

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/18/2024	508	Vacant Unit	Met Tracey and potential resident at unit	SF
12/2/2024	708	Vacant Unit	Met potential resident at unit	SF
12/30/2024	708	Vacant Unit	Performed move-in inspection with new resident	SF
12/20/2024	709	Vacant Unit	Checked out home, locked windows, and secured unit	SF
12/10/2024	2631	Vacant Unit	Prepped for paint and flooring removal	AO
12/10/2024	2631	Vacant Unit	Rekeyed lock, lined Adam out with work	SF
12/11/2024	2631	Vacant Unit	Cut out flooring in entry closet, removed Styrofoam from termite damage, reviewed work to be done with Adam	SF
12/11/2024	2631	Vacant Unit	Removed tub and rotten flooring, removed drywall around windows, prepped floors	AO
12/12/2024	2631	Vacant Unit	Repaired termite damaged flooring in entry, bedroom, and master	AO
12/12/2024	2631	Vacant Unit	Unloaded materials and tools for flooring repairs	SF
12/13/2024	2631	Vacant Unit	Repaired termite damaged floors	AO
12/16/2024	2631	Vacant Unit	Crawled under home to check for entry location of termites, worked on removing affected areas	SF
12/16/2024	2631	Vacant Unit	Worked on damaged flooring, removed old countertops and laminate	AO
12/17/2024	2631	Vacant Unit	Checked on work being done	SF
12/17/2024	2631	Vacant Unit	Loaded materials, finished termite damaged floors, trimmed windows	AO
12/18/2024	2631	Vacant Unit	Cleaned window frames, trimmed windows	AO
12/19/2024	2631	Vacant Unit	Cleaned window frames, trimmed windows	AO
12/23/2024	2631	Vacant Unit	Painted in unit	AO
12/27/2024	2631	Vacant Unit	Painted and worked on drywall repairs	AO
12/16/2024	2670C	Vacant Unit	Filled holes in drywall, textured and touched up paint, looked for other items that needed attention	SF
12/18/2024	2670C	Vacant Unit	Unlocked unit for cleaning contractor	SF
Work Orders				
12/2/2024	502	Work Order	Worked on interior APM, replaced a couple of outlets	SF
12/3/2024	502	Work Order	Removed slider door blinds, installed curtain rod	SF
12/10/2024	520	Work Order	Worked on leaking refrigerator, cleared frozen drain tube	SF
12/3/2024	710	Work Order	Performed annual inspection, installed fire extinguishers	SF
12/2/2024	2607	Work Order	Looked into moisture in attic space	SF
12/3/2024	2616	Work Order	Performed annual inspection, installed fire extinguishers	SF
12/18/2024	2616	Work Order	Performed interior APM inspection, made some repairs	SF
12/10/2024	2629	Work Order	Met with resident to schedule flooring contractor	SF
12/17/2024	2629	Work Order	Met with flooring contractor to take measurements	SF
12/3/2024	2642	Work Order	Performed annual inspection, installed fire extinguishers	SF
12/10/2024	2646C	Work Order	Crawled in the attic to check rodent traps	SF
12/19/2024	2646D	Work Order	Repaired master bathroom toilet	SF
12/19/2024	2670B	Work Order	Removed water from plugged sink and snaked drain	SF

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Routine Activities				
12/2/2024	Office	Routine	Took apart old copier and loaded into van, salted driveway and parking lot, made phone calls, completed paperwork	SF
12/2/2024	Shop	Routine	Unloaded van and tools, put items away, unloaded copier and moved to shop office	SF
12/3/2024	Office	Routine	Completed paperwork	KM
12/3/2024	Office	Routine	Made phone calls, researched products, completed paperwork	SF
12/3/2024	Playground	Routine	Cleaned and restocked restroom	KM
12/3/2024	Shop	Routine	Cleaned up and organized shop, emptied trash from back of van and S-10, filled out asset disposal forms	KM
12/3/2024	Shop	Routine	Cleaned up work areas	SF
12/4/2024	2620	Routine	Met with contractor to get measurements for insurance claim	SF
12/4/2024	Office	Routine	Loaded up e-cycle items, filled out asset forms, completed paperwork	KM
12/4/2024	Shop	Routine	Emptied trash from back of van and S-10, checked oil in vans, added oil to S-10, cleaned up shop, emptied trash cans	KM
12/4/2024	Shop	Routine	Removed and repaired door lock that was not working, cleaned up and organized items in shop	SF
12/4/2024	Storage Lot	Routine	Removed, disassembled, cleaned, and reassembled gate keypad	SF
12/5/2024	709	Routine	Dropped off moving boxes for resident	SF
12/5/2024	Office	Routine	Dropped off decorations, completed paperwork	SF
12/5/2024	Office	Routine	Gathered fuels slips, completed paperwork	KM
12/5/2024	Shop	Routine	Brought down and loaded office Christmas decorations and moving boxes for resident, worked on organizing and cleaning up shop	SF
12/5/2024	Shop	Routine	Emptied trash from back of van and S-10	KM
12/5/2024	Town	Routine	Fueled van	KM
12/6/2024	Office	Routine	Delivered notices for Resident Services	KM
12/6/2024	Office	Routine	Loaded monitors and boxes to go to shop, completed paperwork	KM
12/6/2024	Office	Routine	Researched products, watered plants, completed paperwork	SF
12/6/2024	Shop	Routine	Moved appliances to mezzanine	SF
12/6/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from van	KM
12/9/2024	Housing Area	Routine	Showed Adam around housing area, shop, and vacant units	SF
12/9/2024	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/9/2024	Office	Routine	Completed orientation and background paperwork	AO
12/9/2024	Playground	Routine	Cleaned and restocked restroom	KM
12/9/2024	Shop	Routine	Organized van and loaded tools, supplies, and materials	AO
12/9/2024	Shop	Routine	Ran compressor and emptied water traps, emptied trash from van and S-10, checked oil in vans and S-10, cleaned van, put away tools	KM
12/9/2024	Shop	Routine	Sorted materials, moved items upstairs, organized and cleaned up	SF
12/9/2024	Town	Routine	Fueled box van	SF
12/10/2024	Office	Routine	Completed paperwork	SF

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12/10/2024	Office	Routine	Completed paperwork	KM
12/10/2024	Shop	Routine	Emptied trash from back of van and S-10, put away tools, emptied shop trash cans, cleaned out back of van, organized work area	KM
12/10/2024	Shop	Routine	Gathered items needed, organized work area	AO
12/10/2024	Shop	Routine	Worked on organizing shop	SF
12/10/2024	Town	Routine	Dropped off items for e-cycling, recycled old paint, picked up weed eaters from repair shop	KM
12/10/2024	Town	Routine	Picked up fuel and supplies	AO
12/11/2024	Office	Routine	Completed paperwork	KM
12/11/2024	Office	Routine	Sorted through and hung Christmas lights on office	SF
12/11/2024	Shop	Routine	Cleaned and organized work areas, swept floors, emptied trash from back of van and S-10, cleaned out back of van, put away tools	KM
12/11/2024	Shop	Routine	Put away supplies and materials	SF
12/12/2024	520	Routine	Took fence boards to contractor for repairs	SF
12/12/2024	Office	Routine	Removed monitors from arms and installed on monitor bases, hauled empty boxes to shop, completed paperwork	KM
12/12/2024	Office	Routine	Worked on a supply order completed paperwork	SF
12/12/2024	Shop	Routine	Emptied trash from van, added oil to van, emptied shop trash cans	KM
12/12/2024	Shop	Routine	Gathered lumber and materials	SF
12/13/2024	Office	Routine	Hauled office trash to dumpster, completed paperwork	KM
12/13/2024	Shop	Routine	Ran compressor and emptied water traps, cleaned restrooms, emptied trash from back of van, unloaded boxes and hauled them upstairs, located monitor bases	KM
12/16/2024	Office	Routine	Researched products, watered plants, completed paperwork	SF
12/16/2024	Shop	Routine	Loaded up materials and supplies	SF
12/17/2024	Office	Routine	Worked on a supply order, met with Tracey about current and upcoming vacated units, completed paperwork	SF
12/17/2024	Shop	Routine	Gathered supplies and materials	SF
12/18/2024	709	Routine	Met with Tracey and resident about moveout	SF
12/18/2024	Office	Routine	Researched products, completed paperwork	SF
12/18/2024	Shop	Routine	Organized work areas	SF
12/18/2024	Storage Lot	Routine	Looked into issue with gate	SF
12/19/2024	709	Routine	Picked up boxes for move, tried to figure out how to remove boat from storage lot, searched for keys	SF
12/19/2024	Office	Routine	Attended Board meeting, completed paperwork	SF
12/20/2024	Office	Routine	Completed paperwork	KM
12/20/2024	Office	Routine	Completed paperwork	SF
12/20/2024	Shop	Routine	Emptied trash from back of van and put away tools, cleaned restrooms	KM
12/20/2024	Shop	Routine	Took apart and cleaned drain snake, put away tools and supplies	SF
12/20/2024	Storage Lot	Routine	Worked on keypad	SF

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12/23/2024	Housing Area	Routine	Posted pest control notices	KM
12/23/2024	Office	Routine	Completed paperwork	KM
12/23/2024	Office	Routine	Watered plants, completed paperwork	SF
12/23/2024	Shop	Routine	Emptied trash from van, loaded up golf cart, cleaned golf cart windows	KM
12/23/2024	Shop	Routine	Organized van, put away supplies, worked on storage gate	SF
12/26/2024	Office	Routine	Completed paperwork	KM
12/26/2024	Shop	Routine	Emptied trash, organized work area	KM
12/27/2024	Office	Routine	Completed paperwork	KM
12/27/2024	Office	Routine	Set up dehumidifier, took down flags, completed paperwork	SF
12/27/2024	Shop	Routine	Ran compressor, cleaned restrooms, swept floors	KM
12/30/2024	709	Routine	Met Platter and movers, disconnected resident's appliances	SF
12/30/2024	Office	Routine	Loaded up holiday decorations to take to shop, met with Tracey, completed paperwork	SF
12/30/2024	Office	Routine	Took out recycling, checked oil in backup generator, emptied garbage, completed paperwork	KM
12/30/2024	Playground	Routine	Cleaned and restocked restroom	KM
12/30/2024	Shop	Routine	Ran compressor, organized work areas, gathered materials	KM
12/30/2024	Shop	Routine	Unloaded and put away items from van	SF
Groundskeeping				
12/3/2024	Housing Area	Grounds	Trash pickup	KM
12/4/2024	Housing Area	Grounds	Trash pickup	KM
12/5/2024	Housing Area	Grounds	Trash pickup	KM
12/6/2024	Housing Area	Grounds	Trash pickup	KM
12/9/2024	Housing Area	Grounds	Trash pickup	KM
12/10/2024	Housing Area	Grounds	Trash pickup	KM
12/11/2024	Housing Area	Grounds	Trash pickup	KM
12/12/2024	Housing Area	Grounds	Trash pickup	KM
12/18/2024	Housing Area	Grounds	Picked up trash along bike path and highway	SF
12/23/2024	Housing Area	Grounds	Trash pickup	KM
12/26/2024	Housing Area	Grounds	Trash pickup	KM
12/27/2024	Housing Area	Grounds	Trash pickup	KM
12/30/2024	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/4/2024	Town	Admin	Courier run	KM
12/6/2024	Town	Admin	Courier run	KM
12/20/2024	Town	Admin	Courier run	KM
Staff Time Off				
12/2/2024			PTO	KM
12/3/2024			Part day PTO	KM
12/3/2024			Part day PTO	SF

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12/4/2024			Part day PTO	SF
12/5/2024			Tsunami evacuation	SF
12/5/2024			Tsunami evacuation	KM
12/9/2024			Part day PTO	SF
12/12/2024			Part day PTO	SF
12/13/2024			PTO	SF
12/16/2024			PTO	KM
12/17/2024			PTO	KM
12/18/2024			PTO	KM
12/19/2024			PTO	KM
12/23/2024			Admin leave for Christmas holidays	SF
12/23/2024			Admin leave for Christmas holidays	KM
12/24/2024			Christmas Eve holiday	KM
12/24/2024			Christmas Eve holiday	SF
12/24/2024			Christmas Eve holiday	AO
12/25/2024			Christmas Day holiday	KM
12/25/2024			Christmas Day holiday	SF
12/25/2024			Christmas Day holiday	AO
12/26/2024			Christmas admin leave	AO
12/26/2024			Christmas admin leave	SF
12/26/2024			Christmas admin leave	KM
12/27/2024			Part day PTO	SF
12/27/2024			Part day PTO	SF
12/30/2024			LWOP	AO
12/31/2024			New Year's Eve admin leave	AO
12/31/2024			New Year's Eve admin leave	KM
12/31/2024			New Year's Eve admin leave	SF