

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
10/2/2017	506	Vacant Unit	Finished touch up painting, reinstalled door stops, cleaned up	KM
10/3/2017	506	Vacant Unit	Lined out work for Preston	SP
10/3/2017	506	Vacant Unit	Painted exterior of front door and trim, removed tools and trash from unit, installed LED bulbs in outside light	KM
10/3/2017	506	Vacant Unit	Vacuumed, mopped, loaded items into van	PS
10/4/2017	506	Vacant Unit	Verified appliance numbers, installed bifold doors	SP
10/5/2017	506	Vacant Unit	Checked on work progress	SF
10/5/2017	506	Vacant Unit	Cleaned sliding glass door blinds, wiped down counters and stove, tested stove, touched up paint	SP
10/9/2017	506	Vacant Unit	Cut new crawlspace lid, textured, primed, and painted lid	KM
10/17/2017	506	Vacant Unit	Opened unit and checked on cleaning contractor	SP
10/9/2017	512	Vacant Unit	Opened unit and dropped off tools for Preston	SP
10/9/2017	512	Vacant Unit	Pulled carpet	PS
10/10/2017	512	Vacant Unit	Lined out work for Preston	SP
10/10/2017	512	Vacant Unit	Finished pulling carpet and tack strip	PS
10/11/2017	512	Vacant Unit	Swept and vacuumed	PS
10/12/2017	512	Vacant Unit	Swept floors	PS
10/16/2017	512	Vacant Unit	Opened unit for cleaning contractor	SP
10/18/2017	512	Vacant Unit	Cleaned out tools, moved bifold doors to bathroom	SP
10/4/2017	708	Vacant Unit	Sanded spackling and drywall patches	PS
10/4/2017	708	Vacant Unit	Unloaded needed tools from van, spackled some holes, sanded sheetrock patches, textured	KM
10/4/2017	708	Vacant Unit	Checked on work progress, programmed garage remote	SP
10/5/2017	708	Vacant Unit	Replaced range control board, listed materials to be ordered	SF
10/6/2017	708	Vacant Unit	Measure door to be replaced	SP
10/6/2017	708	Vacant Unit	Repaired drywall, removed shelf brackets and hardware, removed and replaced large drywall patch at front door, patched and redrilled holes in utility room for panty shelf holders	SF
10/9/2017	708	Vacant Unit	Sanded and textured pantry and utility room	SF
10/10/2017	708	Vacant Unit	Prepped and painted unit	SP
10/10/2017	708	Vacant Unit	Primed drywall patches and spots throughout, removed and replaced kitchen window sill, painted walls, finished drywall repair by front door	SF
10/11/2017	708	Vacant Unit	Painted bedrooms and hallway, replaced bulbs throughout with LEDs	SF
10/12/2017	708	Vacant Unit	Cleaned p-trap in master bathroom, blew out heaters, built and installed new screens, cleaned up	KM
10/12/2017	708	Vacant Unit	Painted and put things together	SF
10/12/2017	708	Vacant Unit	Painted, blew out refrigerator coils, ran self-clean cycle on oven	SP
10/13/2017	708	Vacant Unit	Finished rebuilding window and sliding glass door screens	KM
10/13/2017	708	Vacant Unit	Painted interior	SP
10/16/2017	708	Vacant Unit	Painted interior	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/16/2017	708	Vacant Unit	Cleaned cove base	PS
10/17/2017	708	Vacant Unit	Painted interior	SP
10/17/2017	708	Vacant Unit	Painted doors and trim, touched up paint as needed, cleaned up	KM
10/18/2017	708	Vacant Unit	Swept floors for carpet installation	KM
10/18/2017	708	Vacant Unit	Swept floors, moved tools and supplies for flooring to be installed, painted doors and bathroom	SP
10/19/2017	708	Vacant Unit	Installed shelving brackets, clips, and shelving	SF
10/19/2017	708	Vacant Unit	Removed trim in prep for new door, installed light covers and thermostat covers, painted front door, changed bulbs to LED, ran dishwasher	SP
10/19/2017	708	Vacant Unit	Vacuumed, cleaned shelving	PS
10/20/2017	708	Vacant Unit	Installed bifold doors, replaced top pin and roller on top of bifold doors, installed door knobs, wiped down doors	SP
10/20/2017	708	Vacant Unit	Installed switch and outlet plates, heater covers, and shelving brackets, cleaned outside light globes and installed LED bulbs, cleaned	KM
10/23/2017	708	Vacant Unit	Cleared off counters, moved tools for cleaning contractor	SP
10/23/2017	708	Vacant Unit	Cut blinds, set up pressure washer, cleaned up	KM
10/23/2017	708	Vacant Unit	Pressure washed unit, weedeated yard	PS
10/24/2017	708	Vacant Unit	Installed toilet and paperholder in main bath, installed blinds, removed and replaced trim under bedroom window, caulked as	KM
10/25/2017	708	Vacant Unit	Touched up paint around carpet and bottom of doors, renailed battens on exterior, recaulked rear exterior in prep for paint, replaced outside lights with LEDs and cleaned globes, installed shower rod	KM
10/26/2017	708	Vacant Unit	Removed and installed new door from utility to the garage, prepped tile area in utility room to repair, cleaned up	SF
10/26/2017	708	Vacant Unit	Helped with new doors, swept grass off rear of unit and caulked in prep for paint, moved tools to garage in prep for floor scrubbing	KM
10/26/2017	708	Vacant Unit	Dug up downspout drain lines	SP
10/26/2017	708	Vacant Unit	Pressure washed unit	PS
10/27/2017	708	Vacant Unit	Prepped and installed tiles in utility room	SF
10/27/2017	708	Vacant Unit	Swept grass off back of unit	KM
10/29/2017	708	Vacant Unit	Installed, caulked, and spackled nail holes in trim, painted doors, flushed water heater, scrubbed floors to prep for wax, mopped	SP
10/30/2017	708	Vacant Unit	Filled holes in back yard, weedeated	PS
10/30/2017	708	Vacant Unit	Waxed floors, painted door and casing, installed shelf brackets, shelves, cove base, slats in sliding glass door blinds, entry bi-fold doors, laundry and pantry doors, and screens as needed, moved in appliances, tested stove, installed shelves and drawers in refrigerator, vacuumed carpet, swept and mopped floors, swept garage, cleaned out all trash and hauled to dumpster, wiped down counters, and	SP
10/30/2017	708	Vacant Unit	Ready for occupancy	SP
10/31/2017	708	Vacant Unit	Duplicated keys, replaced mailbox locks, brought keys to office	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
10/26/2017	2620C	Vacant Unit	Cleaned bathroom ducting, installed new hood vent above garage	SF
10/31/2017	2620C	Vacant Unit	Spackled holes in walls, removed trim around doors to be replaced	KM
10/30/2017	2640	Vacant Unit	Secured unit	SF
10/31/2017	2640	Vacant Unit	Rekeyed and installed new locks	SF
Work Orders				
10/2/2017	Housing Area	Work Order	Identified rentals that did not get sliding glass doors during siding	SP
10/12/2017	502	Work Order	Replaced switch on stove	SF
10/10/2017	506/508	Work Order	Renailed trim, cleaned gutters, began caulking, installed additional gutter fasteners	KM
10/11/2017	506/508	Work Order	Renailed trim, cut out old caulking, recaulked trim and seams in lap siding, emptied trash, cleaned up	KM
10/18/2017	514	Work Order	Caulked siding	KM
10/18/2017	516	Work Order	Installed new dryer vent block, caulked siding	KM
10/3/2017	2606	Work Order	Met with contractor to look at repairs not completed	SP
10/5/2017	2606	Work Order	Prepped for exterior paint	SP
10/6/2017	2606	Work Order	Began painting exterior of unit	SP
10/9/2017	2606	Work Order	Painted exterior trim and body	SF
10/9/2017	2606	Work Order	Painted exterior	SP
10/16/2017	2606	Work Order	Painted exterior trim	SF
10/17/2017	2606	Work Order	Painted exterior	SF
10/18/2017	2606	Work Order	Replaced soffit vents, painted soffits	SF
10/16/2017	2609	Work Order	Removed and replaced rotten window trim around utility room	SF
10/18/2017	2609	Work Order	Caulked siding on south side of home	SF
10/31/2017	2616	Work Order	Performed APM inspection, vacuumed bathroom vent fans, cleaned refrigerator coils, vacuumed heaters, replaced door knob on bedroom closet, replaced stove top drip bowls, replaced range hood filter, checked and cleaned gutters, ordered a suction cup grab bar for master bathroom shower for stability, had sewer tanks cleaned out	SF
10/17/2017	2617	Work Order	Replaced glass unit in upstairs bedroom and outside faucet handle	SF
10/18/2017	2620	Work Order	Replaced two rotten deck boards, installed roofing on stairs	SF
10/19/2017	2620	Work Order	Cleaned gutters	SF
10/16/2017	2624	Work Order	Performed APM inspection, measured for glass unit replacement, vacuumed vent fan in bathroom, replaced range hood filter, replaced latch on utility door, replaced front porch step	SF
10/30/2017	2624	Work Order	Met Scott Miller for tub repairs, replaced blinds in all bedrooms, repaired noisy bath fan, replaced glass unit in living room window, picked up mower and weedeater	SF
10/11/2017	2629	Work Order	Performed APM inspection, replaced drain insert and stopper in master bath tub, cleaned drains in both bathrooms, cleaned refrigerator coils, repaired stove, vacuumed heaters, checked spots on	SF
10/12/2017	2629	Work Order	Measured glass units with broken seals, installed blinds in bedroom	SF

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10/5/2017	2631	Work Order	Pulled up damaged tiles in kitchen, prepped area, and glued and installed four tiles	SF
10/11/2017	2631	Work Order	Repaired garage door	SF
10/20/2017	2631	Work Order	Repaired roll up garage door	SP
10/24/2017	2631	Work Order	Installed two battery operated smoke alarms in bedroom	SF
10/13/2017	2638	Work Order	Took refrigerator from 2608 to 2638 as temporary replacement	SF
10/26/2017	2638	Work Order	Delivered and set up new refrigerator	SF
10/2/2017	2640	Work Order	Cleaned gutters	SP
10/2/2017	2640	Work Order	Helped clean gutters	PS
10/3/2017	2640	Work Order	Installed downspouts	SP
10/23/2017	2646	Work Order	Unloaded plastic lumber, began installing on front stair rail	SF
10/23/2017	2646	Work Order	Helped install handrail	SP
10/24/2017	2646	Work Order	Worked on replacing stair handrails	SF
10/25/2017	2646	Work Order	Worked on replacing stair handrails	SF
10/30/2017	2646	Work Order	Hauled tools and plastic lumber to 2606, disposed of old lumber	SF
10/31/2017	2646	Work Order	Cleaned up garage from stair rail replacement work, vacuumed plastic cuttings off walls and floors	SF
10/6/2017	2659	Work Order	Programmed and investigated problem with garage door remote	SF
10/2/2017	2620D	Work Order	Programmed garage door remote	SP
10/12/2017	2620D	Work Order	Installed towel bar and shelving in master closet, checked and lubed mailbox lock, duplicated keys	SF
10/23/2017	2620D	Work Order	Replaced faucet washer, cleaned drain line	SF
10/27/2017	2620D	Work Order	Unplugged tub drain, met with Frontier to troubleshoot phone line, ran a new phone line on outside of building, cut new hole in wall for phone jack and hooked up	SF
10/24/2017	2670A	Work Order	Replaced exterior bulbs	SF
10/30/2017	2670D	Work Order	Performed APM inspection, replaced flappers in both toilets, replaced sink stopper and rubber in master bath toilet valve, vacuumed bathroom vents, cleaned refrigerator coils, vacuumed heaters, lubricated window tracks as needed	SF
Routine Activities				
10/2/2017	2646D	Routine	Removed legs from table for resident	SP
10/2/2017	Office	Routine	Completed paperwork	KM
10/2/2017	Office	Routine	De-webbed lights around exterior and stairs	KM
10/2/2017	Office	Routine	Made phone calls completed paperwork	SP
10/2/2017	Office	Routine	Took out recycling	KM
10/2/2017	Operations	Routine	Helped clean out vant	PS
10/2/2017	Operations	Routine	Checked golf cart fluid level	KM
10/2/2017	Operations	Routine	Cleaned van, made keys	SP
10/3/2017	Housing Area	Routine	Made list of residents parking on yards	SP
10/3/2017	Office	Routine	Completed paperwork	KM

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10/3/2017	Office	Routine	Reviewed property disposition records with Marcy, completed paperwork	SP
10/3/2017	Operations	Routine	Cleaned out van	KM
10/3/2017	Operations	Routine	Repaired bifold door, cleaned out van, cut wood for door repairs	SP
10/4/2017	Housing Area	Routine	Delivered Commissioner retirement gift	SP
10/4/2017	Office	Routine	Brought mail to office, completed paperwork, reviewed landscape contract with Deb	SP
10/4/2017	Office	Routine	Completed paperwork	KM
10/4/2017	Office	Routine	Completed paperwork	PS
10/4/2017	Operations	Routine	Finished bifold door repair, cleaned out van	SP
10/5/2017	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
10/5/2017	Office	Routine	Completed paperwork	KM
10/5/2017	Office	Routine	Completed paperwork	SP
10/5/2017	Operations	Routine	Cleaned out van, made list of needed supplies for order	SF
10/5/2017	Town	Routine	Fueled van	SF
10/6/2017	707	Routine	Dropped off dump trailer for resident to load brush into	SP
10/6/2017	Office	Routine	Ordered door, began researching racking for warehouse with Deb, completed paperwork	SP
10/6/2017	Office	Routine	Ordered supplies, completed paperwork	SF
10/6/2017	Office	Routine	Watered plants, checked lights	SP
10/9/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/9/2017	Office	Routine	Brought mail to office	KM
10/9/2017	Office	Routine	Completed paperwork	KM
10/9/2017	Office	Routine	Ordered supplies, completed paperwork	SF
10/9/2017	Operations	Routine	Cleaned out van, put tools away, gathered supplies	KM
10/9/2017	Operations	Routine	Made list of addresses with long lawns, checked fluid level on golf cart, took recycling to bin	KM
10/10/2017	Housing Area	Routine	Delivered notices for Resident Services	SP
10/10/2017	Office	Routine	Completed paperwork	KM
10/10/2017	Office	Routine	Completed paperwork	SF
10/10/2017	Office	Routine	Completed paperwork	SP
10/10/2017	Town	Routine	Fueled van, picked up supplies	KM
10/11/2017	Office	Routine	Completed paperwork	KM
10/11/2017	Office	Routine	Completed paperwork	PS
10/11/2017	Office	Routine	Completed paperwork	SF
10/11/2017	Office	Routine	Researched water tanks, procured supplies, downloaded warehouse photos	SP
10/12/2017	Office	Routine	Completed paperwork	KM
10/12/2017	Office	Routine	Completed paperwork	SF
10/12/2017	Office	Routine	Completed paperwork	SP
10/12/2017	Town	Routine	Researched battery-powered caulk gun, picked up supplies	KM

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10/13/2017	Housing Area	Routine	Replaced light fixtures for welcome sign	SF
10/13/2017	Office	Routine	Completed paperwork	SF
10/13/2017	Office	Routine	Made phone calls, watered plants, completed paperwork	SP
10/13/2017	Office	Routine	Researched product, completed paperwork	KM
10/13/2017	Operations	Routine	Cleaned out box van	SF
10/13/2017	Operations	Routine	Cleaned up, swept floor	KM
10/13/2017	Playground	Routine	Cleaned bathroom	KM
10/16/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/16/2017	Office	Routine	Completed paperwork	KM
10/16/2017	Office	Routine	De-webbed lights around exterior and stairs, checked oil in backup generator	KM
10/16/2017	Office	Routine	Made phone calls, downloaded photos	SP
10/16/2017	Office	Routine	Researched product, completed paperwork	SF
10/16/2017	Operations	Routine	Cleaned out van	SP
10/16/2017	Operations	Routine	Emptied trash from van, checked fluid level on golf cart	KM
10/17/2017	707	Routine	Picked up dump trailer and hauled brush to burn pile	SP
10/17/2017	Office	Routine	Completed paperwork	KM
10/17/2017	Office	Routine	Completed paperwork	SF
10/18/2017	Office	Routine	Completed paperwork	KM
10/18/2017	Office	Routine	Reviewed warehouse racking needs with Lyman	SP
10/18/2017	Office	Routine	Reviewed appliance and flooring needs with Deb, completed paperwork	SF
10/18/2017	Operations	Routine	Cleaned out van	KM
10/19/2017	Office	Routine	Made phone calls completed paperwork	SP
10/19/2017	Office	Routine	Researched flooring, ordered supplies, completed paperwork	SF
10/19/2017	Town	Routine	Picked up supplies	SF
10/20/2017	Office	Routine	Completed paperwork	KM
10/20/2017	Office	Routine	Completed paperwork	SF
10/20/2017	Office	Routine	Watered plants, checked lights	SP
10/20/2017	Operations	Routine	Cleaned out box van, put away and organized tools, hauled recycling and trash to the dumpsters	SF
10/20/2017	Town	Routine	Picked up supplies	SP
10/23/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
10/23/2017	Office	Routine	Helped install new swivels on flag pole	SP
10/23/2017	Office	Routine	Checked and repaired gutter, replaced brass snaps on flag pole, put up new flags	SF
10/23/2017	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
10/23/2017	Operations	Routine	Checked golf cart fluid level	KM
10/23/2017	Operations	Routine	Gathered tools and supplies for Preston	SP
10/23/2017	Operations	Routine	Loaded plastic lumber for stair rail replacement	SF

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10/23/2017	Town	Routine	Picked up appliances and took to units	SF
10/23/2017	Town	Routine	Picked up parts and supplies	KM
10/24/2017	2616	Routine	Checked on sewer tank alarm, pulled lid to check inside of tank, scheduled service call for next day, monitored	SF
10/24/2017	Office	Routine	Completed paperwork	KM
10/24/2017	Office	Routine	Completed paperwork	SF
10/24/2017	Town	Routine	Picked up glass units	SF
10/25/2017	2614	Routine	Prepped for Econo Rooter to pump sewer tanks	SF
10/25/2017	2616	Routine	Prepped for Econo Rooter to pump sewer tanks	SF
10/25/2017	Housing Area	Routine	Cleaned up top soil and dirt piles from construction, pushed up burn pile	SP
10/25/2017	Office	Routine	Completed paperwork	KM
10/25/2017	Office	Routine	Completed paperwork	SF
10/25/2017	Operations	Routine	Cleaned out box van, put tools and supplies away	SF
10/26/2017	Housing Area	Routine	Fueled backhoe and moved it to warehouse area	SP
10/26/2017	Housing Area	Routine	Posted pest control notices	KM
10/26/2017	Housing Area	Routine	Removed and replaced solar light and panel in mailbox structure	SF
10/26/2017	Office	Routine	Completed paperwork	KM
10/26/2017	Office	Routine	Downloaded photos, completed paperwork	SP
10/26/2017	Office	Routine	Priced flooring, completed paperwork	SF
10/26/2017	Town	Routine	Picked up fuel and supplies, returned unused blocks from FYM	SP
10/27/2017	Office	Routine	Completed paperwork	KM
10/27/2017	Office	Routine	Completed paperwork	SF
10/27/2017	Office	Routine	Completed paperwork	SP
10/27/2017	Office	Routine	Watered plants, checked lights	SP
10/27/2017	Operations	Routine	Repaired and cleaned out van	SP
10/27/2017	Town	Routine	Fueled van, picked up supplies	KM
10/30/2017	Housing Area	Routine	Loaded brush and hauled to burn pile	SF
10/30/2017	Office	Routine	Completed paperwork	KM
10/30/2017	Office	Routine	Completed paperwork	SF
10/30/2017	Operations	Routine	Cleaned out back of van, put tools away, cleaned out bathroom	SF
10/30/2017	Operations	Routine	Cleaned out van, put tools away, gathered supplies	KM
10/31/2017	Housing Area	Routine	Finished hauling brush debris to burn pile	SF
10/31/2017	Office	Routine	Completed paperwork	KM
10/31/2017	Office	Routine	Researched parts, ordered supplies, completed paperwork	SF
10/31/2017	Operations	Routine	Cleaned out box van, put tools and supplies away	SF
Projects Support				
10/23/2017	2618	Project	Met with landscape contractor for front yard makeover	SP
10/17/2017	Office	Project	Contacted resident, rented equipment for FY17 front yard makeover, procured supplies, and completed paperwork	SP
10/24/2017	2618	Project	Helped stack block for front yard makeover	PS

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10/24/2017	2618	Project	Worked on site prep, building wall, and spreading soil for front yard makeover	SP
10/25/2017	2618	Project	Prepped site for lawn, met with resident	SP
10/25/2017	2618	Project	Worked on yard with Platter	PS
10/26/2017	2618	Project	Helped load unused blocks for return	SF
10/26/2017	2618	Project	Loaded extra block for return	SP
10/2/2017	Warehouse	Project	Photographed construction progress	SP
10/3/2017	Warehouse	Project	Photographed construction progress	SP
10/4/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
10/5/2017	Warehouse	Project	Checked on work progress	SF
10/5/2017	Warehouse	Project	Conducted employee interviews, photographed construction progress	SP
10/6/2017	Warehouse	Project	Photographed construction progress	SP
10/9/2017	Warehouse	Project	Photographed construction progress	SP
10/10/2017	Warehouse	Project	Photographed construction progress	SP
10/11/2017	Warehouse	Project	Met with Lyman and Platter	SF
10/11/2017	Warehouse	Project	Photographed construction progress	SP
10/12/2017	Warehouse	Project	Measured for water tanks, photographed construction progress	SP
10/13/2017	Warehouse	Project	Photographed construction progress	SP
10/16/2017	Warehouse	Project	Helped photograph warehouse construction progress	PS
10/16/2017	Warehouse	Project	Photographed Tribal Council tour and construction progress	SP
10/17/2017	Warehouse	Project	Photographed construction progress	SP
10/18/2017	Warehouse	Project	Photographed construction progress	SP
10/19/2017	Warehouse	Project	Photographed construction progress	SP
10/23/2017	Warehouse	Project	Met with landscape contractor to discuss warehouse landscaping	SP
10/23/2017	Warehouse	Project	Photographed construction progress	SP
10/25/2017	Warehouse	Project	Attended construction progress meeting	SP
10/25/2017	Warehouse	Project	Photographed construction progress	SP
10/26/2017	Warehouse	Project	Photographed construction progress	SP
10/27/2017	Warehouse	Project	Photographed construction progress	SP
Tribal Support				
10/19/2017	Housing Area	Tribal	Opened gate for landscaper to access water for hydroseeding at Plankhouse	SP
Groundskeeping				
10/2/2017	Housing Area	Grounds	Trash pickup	KM
10/3/2017	Housing Area	Grounds	Trash pickup	KM
10/4/2017	Housing Area	Grounds	Trash pickup	KM
10/9/2017	Housing Area	Grounds	Trash pickup	KM
10/10/2017	Housing Area	Grounds	Trash pickup	KM
10/11/2017	Housing Area	Grounds	Trash pickup	KM
10/12/2017	Housing Area	Grounds	Trash pickup	KM
10/13/2017	Housing Area	Grounds	Trash pickup	KM

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10/16/2017	Housing Area	Grounds	Trash pickup	KM
10/17/2017	Housing Area	Grounds	Trash pickup	KM
10/18/2017	Housing Area	Grounds	Trash pickup	KM
10/20/2017	Housing Area	Grounds	Trash pickup	KM
10/23/2017	Housing Area	Grounds	Trash pickup	KM
10/24/2017	Housing Area	Grounds	Trash pickup	KM
10/25/2017	Housing Area	Grounds	Trash pickup	KM
10/26/2017	Housing Area	Grounds	Trash pickup	KM
10/27/2017	Housing Area	Grounds	Trash pickup	KM
10/30/2017	Housing Area	Grounds	Trash pickup	KM
10/31/2017	Housing Area	Grounds	Trash pickup	KM
Admin Support				
10/2/2017	Town	Admin	Courier run	SP
10/3/2017	Town	Admin	Courier run	SP
10/4/2017	Town	Admin	Attended Commissioner retirement lunch	KM
10/4/2017	Town	Admin	Attended Commissioner retirement lunch	SP
10/4/2017	Town	Admin	Courier run	SP
10/5/2017	Town	Admin	Courier run	SP
10/6/2017	Town	Admin	Courier run	SP
10/9/2017	705	Admin	Performed annual inspection	SF
10/9/2017	Town	Admin	Courier run	SP
10/10/2017	Town	Admin	Courier run	SP
10/11/2017	Town	Admin	Assisted with courier run	PS
10/11/2017	Town	Admin	Courier run	SP
10/12/2017	Office	Admin	Attended Board meeting	PS
10/12/2017	Office	Admin	Attended Board meeting	SP
10/12/2017	Office	Admin	Attended Board meeting	SF
10/12/2017	Town	Admin	Courier run	SP
10/13/2017	Town	Admin	Courier run	SP
10/16/2017	Town	Admin	Courier run	SP
10/17/2017	Town	Admin	Courier run	SP
10/18/2017	Town	Admin	Courier run	SP
10/19/2017	Town	Admin	Courier run	SP
10/20/2017	Town	Admin	Courier run	SP
10/24/2017	711	Admin	Performed annual inspection	SF
10/24/2017	2616	Admin	Performed annual inspection	SF
10/24/2017	2631	Admin	Performed annual inspection	SF
10/24/2017	2651	Admin	Performed annual inspection	SF
10/24/2017	2646A	Admin	Performed 90-day inspection	SF
10/24/2017	2670D	Admin	Performed annual inspection	SF
10/25/2017	2627	Admin	Performed annual inspection	SF

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10/26/2017	Town	Admin	Courier run	SP
10/27/2017	Town	Admin	Courier run	KM
10/30/2017	2605	Admin	Performed annual inspection	SF
10/30/2017	Town	Admin	Courier run	SP
Staff Time Off				
10/2/2017			PTO	SF
10/3/2017			PTO	SF
10/4/2017			PTO	SF
10/5/2017			PTO	KM
10/6/2017			PTO	KM
10/16/2017			Part day PTO	KM
10/17/2017			Part day PTO	SF
10/17/2017			PTO	PS
10/18/2017			PTO	PS
10/19/2017			PTO	KM
10/20/2017			Part day PTO	SF
10/20/2017			Part day PTO	KM
10/30/2017			Part day PTO	KM
10/31/2017			Off	PS
10/31/2017			Part day PTO	KM
10/31/2017			PTO	SP