

**Coquille Indian Housing Authority
Maintenance Report
January 2018**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/4/2018	2620C	Vacant Unit	Cut into rot issue in kitchen floor	SP
1/4/2018	2620C	Vacant Unit	Removed countertop, cleaned up	KM
1/5/2018	2620C	Vacant Unit	Cleaned up, put trash in garage	KM
1/5/2018	2620C	Vacant Unit	Replaced outlets and GFCI in kitchen, began replacing thermostats	SP
1/16/2018	2620C	Vacant Unit	Looked into source of leak and dryrot, replaced five thermostats, began painting doors	SF
1/17/2018	2620C	Vacant Unit	Painted walls and new doors	SF
1/18/2018	2620C	Vacant Unit	Painted walls and ceilings	SF
1/19/2018	2620C	Vacant Unit	Made list of supplies needed to repair exterior wall	SP
1/19/2018	2620C	Vacant Unit	Removed items from living room, laid out drop cloth, painted	SF
1/22/2018	2620C	Vacant Unit	Installed shelving brackets, unloaded supplies for wall repairs	SP
1/22/2018	2620C	Vacant Unit	Painted, cleaned up, moved items, unloaded supplies in garage	SF
1/23/2018	2620C	Vacant Unit	Installed cover plates, put things back in place, touched up paint	SF
1/24/2018	2620C	Vacant Unit	Installed cover plates	SF
Work Orders				
1/17/2018	512	Work Order	Repaired and caulked exterior window trim, cleaned up	KM
1/10/2018	518	Work Order	Checked on issue with stove	SP
1/11/2018	518	Work Order	Replaced burner control for stove top	SP
1/18/2018	518	Work Order	Replaced noisy infinite switch on stove	SF
1/30/2018	518	Work Order	Performed APM inspection, repaired sink drain stopper, tightened drain nuts, cleaned refrigerator coils, vacuumed heaters, lubricated window tracks as needed, checked infinite switch on stove that was recently replaced	SF
1/4/2018	708	Work Order	Hauled mattress and box spring to dumpster	SP
1/23/2018	708	Work Order	Checked on possible toilet and/or tub leak	SF
1/8/2018	2607	Work Order	Picked up mole trap	SP
1/8/2018	2627	Work Order	Looked at tree issue	SP
1/16/2018	2631	Work Order	Clamped and glued broken sink base door	SF
1/17/2018	2631	Work Order	Installed repaired door on kitchen cabinet	SF
1/23/2018	2631	Work Order	Repaired hallway heater	SP
1/22/2018	2638	Work Order	Cleaned gutters and downspouts	SF
1/10/2018	2646A	Work Order	Checked on issue with refrigerator	SP
1/30/2018	2650	Work Order	Performed APM inspection, upgraded two toilets, hauled trash to dumpster and cardboard to recycling	SF
1/31/2018	2650	Work Order	Replaced kitchen sink and faucet, plumbing and caulking, replaced tub drain insert and faucet aerator, cleaned refrigerator coils, lubricated window tracks as needed	SF
1/11/2018	2666	Work Order	Installed plywood over broken window and cleaned up glass	KM
1/11/2018	2666	Work Order	Installed plywood over broken window, measured for replacement	SP
1/31/2018	2666	Work Order	Replaced glass units, repaired front door lock	SF

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Routine Activities				
1/2/2018	Housing Area	Routine	Picked up Christmas trees, hauled to burn pile	SP
1/2/2018	Office	Routine	Gathered fuel slips and checked oil in back up generator	KM
1/2/2018	Office	Routine	Unpacked, tagged, and inventoried new tool combo kits, completed paperwork	SP
1/2/2018	Operations	Routine	Checked fluid level on golf cart	KM
1/2/2018	Operations	Routine	Engraved new tools	KM
1/2/2018	Shop	Routine	Marked and moved air compressor for mounting holes	SP
1/2/2018	Town	Routine	Picked up supplies, fueled van	KM
1/3/2018	Office	Routine	Engraved new tools	SP
1/3/2018	Office	Routine	Put new tools in van, completed paperwork	KM
1/3/2018	Operations	Routine	Painted trim, cleaned up, loaded towels to take to shop	KM
1/3/2018	Operations	Routine	Repaired bi-fold door	SP
1/3/2018	Shop	Routine	Washed shop towels	KM
1/4/2018	Housing Area	Routine	Hauled cardboard to recycling bin	SP
1/4/2018	Office	Routine	Completed paperwork	KM
1/4/2018	Office	Routine	Made phone calls, completed paperwork	SP
1/4/2018	Office	Routine	Removed Christmas lights and outdoor decorations	SP
1/4/2018	Operations	Routine	Finished repair on bi-fold door	SP
1/4/2018	Shop	Routine	Washed, dried, and folded shop towels, cleaned out back of van	KM
1/5/2018	512	Routine	Inventoried appliances	SP
1/5/2018	Office	Routine	Adjusted storm door, watered plants, made phone calls	SP
1/5/2018	Office	Routine	Completed paperwork	KM
1/5/2018	Operations	Routine	Folded and put away shop towels	KM
1/8/2018	Housing Area	Routine	Picked up dump trailer, loaded Christmas trees, hauled to burn pile	SP
1/8/2018	Office	Routine	Completed paperwork	KM
1/8/2018	Office	Routine	Made phone calls, completed paperwork	SP
1/8/2018	Operations	Routine	Checked fluid level on golf cart	KM
1/8/2018	Shop	Routine	Emptied trash from back of van, took shop towels to 2606	KM
1/9/2018	Office	Routine	Made phone calls, completed paperwork	SP
1/9/2018	Town	Routine	Procured additional rack purchase with local vendor	SP
1/10/2018	Office	Routine	Completed paperwork	KM
1/11/2018	Office	Routine	Completed paperwork	KM
1/11/2018	Office	Routine	Completed paperwork, took down flags due to wind, met with resident	SP
1/12/2018	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/12/2018	Housing Area	Routine	Hauled brush to burn pile, dropped off trailer for resident to load brush	SP
1/12/2018	Office	Routine	Completed paperwork	KM
1/12/2018	Office	Routine	Watered plants	SP
1/12/2018	Shop	Routine	Cleaned up trash, broke down cardboard, unloaded items from The Mill, walked through with cleaner	SP
1/12/2018	Shop	Routine	Disposed of packing materials from racks and shelving	KM

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1/12/2018	Town	Routine	Picked up items from The Mill and carpet samples from Knutson's	SP
1/16/2018	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
1/16/2018	Office	Routine	Checked oil in backup generator, hauled recycling to bins	KM
1/16/2018	Office	Routine	Completed paperwork	KM
1/16/2018	Office	Routine	Completed paperwork, caught up on emails and office work from being gone	SF
1/16/2018	Operations	Routine	Checked fluid level on golf cart, hauled recycling to bins, cleaned out van	KM
1/16/2018	Shop	Routine	Dryer booster fan not working, connected sensor, operational	SF
1/16/2018	Town	Routine	Took GMC 2500 van to repair shop	KM
1/16/2018	Town	Routine	Took GMC 2500 van to repair shop	SF
1/17/2018	Housing Area	Routine	Picked up and cleaned lawn equipment after resident use	KM
1/17/2018	Office	Routine	Completed paperwork	KM
1/17/2018	Office	Routine	Printed out compressor manuals, made phone calls, completed paperwork	SP
1/17/2018	Office	Routine	Researched lighting, made phone calls, organized work orders, completed paperwork	SF
1/17/2018	Operations	Routine	Cleaned out van, organized tools and materials	SF
1/17/2018	Operations	Routine	Loaded tools into back of van	SP
1/17/2018	Operations	Routine	Repaired extension cord	KM
1/17/2018	Town	Routine	Ordered lumber rack and carpet for shop office	SP
1/18/2018	Office	Routine	Completed paperwork	KM
1/18/2018	Office	Routine	Met with electrician about generator, researched products, completed paperwork	SP
1/18/2018	Office	Routine	Ordered supplies, completed paperwork	SF
1/18/2018	Operations	Routine	Cut, primed, and painted trim, cleaned caulking gun, cleaned up	KM
1/18/2018	Town	Routine	Fueled van	KM
1/18/2018	Town	Routine	Picked up supplies	SP
1/19/2018	Office	Routine	Checked generator voltage output, made phone calls, completed paperwork	SP
1/19/2018	Office	Routine	Completed paperwork	SF
1/19/2018	Office	Routine	Completed paperwork	KM
1/19/2018	Operations	Routine	Primed and painted trim, hauled trash to dumpster and recycling to bins	KM
1/19/2018	Town	Routine	Picked up supplies	SP
1/22/2018	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
1/22/2018	Office	Routine	Checked oil in backup generator, completed paperwork	KM
1/22/2018	Office	Routine	Made phone calls, completed paperwork	SF
1/22/2018	Office	Routine	Made phone calls, completed paperwork	SP
1/22/2018	Operations	Routine	Cleaned out van	SP
1/22/2018	Operations	Routine	Cut and primed trim, checked fluid level on golf cart	KM

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1/23/2018	Office	Routine	Completed paperwork	SP
1/23/2018	Office	Routine	Ordered supplies, completed paperwork	SF
1/23/2018	Playground	Routine	Stocked and swept out bathroom	SP
1/23/2018	Town	Routine	Hooked up dump trailer, picked up materials for shop	SF
1/23/2018	Town	Routine	Picked up lumber for mezzanine rails at shop	SP
1/24/2018	Office	Routine	Completed paperwork	SP
1/24/2018	Office	Routine	Completed paperwork	SF
1/25/2018	Housing Area	Routine	Delivered pest control notices	SF
1/25/2018	Office	Routine	Attended Board meeting, completed paperwork	SF
1/25/2018	Town	Routine	Picked up supplies, fueled van	SF
1/26/2018	Office	Routine	Completed paperwork	KM
1/26/2018	Office	Routine	Completed paperwork	SF
1/26/2018	Office	Routine	Completed paperwork, watered plants, checked lights	SP
1/29/2018	Office	Routine	Completed paperwork	KM
1/29/2018	Office	Routine	Completed paperwork	SF
1/29/2018	Town	Routine	Picked up supplies	SF
1/30/2018	Office	Routine	Completed paperwork	SF
1/30/2018	Office	Routine	Made phone calls, completed paperwork	SP
1/30/2018	Town	Routine	Picked up supplies	SP
1/31/2018	Office	Routine	Completed paperwork	KM
1/31/2018	Office	Routine	Completed paperwork	SF
1/31/2018	Town	Routine	Picked up supplies	SF
Projects Support				
1/3/2018	Shop	Project	Helped drill holes for air compressor	KM
1/3/2018	Shop	Project	Drilled concrete and anchored air compressor, reviewed issues with roll up door and dryer booster fan with Lyman	SP
1/4/2018	Shop	Project	Tightened bolts for air compressor mounting after anchor and adhesive set up, put away tools	SP
1/5/2018	Shop	Project	Opened up rental spaces for cove base installation, began assembling storage racks	SP
1/8/2018	Shop	Project	Assembled racks	SP
1/9/2018	Shop	Project	Assembled racks	SP
1/10/2018	Shop	Project	Assembled racks	SP
1/10/2018	Shop	Project	Helped assemble racks and cabinets	KM
1/11/2018	Shop	Project	Assembled shelving and storage racks	SP
1/11/2018	Shop	Project	Helped assemble racks and cabinets	KM
1/17/2018	Shop	Project	Installed air compressor drain timer	SP
1/18/2018	Shop	Project	Determined mounting for air hose reels	SF
1/18/2018	Shop	Project	Met with electrician about moving meter base in middle of warehouse yard, determined mounting for air hose reels	SP
1/19/2018	Shop	Project	Installed thermostat covers, measured for brackets to mount hose reels	SP

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1/22/2018	Shop	Project	Met with Pacific Power, installed thermostat cover, determined mounting and routing of air hoses and regulators	SP
1/23/2018	Shop	Project	Helped install mezzanine railing	SF
1/23/2018	Shop	Project	Met plumber to hook up air compressor, installed safety rails, took photos	SP
1/24/2018	Shop	Project	Installed safety rails, began moving grounds equipment	SP
1/24/2018	Shop	Project	Installed safety rails, began moving grounds equipment	SF
1/25/2018	2608	Project	Moved maintenance items to new shop	SF
1/25/2018	Shop	Project	Unloaded grounds equipment, installed 2" x 6" to hang equipment, installed hangers, hung equipment on wall	SF
1/26/2018	Shop	Project	Moved grounds equipment to new shop	SF
1/26/2018	Shop	Project	Moved grounds equipment to new shop	KM
1/26/2018	Shop	Project	Moved items from 2606 and 2608 to new shop	SF
1/29/2018	Shop	Project	Moved items from 2606 and 2608 to new shop	KM
1/29/2018	Shop	Project	Moved items from 2606 and 2608 to new shop	SF
1/30/2018	Shop	Project	Moved and organized tools	SP
1/30/2018	Shop	Project	Organized tools, wired new plug for table saw	SF
1/31/2018	Shop	Project	Moved items from 2606 and 2608 to new shop	KM
1/31/2018	Shop	Project	Moved items from 2606 and 2608 to new shop	SF
Groundskeeping				
1/2/2018	Housing Area	Grounds	Trash pickup	KM
1/3/2018	Housing Area	Grounds	Trash pickup	KM
1/4/2018	Housing Area	Grounds	Trash pickup	KM
1/5/2018	Housing Area	Grounds	Trash pickup	KM
1/8/2018	Housing Area	Grounds	Trash pickup	KM
1/10/2018	Housing Area	Grounds	Trash pickup	KM
1/11/2018	Housing Area	Grounds	Trash pickup	KM
1/12/2018	Housing Area	Grounds	Trash pickup	KM
1/16/2018	Housing Area	Grounds	Hauled brush to burn pile	SF
1/16/2018	Housing Area	Grounds	Trash pickup	KM
1/17/2018	Housing Area	Grounds	Trash pickup	KM
1/18/2018	Housing Area	Grounds	Trash pickup	KM
1/19/2018	Housing Area	Grounds	Trash pickup	KM
1/22/2018	Housing Area	Grounds	Trash pickup	KM
1/23/2018	Housing Area	Grounds	Met landscape contractor to determine where to relocate two memorial trees	SP
1/26/2018	Housing Area	Grounds	Trash pickup	KM
1/29/2018	Housing Area	Grounds	Trash pickup	KM
1/31/2018	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/2/2018	2620D	Admin	Performed periodic inspection	SP

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/2/2018	Town	Admin	Courier run	KM
1/3/2018	Town	Admin	Courier run	SP
1/4/2018	Town	Admin	Courier run	KM
1/5/2018	Town	Admin	Courier run	SP
1/8/2018	Housing Area	Admin	Delivered notices for Resident Services	SP
1/8/2018	Town	Admin	Courier run	SP
1/9/2018	Town	Admin	Courier run	SP
1/11/2018	Town	Admin	Courier run	KM
1/12/2018	Town	Admin	Courier run	SP
1/16/2018	Town	Admin	Courier run	KM
1/17/2018	Town	Admin	Courier run	KM
1/19/2018	Town	Admin	Courier run	KM
1/22/2018	Town	Admin	Courier run	SP
1/23/2018	518	Admin	Performed annual inspection	SF
1/23/2018	708	Admin	Performed periodic inspection	SF
1/23/2018	2650	Admin	Performed annual inspection	SF
1/23/2018	Town	Admin	Courier run	SP
1/24/2018	Housing Area	Admin	Delivered notices for Resident Services	SP
1/24/2018	Town	Admin	Courier run	SP
1/26/2018	Town	Admin	Courier run	KM
1/29/2018	Town	Admin	Courier run	KM
1/30/2018	Town	Admin	Courier run	SP
1/31/2018	Town	Admin	Courier run	KM
Staff Time Off				
1/2/2018			PTO	SF
1/3/2018			PTO	SF
1/4/2018			PTO	SF
1/5/2018			PTO	SF
1/8/2018			PTO	SF
1/9/2018			PTO	SF
1/9/2018			PTO	KM
1/12/2018			Part day PTO	KM
1/15/2018			Martin Luther King, Jr.'s Birthday holiday	SP
1/15/2018			Martin Luther King, Jr.'s Birthday holiday	SF
1/15/2018			Martin Luther King, Jr.'s Birthday holiday	KM
1/16/2018			PTO	SP
1/18/2018			Part day PTO	SF
1/19/2018			Part day PTO	SF
1/23/2018			PTO	KM
1/24/2018			PTO	KM
1/25/2018			PTO	SP

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1/25/2018			PTO	KM
1/29/2018			PTO	SP
1/30/2018			Part day PTO	SP
1/30/2018			PTO	KM
1/31/2018			PTO	SP