office	SF

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11/19/2024	Office	Work Order	Worked on empty office, moved desks and file cabinets, hung cabinets and walls, cleaned up	SF
Routine Activities				
11/1/2024	Office	Routine	Emptied trash cans, did paperwork	KM
11/1/2024	Shop	Routine	Ran compressor and emptied water traps, worked on inventory, emptied trash from van and S-10	KM
11/4/2024	Office	Routine	Completed paperwork	SF
11/4/2024	Shop	Routine	Put away tools and supplies	SF
11/5/2024	2646C	Routine	Met contractor, dropped off door	SF
11/5/2024	Shop	Routine	Cleaned up drywall tools; took apart, cleaned and repaired dehumidifier; unloaded items from van	SF
11/6/2024	Office	Routine	Met with Platter about projects, did paperwork	SF
11/6/2024	Shop	Routine	Unloaded and put away tools and supplies, washed shop towels	SF
11/7/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/7/2024	Office	Routine	Attended BABA training, worked on supply order, did paperwork	SF
11/7/2024	Office	Routine	Completed paperwork	KM
11/7/2024	Shop	Routine	Gathered parts, put together balances for windows, cleaned up, unloaded van	SF
11/7/2024	Shop	Routine	Worked on tool inventory, emptied trash from back of van and shop, cleaned and organized work area, built screens	KM
11/8/2024	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/8/2024	Office	Routine	Emptied trash cans, did paperwork	KM
11/8/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from vehicles	KM
11/12/2024	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/12/2024	Office	Routine	Checked oil in backup generator, took out office recycling	KM
11/12/2024	Office	Routine	Completed paperwork	KM
11/12/2024	Office	Routine	Watered plants, did paperwork	SF
11/12/2024	Playground	Routine	Cleaned and restocked restrooms	KM
11/12/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from van and S-10	KM
11/12/2024	Shop	Routine	Worked on tool inventory	SF
11/12/2024	Shop	Routine	Worked on tool inventory	KM
11/13/2024	Office	Routine	Completed paperwork	KM
11/13/2024	Office	Routine	Completed paperwork	SF
11/13/2024	Shop	Routine	Cleaned and organized work areas	KM
11/13/2024	Shop	Routine	Finished up tool inventory, unloaded van	SF
11/13/2024	Shop	Routine	Worked on shop inventory, emptied trash from back of van, unloaded tools, built screens	KM
11/14/2024	Office	Routine	Completed paperwork	KM
11/14/2024	Office	Routine	Put together a materials list	SF
11/14/2024	Shop	Routine	Cleaned up and organized shop, emptied trash from back of van, worked on tool inventory, unloaded S-10	KM

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11/15/2024	Office	Routine	Emptied trash cans, did paperwork	KM
11/15/2024	Office	Routine	Researched supplies, put together an order	SF
11/15/2024	Shop	Routine	Emptied trash from vehicles, ran compressor and emptied water traps	KM
11/16/2024	Office	Routine	Cleaned and organized maintenance office, hauled stuff to van, replaced bulbs, vacuumed, installed new blinds, rearranged desks, cleaned up	SF
11/18/2024	704	Routine	Looked into issue with mildew, dropped off dehumidifier	SF
11/18/2024	Office	Routine	Helped move furniture	KM
11/18/2024	Office	Routine	Checked oil in backup generator, took out office recycling	KM
11/18/2024	Office	Routine	Completed paperwork	SF
11/18/2024	Office	Routine	Completed paperwork	KM
11/18/2024	Playground	Routine	Cleaned and restocked restrooms	KM
11/18/2024	Shop	Routine	Ran compressor and emptied water traps, checked fluid in golf cart, emptied trash from van and S-10, put tools away	KM
11/18/2024	Shop	Routine	Unloaded van	SF
11/19/2024	Office	Routine	Helped move furniture	KM
11/19/2024	Office	Routine	Completed paperwork	KM
11/19/2024	Office	Routine	Put together supply order	SF
11/19/2024	Shop	Routine	Cleaned and organized work areas, emptied trash from van and S-10	KM
11/19/2024	Shop	Routine	Unloaded supplies from van	SF
11/20/2024	Office	Routine	Completed paperwork	KM
11/20/2024	Office	Routine	Watered plants, did paperwork	SF
11/20/2024	Shop	Routine	Cleaned, moved water heaters upstairs, cleaned up woodworking area	SF
11/20/2024	Shop	Routine	Organized work areas, emptied trash from van and S-10, cleaned off and swept around work benches, unloaded and put away tools	KM
11/21/2024	Office	Routine	Helped set up monitors, researched products, did paperwork	SF
11/21/2024	Shop	Routine	Sorted and organized fence materials and lumber, vacuumed woodworking area, looked into issue with lock, washed shop towels	SF
11/22/2024	Housing Area	Routine	Picked up rug cleaner after resident use	KM
11/22/2024	Office	Routine	Emptied all trash cans, loaded cardboard, did paperwork	KM
11/22/2024	Office	Routine	Put together a supply order, did paperwork	SF
11/22/2024	Shop	Routine	Broke down and recycled cardboard, loaded up garbage cans and hauled to dumpster, unloaded electric cart and trailer, helped Platter load golf cart into cargo trailer	SF
11/22/2024	Shop	Routine	Emptied trash from vehicles, ran compressor and emptied water traps	KM
11/25/2024	Office	Routine	Brought packages to office	SF
11/26/2024	Office	Routine	Worked on organizing and going through paperwork, checked and brought in mail, put flags back on pole and lowered to half staff, worked on storage lot gate that was not working, spread ice melt on stairs, sidewalk, and driveway	SF
Groundskeeping				
11/1/2024	Housing Area	Grounds	Trash pickup	KM

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11/7/2024	Housing Area	Grounds	Trash pickup	KM
11/8/2024	Housing Area	Grounds	Trash pickup	KM
11/12/2024	Housing Area	Grounds	Trash pickup	KM
11/13/2024	Housing Area	Grounds	Trash pickup	KM
11/14/2024	Housing Area	Grounds	Trash pickup	KM
11/15/2024	Housing Area	Grounds	Trash pickup	KM
11/18/2024	Housing Area	Grounds	Trash pickup	KM
11/19/2024	Housing Area	Grounds	Trash pickup	KM
11/20/2024	Housing Area	Grounds	Trash pickup	KM
11/21/2024	Housing Area	Grounds	Checked on trees leaning toward duplexes	SF
11/22/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
11/8/2024	Town	Admin	Courier run	KM
11/15/2024	Town	Admin	Courier run	KM
11/20/2024	Town	Admin	Courier run	KM
11/22/2024	Town	Admin	Courier run	KM
Staff Time Off				
11/4/2024			PTO	KM
11/5/2024			PTO	KM
11/6/2024			PTO	KM
11/8/2024			Birthday admin leave	SF
11/11/2024			Veterans Day holiday	KM
11/11/2024			Veterans Day holiday	SF
11/12/2024			Part day PTO	KM
11/13/2024			Part day PTO	SF
11/14/2024			Part day PTO	KM
11/15/2024			Part day PTO	SF
11/19/2024			Part day PTO	KM
11/20/2024			Part day PTO	KM
11/21/2024			PTO	KM
11/22/2024			Part day PTO	SF
11/22/2024			Part day PTO	KM
11/25/2024			Part day PTO	SF
11/25/2024			PTO	KM
11/26/2024			Part day PTO	SF
11/26/2024			PTO	KM
11/27/2024			Part day PTO and holiday admin leave	KM
11/27/2024			Part day PTO and holiday admin leave	SF
11/28/2024			Thanksgiving holiday	SF
11/28/2024			Thanksgiving holiday	KM
11/29/2024			Thanksgiving holiday	SF
11/29/2024			Thanksgiving holiday	KM