

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE                | LOCATION | TYPE OF WORK | WORK PERFORMED   | REP |
|---------------------|----------|--------------|--|-----|
| <b>Vacant Units</b> |          |              |  |     |
| 5/24/2017           | 510      | Vacant Unit  | Moved dump trailer out of carport  | SP  |
| 5/11/2017           | 2620C    | Vacant Unit  | Performed PFR inspection   | SP  |
| 5/11/2017           | 2620C    | Vacant Unit  | Pulled cover plates, heater covers, door knobs, and latch plates in prep for paint, checked outlets and light switches   | KM  |
| 5/11/2017           | 2620C    | Vacant Unit  | Rekeyed locks, walked through unit, discussed flooring with Lyman  | SF  |
| 5/12/2017           | 2620C    | Vacant Unit  | Removed shelving, brackets, and bi-fold doors  | KM  |
| 5/15/2017           | 2620C    | Vacant Unit  | Removed blinds, filled holes, repaired drawer in kitchen   | KM  |
| 5/16/2017           | 2620C    | Vacant Unit  | Filled holes, cleaned up trash, brought items to prep for painting   | KM  |
| 5/16/2017           | 2620C    | Vacant Unit  | Measured doors to be replaced  | SP  |
| 5/23/2017           | 2620C    | Vacant Unit  | Cleaned bathroom fans, pulled light covers, blew out heaters, cleaned up for painting  | KM  |
| 5/24/2017           | 2620C    | Vacant Unit  | Cleaned sink drains, master bathroom fan, and overflows in master bathroom sink  | KM  |
| 5/30/2017           | 2620C    | Vacant Unit  | Unloaded doors   | SP  |
| 5/31/2017           | 2620C    | Vacant Unit  | Drained and removed water heater in prep for replacement   | SF  |
| 5/9/2017            | 2646A    | Vacant Unit  | Walked through unit with Dale  | SP  |
| 5/10/2017           | 2646A    | Vacant Unit  | Keyed and installed all new locks and deadbolts, walked through unit, put new dishwasher in the garage   | SF  |
| 5/11/2017           | 2646A    | Vacant Unit  | Measured countertop, walked through unit   | SF  |
| 5/12/2017           | 2646A    | Vacant Unit  | Scraped laminate from the counters   | SF  |
| 5/15/2017           | 2646A    | Vacant Unit  | Prepped countertops for laminate, loosened countertops, removed backsplash, sanded tops, removed kitchen sink, cleaned up, moved appliances out of unit  | SF  |
| 5/16/2017           | 2646A    | Vacant Unit  | Sanded and prepped for laminate, removed cabinet for new dishwasher  | SF  |
| 5/17/2017           | 2646A    | Vacant Unit  | Prepped countertops for laminate, sanded counter edges, remove bathroom sink, removed laminate from countertop in prep for dishwasher, cleaned up and hauled out trash, shut off water and replace valve washers throughout, patched bad spot on counter | SF  |
| 5/18/2017           | 2646A    | Vacant Unit  | Prepped for new countertops, gathered up tools, cleaned up   | SF  |
| 5/23/2017           | 2646A    | Vacant Unit  | Prepped for and installed new laminate on kitchen and bathroom counter tops, trimmed and routed edges, cleaned up  | SF  |
| 5/24/2017           | 2646A    | Vacant Unit  | Installed countertops, cleaned up  | SF  |
| 5/25/2017           | 2646A    | Vacant Unit  | Installed counter tops, scraped caulking from sinks  | SF  |
| 5/1/2017            | 2646D    | Vacant Unit  | Cut and installed toe kick in kitchen, sanded counter edge, applied second coat of varnish   | SP  |
| 5/2/2017            | 2646D    | Vacant Unit  | Cleaned up, swept, and vacuumed after flooring installation  | KM  |
| 5/2/2017            | 2646D    | Vacant Unit  | Sanded and varnished counter edge, cut and installed trim  | SP  |
| 5/3/2017            | 2646D    | Vacant Unit  | Cut and installed trim, installed shelving supports, toilets, and toilet seats, hauled out trash and flooring remnants, installed  | SP  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE               | LOCATION | TYPE OF WORK | WORK PERFORMED   | REP |
|--------------------|----------|--------------|--|-----|
|                    |          |              | shower rods and shower curtains, hauled out unused tools, moved items in garage to get oven out for cleaner  |     |
| 5/3/2017           | 2646D    | Vacant Unit  | Cut and painted trim for back door, stained trim for cabinets, vacuumed floors, cleaned up, prepped for cutting blinds   | KM  |
| 5/3/2017           | 2646D    | Vacant Unit  | Installed water heater   | SF  |
| 5/4/2017           | 2646D    | Vacant Unit  | Finished trim  | SP  |
| 5/4/2017           | 2646D    | Vacant Unit  | Stained trim, installed and painted trim at back door, touched up paint on bi-fold doors, bathroom, and kitchen, installed range filter and drip pans  | KM  |
| 5/5/2017           | 2646D    | Vacant Unit  | Caulked toilets, bathtub, shower, and front and back doors, installed bi-fold door brackets and doors, cleaned out unused tools, created list of kitchen items needed  | SP  |
| 5/5/2017           | 2646D    | Vacant Unit  | Cleaned up garage, cut and installed blinds, cleaned out tools   | KM  |
| 5/8/2017           | 2646D    | Vacant Unit  | Helped reverse refrigerator door swing   | SF  |
| 5/8/2017           | 2646D    | Vacant Unit  | Met cleaning contractor and opened unit  | SP  |
| 5/9/2017           | 2646D    | Vacant Unit  | Met moving company, changed swing on refrigerator, wiped down small appliances, loaded dishwasher, assembled bed frame, installed ducting for dryer booster fan, loaded tools and supplies from garage, swept garage and picked up lumber debris, unpacked new kitchen items, engraved pots and pans | SP  |
| 5/10/2017          | 2646D    | Vacant Unit  | Installed smoke alarms, removed remaining tools in unit  | KM  |
| 5/10/2017          | 2646D    | Vacant Unit  | Put bed frame together, emptied and reloaded dishwasher, hooked up washer and dryer, installed bi-fold doors, set up bed in first bedroom, put blankets away   | SP  |
| 5/11/2017          | 2646D    | Vacant Unit  | Helped set up new bed frame  | SF  |
| 5/11/2017          | 2646D    | Vacant Unit  | Emptied and reloaded dishwasher, folded towels and blankets, set up bed, put away pots and pans, washed household trash cans   | SP  |
| 5/12/2017          | 2646D    | Vacant Unit  | Vacuumed, swept, wiped down counters and toilets, cleaned out unit, measured living room window for glass unit, hauled trash from garage to dumpster, swept garage   | SP  |
| 5/15/2017          | 2646D    | Vacant Unit  | Folded and put away sheets, hauled old box spring to dumpster  | SP  |
| 5/18/2017          | 2646D    | Vacant Unit  | Removed exterior caulking around door, windows, and trim   | KM  |
| 5/19/2017          | 2646D    | Vacant Unit  | Caulked exterior windows, doors, and trim, cut out caulking at top of windows  | KM  |
| <b>Work Orders</b> |          |              |  |     |
| 5/25/2017          | 502      | Work Order   | Repaired kitchen cabinet door  | SF  |
| 5/2/2017           | 504      | Work Order   | Performed APM, lubed and cleaned vent fans in bathroom, cleaned refrigerator coils, vacuumed heaters   | SF  |
| 5/18/2017          | 711      | Work Order   | Installed bathroom vent fan in master bathroom   | SF  |
| 5/1/2017           | 2607     | Work Order   | Looked into window leak, pulled window apart inside, cleaned and checked for cracks in frame, inspected outside, removed window  | SF  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE      | LOCATION | TYPE OF WORK | WORK PERFORMED   | REP |
|-----------|----------|--------------|--|-----|
|           |          |              | sill and set up dehumidifier, checked for leaks in window, dug out crawl space box due to rot, installed new wood and covered  |     |
| 5/3/2017  | 2607     | Work Order   | Removed trim from bedroom windows, cut out all old caulking, caulked all nail holes, recaulked around both windows   | SF  |
| 5/4/2017  | 2607     | Work Order   | Cut and installed window trim, caulked, painted siding   | SF  |
| 5/8/2017  | 2607     | Work Order   | Painted window trim, scraped bubbling paint from siding and sanded edges, painted repairs, replaced rotten lumber for crawlspace cover   | SF  |
| 5/8/2017  | 2607     | Work Order   | Scraped and sanded spots on south wall siding, touched up paint, cut, painted, and installed lumber for crawl space cover, took measurements for glass unit in master bedroom window, cut window sill materials and trim for interior window | SF  |
| 5/10/2017 | 2607     | Work Order   | Completed drywall repair and patching at bedroom window, installed trim, cleaned up window frame so it would operate properly, painted second coat on trim and window sill, cleaned up, looked at damaged seal on bottom of front door       | SF  |
| 5/15/2017 | 2607     | Work Order   | Worked on drywall patch by window, caulked, replaced glass unit in master bedroom window, scraped paint from window frame  | SF  |
| 5/30/2017 | 2608     | Work Order   | Caulked exterior siding and trim, removed cobwebs, prepped for paint, began painting exterior of unit  | SF  |
| 5/30/2017 | 2608     | Work Order   | Removed downspout, exterior lights, cables, and phone box, began painting exterior of unit   | SP  |
| 5/31/2017 | 2608     | Work Order   | Worked on painting exterior of unit  | SP  |
| 5/31/2017 | 2608     | Work Order   | Worked on painting exterior of unit  | SF  |
| 5/4/2017  | 2618     | Work Order   | Performed APM inspection, cleaned bathroom drain, vacuumed bath vent fans, cleaned refrigerator coils, replaced range hood filter and drip pans, repaired dripping faucet, installed two smoke alarms, tightened door hinges as needed       | SF  |
| 5/18/2017 | 2618     | Work Order   | Installed smoke alarm in master bedroom  | SF  |
| 5/3/2017  | 2620A    | Work Order   | Performed APM inspection, removed and replaced caulking in bathroom, replaced range hood, cleaned refrigerator coils, disconnected one living room heater with furniture in front of it  | SF  |
| 5/10/2017 | 2626     | Work Order   | Located utilities for fence installation, dug up sewer cleanout and installed cover  | SF  |
| 5/8/2017  | 2629     | Work Order   | Set up mole traps, looked at issue with a tree   | SP  |
| 5/9/2017  | 2629     | Work Order   | Checked and moved mole trap  | SP  |
| 5/10/2017 | 2629     | Work Order   | Checked, moved, and reset mole trap  | SP  |
| 5/16/2017 | 2629     | Work Order   | Removed kitchen cabinet, plumbed and installed new dishwasher  | SF  |
| 5/18/2017 | 2629     | Work Order   | Checked and moved mole trap  | SP  |
| 5/24/2017 | 2629     | Work Order   | Checked and removed mole traps   | SP  |
| 5/1/2017  | 2636     | Work Order   | Assisted with electrical issue   | SP  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE                      | LOCATION     | TYPE OF WORK | WORK PERFORMED  | REP |
|---------------------------|--------------|--------------|---|-----|
| 5/1/2017                  | 2636         | Work Order   | Performed APM inspection, cleaned refrigerator coils, replaced filter in range hood, vacuumed heaters, replaced outside fan vent hood, replaced GFCI in bathroom          | SF  |
| 5/8/2017                  | 2636         | Work Order   | Installed hardware and put hinges back on bi-fold doors, planed 1/4" off doors and installed, touched up paint  | SF  |
| 5/24/2017                 | 2636         | Work Order   | Replaced bathroom vent cover  | SF  |
| 5/11/2017                 | 2638         | Work Order   | Ran bowl auger in toilet to unplug but could not get it to flow properly, pulled toilet and tried auger from underside but still did not unplug, upgraded with new toilet | SF  |
| 5/5/2017                  | 2664         | Work Order   | Looked into issue with range hood, replaced fan motor   | SF  |
| 5/24/2017                 | Office       | Work Order   | Repaired posts for hand rails on steps  | SP  |
| 5/25/2017                 | Office       | Work Order   | Replaced rotten posts and hardware on parking lot steps   | SP  |
| <b>Routine Activities</b> |              |              |   |     |
| 5/1/2017                  | 2614         | Routine      | Picked up brush and hauled to burn pile   | SP  |
| 5/1/2017                  | Housing Area | Routine      | Dropped off lawn equipment for resident use   | KM  |
| 5/1/2017                  | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/1/2017                  | Housing Area | Routine      | Ran water in vacant units, checked lights in mailbox structures   | SP  |
| 5/1/2017                  | Office       | Routine      | Brought mail to office, completed daily paperwork   | KM  |
| 5/1/2017                  | Office       | Routine      | Checked oil in backup generator   | KM  |
| 5/1/2017                  | Office       | Routine      | Completed paperwork   | SF  |
| 5/1/2017                  | Operations   | Routine      | Checked fluid levels in golf cart   | KM  |
| 5/1/2017                  | Operations   | Routine      | Got concrete mixer running for Tribe to borrow, washed out mower  | SP  |
| 5/1/2017                  | Operations   | Routine      | Put things in golf carts after repairs  | KM  |
| 5/1/2017                  | Operations   | Routine      | Worked on organizing box van  | SF  |
| 5/1/2017                  | Warehouse    | Routine      | Looked into gate issue  | SP  |
| 5/1/2017                  | Warehouse    | Routine      | Repaired gate   | SF  |
| 5/2/2017                  | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/2/2017                  | Office       | Routine      | Brought mail to office, completed daily paperwork   | KM  |
| 5/2/2017                  | Office       | Routine      | Completed paperwork   | SP  |
| 5/2/2017                  | Office       | Routine      | Completed paperwork   | SF  |
| 5/2/2017                  | Operations   | Routine      | Painted bi-fold doors, gathered window trim, cleaned out van, unloaded supplies and dishwashers   | SF  |
| 5/2/2017                  | Operations   | Routine      | Put away tools  | SP  |
| 5/2/2017                  | Town         | Routine      | Fueled van, picked up supplies and dishwashers  | SF  |
| 5/3/2017                  | Housing Area | Routine      | Dropped off lawn equipment for resident use   | KM  |
| 5/3/2017                  | Office       | Routine      | Brought mail to office, completed daily paperwork   | KM  |
| 5/3/2017                  | Office       | Routine      | Completed paperwork   | SF  |
| 5/3/2017                  | Office       | Routine      | Met with landscape contractor, completed paperwork  | SP  |
| 5/3/2017                  | Operations   | Routine      | Hauled trash to dumpster and put tools away   | SP  |
| 5/4/2017                  | Housing Area | Routine      | Helped dispose of old trailer   | KM  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE      | LOCATION     | TYPE OF WORK | WORK PERFORMED  | REP |
|-----------|--------------|--------------|---|-----|
| 5/4/2017  | Housing Area | Routine      | Cleaned up yards from brush removal project, mowed, weed eated                        | SP  |
| 5/4/2017  | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/4/2017  | Office       | Routine      | Brought mail to office, completed daily paperwork                                     | KM  |
| 5/4/2017  | Office       | Routine      | Completed paperwork   | SP  |
| 5/4/2017  | Office       | Routine      | Completed paperwork   | SF  |
| 5/4/2017  | Operations   | Routine      | Painted bi-fold doors   | SF  |
| 5/5/2017  | Office       | Routine      | Brought mail to office, completed daily paperwork                                     | KM  |
| 5/5/2017  | Office       | Routine      | Ordered supplies, completed paperwork   | SF  |
| 5/5/2017  | Office       | Routine      | Watered plants, checked light bulbs   | SP  |
| 5/5/2017  | Operations   | Routine      | Organized tools in new tool bag   | SP  |
| 5/5/2017  | Operations   | Routine      | Painted bi-fold doors, cleaned up equipment, checked for supplies to order            | SF  |
| 5/5/2017  | Warehouse    | Routine      | Spray lubed gate chains   | SF  |
| 5/8/2017  | Housing Area | Routine      | Checked lights in mailbox structures, ran water in vacant units                       | SP  |
| 5/8/2017  | Housing Area | Routine      | Made list for yard notices for Resident Services                                      | SP  |
| 5/8/2017  | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/8/2017  | Office       | Routine      | Brought mail to office, completed daily paperwork                                     | KM  |
| 5/8/2017  | Office       | Routine      | Completed paperwork   | SF  |
| 5/8/2017  | Office       | Routine      | Ordered supplies, completed paperwork, entered codes into security gate for warehouse | SF  |
| 5/8/2017  | Operations   | Routine      | Checked fluid levels in golf cart   | KM  |
| 5/8/2017  | Operations   | Routine      | Cleaned out van, returned tools to operations   | KM  |
| 5/8/2017  | Operations   | Routine      | Made keys for trailer locks   | SP  |
| 5/8/2017  | Operations   | Routine      | Organized box van, repaired and cleaned equipment                                     | SF  |
| 5/8/2017  | Town         | Routine      | Picked up trailer locks, ordered fuel filter for mower                                | SP  |
| 5/8/2017  | Warehouse    | Routine      | Added and deleted codes for storage lot   | SF  |
| 5/9/2017  | Housing Area | Routine      | Delivered notices for Resident Services   | SP  |
| 5/9/2017  | Housing Area | Routine      | Dropped off lawn equipment for resident use   | KM  |
| 5/9/2017  | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/9/2017  | Office       | Routine      | Brought mail to office, completed daily paperwork                                     | KM  |
| 5/9/2017  | Office       | Routine      | Completed paperwork   | SP  |
| 5/9/2017  | Office       | Routine      | Took out recycling  | KM  |
| 5/9/2017  | Operations   | Routine      | Checked oil in all mowers   | KM  |
| 5/9/2017  | Operations   | Routine      | Unloaded tools, did laundry   | SP  |
| 5/10/2017 | Housing Area | Routine      | Dropped off lawn equipment for resident use   | KM  |
| 5/10/2017 | Housing Area | Routine      | Picked up lawn equipment after resident use   | KM  |
| 5/10/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                                     | KM  |
| 5/10/2017 | Office       | Routine      | Completed paperwork   | SP  |
| 5/10/2017 | Office       | Routine      | Made phone calls, sorted out key box, completed paperwork                             | SF  |
| 5/10/2017 | Operations   | Routine      | Changed fuel filter on John Deere   | SP  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE      | LOCATION     | TYPE OF WORK | WORK PERFORMED  | REP |
|-----------|--------------|--------------|---|-----|
| 5/10/2017 | Operations   | Routine      | Did laundry, filed MSDS sheets  | SP  |
| 5/10/2017 | Operations   | Routine      | Cleaned out back of van   | KM  |
| 5/11/2017 | Housing Area | Routine      | Delivered notices for Resident Services   | SP  |
| 5/11/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                                 | KM  |
| 5/11/2017 | Office       | Routine      | Gathered fuel slips   | KM  |
| 5/11/2017 | Office       | Routine      | Met with Lyman about summer projects, completed paperwork                         | SP  |
| 5/11/2017 | Office       | Routine      | Researched product, made phone calls, completed paperwork                         | SF  |
| 5/11/2017 | Town         | Routine      | Picked up glass, toilet, and box spring   | SF  |
| 5/11/2017 | Town         | Routine      | Picked up supplies  | SP  |
| 5/12/2017 | Housing Area | Routine      | Picked up lawn equipment after resident use                                       | KM  |
| 5/12/2017 | Office       | Routine      | Ordered supplies, completed paperwork   | SF  |
| 5/12/2017 | Office       | Routine      | Watered plants, checked light bulbs   | SP  |
| 5/12/2017 | Operations   | Routine      | Performed routine maintenance on grounds equipment, stocked van, laundered sheets | SP  |
| 5/15/2017 | Housing Area | Routine      | Checked lights in mailbox structures, ran water in vacant units                   | SP  |
| 5/15/2017 | Housing Area | Routine      | Loaded and hauled brush to burn pile  | SP  |
| 5/15/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                                 | KM  |
| 5/15/2017 | Office       | Routine      | Checked oil in backup generator   | KM  |
| 5/15/2017 | Office       | Routine      | Made phone calls and completed paperwork  | SF  |
| 5/15/2017 | Office       | Routine      | Reviewed paperwork with Debbie  | SP  |
| 5/15/2017 | Operations   | Routine      | Checked fluid levels in golf cart   | KM  |
| 5/16/2017 | Housing Area | Routine      | Delivered notices for Resident Services   | SP  |
| 5/16/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                                 | KM  |
| 5/16/2017 | Office       | Routine      | Completed paperwork   | SF  |
| 5/16/2017 | Office       | Routine      | Made phone calls and completed paperwork  | SP  |
| 5/16/2017 | Operations   | Routine      | Set up sprayer on cart and tested, cleaned up equipment                           | SP  |
| 5/16/2017 | Town         | Routine      | Picked up supplies, spoke with CAT representative about used forklifts            | SP  |
| 5/17/2017 | Housing Area | Routine      | Dropped off dump trailer for yard debris and lawn equipment for resident use      | SP  |
| 5/17/2017 | Office       | Routine      | Completed paperwork   | SF  |
| 5/17/2017 | Office       | Routine      | Made phone calls and completed paperwork  | SP  |
| 5/18/2017 | 2620         | Routine      | Cleaned up fencing, removed boards to be used to patch other fencing              | SF  |
| 5/18/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                                 | KM  |
| 5/18/2017 | Office       | Routine      | Completed paperwork   | SF  |
| 5/18/2017 | Office       | Routine      | Procured supplies   | SP  |
| 5/18/2017 | Town         | Routine      | Picked up materials and supplies  | SF  |
| 5/19/2017 | 2620         | Routine      | Repaired fence  | SF  |
| 5/19/2017 | 2646         | Routine      | Repaired fence  | SF  |
| 5/19/2017 | 2670         | Routine      | Repaired fence  | SF  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE      | LOCATION     | TYPE OF WORK | WORK PERFORMED   | REP |
|-----------|--------------|--------------|--|-----|
| 5/19/2017 | Housing Area | Routine      | Dropped off lawn equipment for resident use                              | KM  |
| 5/19/2017 | Housing Area | Routine      | Hauled brush to burn pile  | SP  |
| 5/19/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                        | KM  |
| 5/19/2017 | Office       | Routine      | Completed paperwork  | SF  |
| 5/19/2017 | Office       | Routine      | Watered plants, checked light bulbs                                      | SP  |
| 5/22/2017 | Housing Area | Routine      | Dropped off lawn equipment for resident use                              | KM  |
| 5/22/2017 | Housing Area | Routine      | Picked up lawn equipment after resident use                              | KM  |
| 5/22/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                        | KM  |
| 5/22/2017 | Office       | Routine      | Checked oil in backup generator  | KM  |
| 5/22/2017 | Operations   | Routine      | Checked fluid levels in golf cart  | KM  |
| 5/22/2017 | Operations   | Routine      | Cleaned up and washed out spray tank                                     | SP  |
| 5/22/2017 | Operations   | Routine      | Emptied trash from van, worked on pump sprayer switch                    | KM  |
| 5/22/2017 | Town         | Routine      | Completed paperwork  | SF  |
| 5/22/2017 | Town         | Routine      | Picked up fuel for grounds and fueled van                                | SP  |
| 5/23/2017 | Housing Area | Routine      | Dropped off lawn equipment for resident use                              | KM  |
| 5/23/2017 | Housing Area | Routine      | Picked up lawn equipment after resident use                              | KM  |
| 5/23/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                        | KM  |
| 5/23/2017 | Office       | Routine      | Completed paperwork  | SF  |
| 5/23/2017 | Office       | Routine      | Researched parts for mower deck, completed paperwork                     | SP  |
| 5/23/2017 | Town         | Routine      | Picked up doors  | SP  |
| 5/23/2017 | Warehouse    | Routine      | Adjusted gate sensors  | SP  |
| 5/24/2017 | 2611         | Routine      | Replaced dryer vent cover, checked exterior caulking                     | SF  |
| 5/24/2017 | Housing Area | Routine      | Dropped off lawn equipment for resident use                              | KM  |
| 5/24/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                        | KM  |
| 5/24/2017 | Office       | Routine      | Completed paperwork  | SF  |
| 5/24/2017 | Office       | Routine      | Made phone calls and completed paperwork                                 | SP  |
| 5/24/2017 | Office       | Routine      | Took recycling to bins and trash to dumpster                             | KM  |
| 5/24/2017 | Town         | Routine      | Picked up supplies   | SP  |
| 5/24/2017 | Warehouse    | Routine      | Repaired gate so it would open and close properly                        | SF  |
| 5/25/2017 | 2608         | Routine      | Caulked siding and trim  | SF  |
| 5/25/2017 | Housing Area | Routine      | Checked units for caulking needs   | SF  |
| 5/25/2017 | Housing Area | Routine      | Picked up lawn equipment after resident use                              | KM  |
| 5/25/2017 | Housing Area | Routine      | Posted pest control notices  | KM  |
| 5/25/2017 | Office       | Routine      | Brought mail to office, completed daily paperwork                        | KM  |
| 5/25/2017 | Office       | Routine      | Completed paperwork  | SF  |
| 5/25/2017 | Office       | Routine      | Ordered mower parts, completed paperwork                                 | SP  |
| 5/25/2017 | Office       | Routine      | Watered plants, checked light bulbs                                      | SP  |
| 5/25/2017 | Operations   | Routine      | Cleaned, organized, hauled trash to dumpster                             | SP  |
| 5/25/2017 | Operations   | Routine      | Took out recycling, emptied trash cans, took old window trim to dumpster | KM  |
| 5/30/2017 | Housing Area | Routine      | Checked lights in mailbox structures, ran water in vacant units          | SP  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE                    | LOCATION     | TYPE OF WORK | WORK PERFORMED  | REP |
|-------------------------|--------------|--------------|---|-----|
| 5/30/2017               | Housing Area | Routine      | Opened up gate and dropped off key for warehouse contractor, met with landscape contractor                | SP  |
| 5/30/2017               | Housing Area | Routine      | Picked up, cleaned, and dropped off lawn equipment  | KM  |
| 5/30/2017               | Office       | Routine      | Brought mail to office, completed daily paperwork   | KM  |
| 5/30/2017               | Office       | Routine      | Checked oil in backup generator   | KM  |
| 5/30/2017               | Office       | Routine      | Put flags back up, made phone calls, completed paperwork  | SP  |
| 5/30/2017               | Operations   | Routine      | Checked fluid levels in golf cart   | KM  |
| 5/30/2017               | Operations   | Routine      | Cleaned out van, returned tools to operations   | SP  |
| 5/30/2017               | Town         | Routine      | Picked up supplies  | SP  |
| 5/31/2017               | Housing Area | Routine      | Picked up, cleaned, and dropped off lawn equipment  | KM  |
| 5/31/2017               | Office       | Routine      | Brought mail to office, completed daily paperwork   | KM  |
| 5/31/2017               | Office       | Routine      | Reviewed anticipated expenditures for remainder of year with Marcy  | SP  |
| 5/31/2017               | Office       | Routine      | Reviewed exterior APM needs with Debbie, found paint colors for a resident                                | SF  |
| 5/31/2017               | Operations   | Routine      | Folded shop towels  | KM  |
| 5/31/2017               | Town         | Routine      | Picked up supplies  | SP  |
| 5/31/2017               | Warehouse    | Routine      | Adjusted gate not closing properly  | SF  |
| <b>Projects Support</b> |              |              |   |     |
| 5/4/2017                | Warehouse    | Project      | Moved old boat trailer, met with Lyman about where to move dumpster and CIHA trailers during construction | SP  |
| 5/8/2017                | Warehouse    | Project      | Helped move items in preparation for warehouse construction   | KM  |
| 5/8/2017                | Warehouse    | Project      | Moved dumpster, cargo and utility trailers, and lumber in prep for warehouse construction work to begin   | SP  |
| 5/9/2017                | Warehouse    | Project      | Measured for additional temporary fencing   | SP  |
| 5/18/2017               | Warehouse    | Project      | Took pictures of concrete cuts  | SP  |
| 5/19/2017               | Warehouse    | Project      | Took pictures of concrete cuts  | SP  |
| 5/22/2017               | Warehouse    | Project      | Took pictures of construction progress  | SP  |
| 5/23/2017               | Warehouse    | Project      | Met contractor for temporary fencing placement  | SP  |
| 5/24/2017               | Warehouse    | Project      | Took pictures of construction progress  | SP  |
| 5/31/2017               | Warehouse    | Project      | Took pictures of construction progress  | SP  |
| <b>Groundskeeping</b>   |              |              |   |     |
| 5/1/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/2/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/3/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/4/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/5/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/8/2017                | Housing Area | Grounds      | Mowed common areas  | SP  |
| 5/8/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/9/2017                | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/10/2017               | Housing Area | Grounds      | Mowed common areas  | SP  |



**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE                 | LOCATION     | TYPE OF WORK | WORK PERFORMED  | REP |
|----------------------|--------------|--------------|---|-----|
| 5/10/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/11/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/12/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/15/2017            | Housing Area | Grounds      | Mowed common areas  | SP  |
| 5/15/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/16/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/17/2017            | Housing Area | Grounds      | Sprayed weed control  | SP  |
| 5/18/2017            | Housing Area | Grounds      | Sprayed weed control  | SP  |
| 5/18/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/19/2017            | Housing Area | Grounds      | Sprayed weed control  | SP  |
| 5/19/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/22/2017            | Housing Area | Grounds      | Mowed and weed eated entrance, along roads, and in empty lots | SF  |
| 5/22/2017            | Housing Area | Grounds      | Mowed common areas  | SP  |
| 5/22/2017            | Housing Area | Grounds      | Sprayed weed control  | SP  |
| 5/22/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/23/2017            | Housing Area | Grounds      | Mowed common areas  | SP  |
| 5/23/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/23/2017            | Housing Area | Grounds      | Weed eated along roads and utility boxes                      | SF  |
| 5/24/2017            | Housing Area | Grounds      | Mowed vacant lots and common areas                            | SP  |
| 5/24/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/24/2017            | Housing Area | Grounds      | Weed eated along road and in Community Garden area            | SF  |
| 5/24/2017            | Warehouse    | Grounds      | Weed eated along road, slab, and fence line                   | SF  |
| 5/25/2017            | Comm. Garden | Grounds      | Turned on water and tested sprinklers                         | SP  |
| 5/25/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/30/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| 5/31/2017            | Housing Area | Grounds      | Trash pickup  | KM  |
| <b>Admin Support</b> |              |              |   |     |
| 5/1/2017             | Town         | Admin        | Courier run   | KM  |
| 5/2/2017             | Town         | Admin        | Courier run   | KM  |
| 5/3/2017             | Town         | Admin        | Courier run   | KM  |
| 5/4/2017             | Town         | Admin        | Courier run   | KM  |
| 5/5/2017             | Town         | Admin        | Courier run   | SP  |
| 5/8/2017             | Town         | Admin        | Courier run   | KM  |
| 5/9/2017             | Town         | Admin        | Courier run   | KM  |
| 5/10/2017            | Town         | Admin        | Courier run   | KM  |
| 5/11/2017            | Town         | Admin        | Courier run   | KM  |
| 5/12/2017            | Town         | Admin        | Courier run   | KM  |
| 5/15/2017            | Town         | Admin        | Courier run   | KM  |
| 5/18/2017            | Town         | Admin        | Courier run   | KM  |
| 5/19/2017            | Town         | Admin        | Courier run   | KM  |
| 5/23/2017            | Town         | Admin        | Courier run   | KM  |

**Coquille Indian Housing Authority  
Maintenance Report  
May 2017**

| DATE                  | LOCATION | TYPE OF WORK | WORK PERFORMED                       | REP |
|-----------------------|----------|--------------|--------------------------------------|-----|
| 5/24/2017             | Town     | Admin        | Courier run                          | KM  |
| 5/25/2017             | Town     | Admin        | Courier run                          | KM  |
| 5/30/2017             | 508      | Admin        | Performed annual inspection          | SF  |
| 5/30/2017             | 704      | Admin        | Performed annual inspection          | SF  |
| 5/30/2017             | 708      | Admin        | Performed annual inspection          | SF  |
| 5/30/2017             | 2601     | Admin        | Performed annual inspection          | SF  |
| 5/30/2017             | Town     | Admin        | Courier run                          | KM  |
| 5/31/2017             | Town     | Admin        | Courier run                          | KM  |
| <b>Staff Time Off</b> |          |              |                                      |     |
| 5/2/2017              |          |              | Part day PTO                         | KM  |
| 5/2/2017              |          |              | Part day PTO                         | SF  |
| 5/9/2017              |          |              | Part day PTO                         | KM  |
| 5/11/2017             |          |              | Part day PTO                         | KM  |
| 5/12/2017             |          |              | Part day PTO                         | KM  |
| 5/15/2017             |          |              | Part day PTO                         | KM  |
| 5/15/2017             |          |              | Part day PTO                         | SF  |
| 5/17/2017             |          |              | Part day PTO                         | SF  |
| 5/17/2017             |          |              | PTO                                  | KM  |
| 5/18/2017             |          |              | Part day PTO                         | SF  |
| 5/19/2017             |          |              | Part day PTO                         | SP  |
| 5/24/2017             |          |              | Part day PTO                         | SF  |
| 5/26/2017             |          |              | Admin leave for Memorial Day holiday | SF  |
| 5/26/2017             |          |              | Admin leave for Memorial Day holiday | KM  |
| 5/26/2017             |          |              | Admin leave for Memorial Day holiday | SP  |
| 5/26/2017             |          |              | Part day PTO                         | SP  |
| 5/29/2017             |          |              | Memorial Day holiday                 | KM  |
| 5/29/2017             |          |              | Memorial Day holiday                 | SF  |
| 5/29/2017             |          |              | Memorial Day holiday                 | SP  |
| 5/30/2017             |          |              | Part day PTO                         | SF  |
| 5/31/2017             |          |              | Part day PTO                         | SF  |