

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
2/2/2017	502	Vacant Unit	Pulled outlets, switch plates, and blind brackets	KM
2/2/2017	502	Vacant Unit	Removed blinds, heater covers, shelves, shelf brackets, light covers, smoke detectors, mirrors, cover plates, bi-fold doors, and bi-fold door brackets	SP
2/3/2017	502	Vacant Unit	Removed cabinet in kitchen for dishwasher installation, installed dishwasher, removed old shower, cut out and removed drywall behind shower, prepped for new shower	SF
2/3/2017	502	Vacant Unit	Removed carpet and padding, cove base, bathroom door and jamb, repaired kitchen drawer rail, and helped replace shower	SP
2/3/2017	502	Vacant Unit	Removed carpet and padding, filled holes in walls, removed toe kick in kitchen	KM
2/6/2017	502	Vacant Unit	Cleaned candle smoke damage from walls, cut out damaged drywall above toilet	SP
2/6/2017	502	Vacant Unit	Mopped walls	KM
2/6/2017	502	Vacant Unit	Prepped for shower unit installation, cut out drywall, applied leveling base, cleaned up, unpacked shower for measurements	SF
2/7/2017	502	Vacant Unit	Began priming walls	SP
2/7/2017	502	Vacant Unit	Cut in primer for walls	KM
2/7/2017	502	Vacant Unit	Worked on shower, cut out drain line, chipped away at concrete, cut rebar in the hole, began replumbing the drain	SF
2/8/2017	502	Vacant Unit	Cut in primer and doors	KM
2/8/2017	502	Vacant Unit	Installed shower unit and plumbing, began drywall repairs	SF
2/8/2017	502	Vacant Unit	Painted walls	SP
2/9/2017	502	Vacant Unit	Cut in primer, cleaned bi-fold door	KM
2/9/2017	502	Vacant Unit	Painted walls	SP
2/9/2017	502	Vacant Unit	Worked on shower, installed drywall around shower, taped and applied mud, cleaned up	SF
2/10/2017	502	Vacant Unit	Painted walls	SP
2/10/2017	502	Vacant Unit	Painted walls	KM
2/13/2017	502	Vacant Unit	Hauled trash to dumpster, moved appliances to carport storage shed	SP
2/13/2017	502	Vacant Unit	Painted cut in and trim	KM
2/13/2017	502	Vacant Unit	Sanded and mud drywall patches in bathroom, cleaned up	SF
2/14/2017	502	Vacant Unit	Painted trim	KM
2/14/2017	502	Vacant Unit	Worked on drywall patches in bathroom for shower surround, cleaned up, located supplies	SF
2/15/2017	502	Vacant Unit	Cleaned out bathroom fan and replaced motor	SF
2/15/2017	502	Vacant Unit	Painted second coat on doors	KM

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/15/2017	502	Vacant Unit	Primed new texture and window trim in bathroom, replaced GFCI in bathroom, replaced light fixture over bathroom sink, outlet in living room, and thermostats, scraped up tile floor in bathroom, installed smoke detectors and shelf brackets, cleaned lenses on solar tubes, bedroom light fixtures, and shelf brackets	SP
2/16/2017	502	Vacant Unit	Helped install new bathroom door	SF
2/16/2017	502	Vacant Unit	Painted bathroom, cut in corners around cabinets and window, Helped install bathroom door, installed, caulked, and spackled door trim, finished installing shelf brackets	SP
2/16/2017	502	Vacant Unit	Painted, touched up paint, cleaned up	KM
2/17/2017	502	Vacant Unit	Caulked around new shower, replaced angle stop washers, and rebuilt kitchen sink faucet	SP
2/17/2017	502	Vacant Unit	Painted, cleaned up, removed door to be painted	KM
2/21/2017	502	Vacant Unit	Installed doors, cover plates, new door knob on bathroom door, and light covers, cleaned out all painting supplies and unused tools	SP
2/21/2017	502	Vacant Unit	Painted, installed LED bulbs, cleaned up	KM
2/22/2017	502	Vacant Unit	Cleaned and installed shelving, removed and painted behind water heater, moved items to shed, cleared work area for cleaner	SP
2/22/2017	502	Vacant Unit	Installed heater covers, built and installed new screens, cleaned up	KM
2/23/2017	502	Vacant Unit	Installed blind brackets, got blinds from Operations	KM
2/23/2017	502	Vacant Unit	Scrubbed and prepped for new flooring	SP
2/24/2017	502	Vacant Unit	Cleaned all tools and supplies out of unit for flooring to be installed, swept floors	SP
2/27/2017	502	Vacant Unit	Installed blind brackets, stained and installed oak trim on cabinets, cleaned up after flooring was installed	KM
2/27/2017	502	Vacant Unit	Installed new water heater and toilet, met with cleaner	SF
2/28/2017	502	Vacant Unit	Cut blinds, installed brackets, set and adjusted bi-fold doors	KM
2/28/2017	502	Vacant Unit	Rekeyed locks, caulked bathroom, met with cleaner, checked on putting a different refrigerator in unit, checked things over	SF
2/27/2017	704	Vacant Unit	Walked through unit after move out	SF
2/1/2017	2601	Vacant Unit	Installed and adjusted bi-fold doors in master bedroom, touched up paint, cut in paint in garage, vacuumed, swept, cleaned counters and sink	SP
2/1/2017	2601	Vacant Unit	Touched up paint around utility room window and ceiling patch, painted exterior garage door and siding glass door trim, did final walk through	SF
2/2/2017	2601	Vacant Unit	Programmed garage door remote	SP
2/2/2017	2601	Vacant Unit	Ready for occupancy	
2/13/2017	2646D	Vacant Unit	Began working on kitchen countertops	SF

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/16/2017	2646D	Vacant Unit	Prepped countertops for laminate, scraped off old laminate, cleaned up	SF
2/21/2017	2646D	Vacant Unit	Helped move countertop	SP
2/21/2017	2646D	Vacant Unit	Pulled apart counter, removed sink, repaired damaged counter, began sanding in prep for new laminate	SF
2/22/2017	2646D	Vacant Unit	Sanded countertops and edges, vacuumed, cleaned up kitchen, began removing base trim	SF
2/23/2017	2646D	Vacant Unit	Hauled old couch and chair to dumpster	SP
2/23/2017	2646D	Vacant Unit	Sorted garage, moved furniture around, pulled out couch and chair to go to dumpster, hauled underlayment from garage into unit, scraped staples from floor, vacuumed, hauled underlayment from operations to unit, helped haul old furniture to dumpster	SF
2/24/2017	2646D	Vacant Unit	Painted laundry room walls and dining room walls and ceiling	SF
2/27/2017	2646D	Vacant Unit	Painted living room ceiling and bedroom walls	SF
Work Orders				
2/21/2017	508	Work Order	Installed batteries in smoke alarm	KM
2/22/2017	512	Work Order	Replaced mailbox lock, filed edge of slot on mailbox to make it work, gave new key to resident	SF
2/8/2017	516	Work Order	Put up smoke detector, changed batteries, checked stove issue	SF
2/13/2017	516	Work Order	Performed APM inspection, lubed locks and tightened hinges on doors as needed, discovered termites behind refrigerator, called pest control to treat area	SF
2/15/2017	709	Work Order	Performed APM inspection, crawled under home to check on pump, replaced GFCI in garage, pulled apart noisy dryer booster fan, cleaned bathroom vent fans, checked filter in heater	SF
2/10/2017	711	Work Order	Looked at trim to be replaced over garage door area, replaced fill valve in master bath toilet	SF
2/13/2017	711	Work Order	Removed rotten trim over garage door and covered with felt paper	SF
2/14/2017	2601	Work Order	Gathered supplies for contractor to build side garage door cover	SP
2/6/2017	2602	Work Order	Performed APM inspection, replaced light switches in hall bathroom, rebuilt kitchen faucet, replaced valve washers, cleaned bath vent fans, cleaned refrigerator coils, replaced filter and cleaned grill of heat pump	SF
2/6/2017	2603	Work Order	Performed APM inspection, cleaned bathroom vent fans, cleaned refrigerator coils, vacuumed heaters	SF
2/7/2017	2617	Work Order	Performed APM inspection, replaced six outlets, replaced dryer hood vent, vacuumed bathroom vent fans, replaced burner pans and range hood filter, adjusted sliding glass door, vacuumed heaters, tightened door hinges	SF

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/28/2017	2617	Work Order	Looked into issue with dishwasher, secured drain hose under sink	SF
2/7/2017	2624	Work Order	Repaired leaking bathroom faucet	SF
2/27/2017	2631	Work Order	Looked into leaking water heater , scheduled time to replace it	SF
2/28/2017	2631	Work Order	Replaced leaking water heater, adjusted plumbing, repaired leaking water line	SF
2/10/2017	2659	Work Order	Installed grab bars resident purchased for bedroom and bathroom	SF
2/15/2017	2664	Work Order	Performed APM inspection, vacuumed and sprayed bathroom vent fans, replaced filter in range hood and burner pans, cleaned refrigerator coils, replaced door knob on closet door, repaired bedroom door and adjusted hinge so door would not close automatically, replaced the blend air fan motor in utility room	SF
2/27/2017	2670B	Work Order	Performed APM inspection, removed, cleaned, and sprayed bathroom fan, cleaned refrigerator coils, removed and replaced caulking around tub and toilet, vacuumed heaters, lubricated window tracks as needed	SF
2/17/2017	Office	Work Order	Crawled into attic to see about running new wire for water heater in back office, crawled under building to check heating duct, went to get supplies to pump water from under building, set up pump	SF
Routine Activities				
2/1/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/1/2017	Office	Routine	Installed shelving in water heater closet, completed paperwork	SF
2/1/2017	Operations	Routine	Recaulked siding and trim	KM
2/2/2017	Housing Area	Routine	Changed mailbox locks	SP
2/2/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/2/2017	Town	Routine	Picked up pressure washer from repair shop	SP
2/3/2017	Office	Routine	Completed paperwork	SP
2/3/2017	Office	Routine	Completed paperwork	SF
2/3/2017	Office	Routine	Gathered fuel slips, brought mail to office	KM
2/3/2017	Office	Routine	Watered plants, checked light bulbs	SP
2/3/2017	Town	Routine	Dropped off flooring contract, picked up supplies	SP
2/3/2017	Town	Routine	Checked Tri-County and Perry's for shower that would work in 502	SF
2/6/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/6/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/6/2017	Office	Routine	Completed paperwork	SF
2/7/2017	Housing Area	Routine	Delivered notices for Resident Services, completed paperwork	SP
2/7/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/7/2017	Office	Routine	Completed paperwork	SF
2/7/2017	Town	Routine	Picked up supplies	SP
2/8/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/8/2017	Office	Routine	Completed paperwork	SF
2/9/2017	2659	Routine	Stopped to look into installing grab bars	SF
2/9/2017	Office	Routine	Attended bid opening and completed paperwork	SP
2/9/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/9/2017	Office	Routine	Completed paperwork	SF
2/9/2017	Operations	Routine	Cleaned out back of van, put away tools and supplies, checked for needed supplies	SF
2/10/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/10/2017	Office	Routine	Moved boxes to storage, watered plants, checked light bulbs	SP
2/10/2017	Office	Routine	Replaced flags and flagpole light bulb, ordered supplies, completed paperwork	SF
2/10/2017	Town	Routine	Picked up supplies	SP
2/13/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/13/2017	Office	Routine	Completed paperwork	SF
2/13/2017	Office	Routine	Met with contractor for materials list for door cover at 2601, made phone calls, completed paperwork	SP
2/13/2017	Operations	Routine	Checked fluid level in golf cart	KM
2/13/2017	Operations	Routine	Cleaned tools out of van	SF
2/14/2017	2601	Routine	Checked on contractor and dropped off supplies	SP
2/14/2017	2601	Routine	Gathered supplies for contractor	SF
2/14/2017	Housing Area	Routine	Replaced ridge cap shingles that blew off at duplexes	SF
2/14/2017	Housing Area	Routine	Reviewed brush project with Lyman	SP
2/14/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/14/2017	Office	Routine	Completed paperwork	SF
2/14/2017	Office	Routine	Scheduled equipment for brush project, completed paperwork	SP
2/14/2017	Town	Routine	Picked up blueprints and supplies	SP
2/15/2017	801	Routine	Hauled supplies to shed, repaired motion light	SF
2/15/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/15/2017	Office	Routine	Completed paperwork	SF
2/15/2017	Office	Routine	Made phone calls, reviewed purchase orders with Deb, completed paperwork	SP
2/15/2017	Operations	Routine	Cleaned out van, put away tools and supplies	SF
2/16/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/16/2017	Office	Routine	Completed paperwork	SP
2/16/2017	Office	Routine	Completed paperwork	SF
2/17/2017	2601	Routine	Checked on contractor building door cover	SP
2/17/2017	Housing Area	Routine	Helped dispose of old garage door	SP
2/17/2017	Office	Routine	Helped move furniture and brought air blowers and dehumidifiers to office for carpet cleaning	SP

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/17/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/17/2017	Office	Routine	Checked on contractor repairing generator	SP
2/17/2017	Office	Routine	Watered plants, checked light bulbs	SP
2/17/2017	Operations	Routine	Collected trash and debris, hauled to dumpster, called for dumpster pick up	SF
2/17/2017	Town	Routine	Fueled van, picked up supplies	SP
2/21/2017	Housing Area	Routine	Checked lights in mailbox structures, ran water in vacant units	SP
2/21/2017	Housing Area	Routine	Got Tribal maintenance backhoe running, used it to crush trash in community dumpsters	SP
2/21/2017	Office	Routine	Helped move things back in office after carpet cleaning and returned blowers and dehumidifiers to Operations	SF
2/21/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/21/2017	Office	Routine	Took out recycling, checked oil in backup generator	KM
2/21/2017	Operations	Routine	Checked fluid level in golf cart	KM
2/21/2017	Operations	Routine	Cleaned out van, put away tools and supplies, painted heater covers	SP
2/21/2017	Operations	Routine	Moved siding	SF
2/22/2017	Housing Area	Routine	Delivered notices for Resident Services, completed paperwork	SP
2/22/2017	Memorial	Routine	Installed name plate	KM
2/22/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/22/2017	Office	Routine	Completed paperwork	SF
2/22/2017	Town	Routine	Picked up and unloaded furniture and bedding from The Mill for emergency housing unit	SF
2/22/2017	Town	Routine	Picked up and unloaded furniture and bedding from The Mill for emergency housing unit	SP
2/23/2017	Housing Area	Routine	Crushed trash in community dumpsters	SP
2/23/2017	Housing Area	Routine	Posted pest control notices	KM
2/23/2017	Housing Area	Routine	Pressure washed sidewalks at duplexes	SP
2/23/2017	Office	Routine	Attended Board meeting	SP
2/23/2017	Office	Routine	Attended Board meeting	SF
2/23/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/23/2017	Operations	Routine	Cleaned out back of van	KM
2/24/2017	Housing Area	Routine	Shifted trash in dumpsters in prep for pick up	SF
2/24/2017	Office	Routine	Researched products, completed paperwork	SF
2/24/2017	Office	Routine	Reviewed brush project with Lyman, made phone calls, watered plants, checked light bulbs	SP
2/24/2017	Operations	Routine	Unloaded van, prepped equipment for brush clearing project, took trash to dumpster	SP
2/27/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/27/2017	Office	Routine	Checked oil in backup generator	KM
2/27/2017	Operations	Routine	Checked fluid level in golf cart	KM
2/28/2017	Housing Area	Routine	Dropped off rug cleaner for resident use	KM
2/28/2017	Housing Area	Routine	Picked up rug cleaner after resident use	KM
2/28/2017	Office	Routine	Brought mail to office, completed daily paperwork	KM
2/28/2017	Office	Routine	Organized and completed paperwork	SF
2/28/2017	Operations	Routine	Returned tools	KM
2/28/2017	Town	Routine	Picked up grounds fuel	SP
2/28/2017	Town	Routine	Picked up supplies and a water heater	SF
Groundskeeping				
2/1/2017	Housing Area	Grounds	Trash pickup	KM
2/2/2017	Housing Area	Grounds	Trash pickup	KM
2/3/2017	Housing Area	Grounds	Trash pickup	KM
2/5/2017	Housing Area	Grounds	Removed fallen tree from entrance near rock garden	SP
2/6/2017	Housing Area	Grounds	Trash pickup	KM
2/7/2017	Housing Area	Grounds	Trash pickup	KM
2/8/2017	Housing Area	Grounds	Trash pickup	KM
2/9/2017	Housing Area	Grounds	Trash pickup	KM
2/10/2017	Housing Area	Grounds	Trash pickup	KM
2/13/2017	Housing Area	Grounds	Cut trail to assess ability to do brush removal project	SP
2/13/2017	Housing Area	Grounds	Met with tree removal service for pricing to remove dead trees	SP
2/13/2017	Housing Area	Grounds	Trash pickup	KM
2/14/2017	Housing Area	Grounds	Trash pickup	KM
2/15/2017	Housing Area	Grounds	Trash pickup	KM
2/16/2017	Housing Area	Grounds	Trash pickup	KM
2/17/2017	Housing Area	Grounds	Trash pickup	KM
2/21/2017	Housing Area	Grounds	Trash pickup	KM
2/22/2017	Housing Area	Grounds	Trash pickup	KM
2/23/2017	Housing Area	Grounds	Trash pickup	KM
2/27/2017	Housing Area	Grounds	Trash pickup	KM
2/27/2017	Housing Area	Grounds	Removed brush in housing area behind 2634 and 2636	SP
2/28/2017	Housing Area	Grounds	Trash pickup	KM
2/28/2017	Housing Area	Grounds	Removed brush in housing area behind 2612	SP
Admin Support				
2/1/2017	Town	Admin	Courier run	KM
2/2/2017	Town	Admin	Courier run	KM
2/3/2017	Town	Admin	Courier run	KM
2/6/2017	Town	Admin	Courier run	KM
2/7/2017	Town	Admin	Courier run	KM

Coquille Indian Housing Authority
Maintenance Report
February 2017

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/8/2017	516	Admin	Performed annual inspection	SF
2/8/2017	Town	Admin	Courier run	KM
2/9/2017	Town	Admin	Courier run	KM
2/10/2017	Town	Admin	Courier run	KM
2/13/2017	Town	Admin	Courier run	KM
2/14/2017	Town	Admin	Courier run	KM
2/15/2017	Town	Admin	Courier run	KM
2/16/2017	Town	Admin	Courier run	KM
2/17/2017	Town	Admin	Courier run	KM
2/21/2017	704	Admin	Performed annual inspection	SF
2/21/2017	707	Admin	Performed annual inspection	SF
2/21/2017	2670B	Admin	Performed annual inspection	SF
2/21/2017	Town	Admin	Courier run	KM
2/22/2017	Town	Admin	Courier run	KM
2/23/2017	Town	Admin	Courier run	KM
2/27/2017	2613	Admin	Performed annual inspection	SF
2/27/2017	Town	Admin	Courier run	KM
Staff Time Off				
2/1/2017			Part day PTO	SF
2/2/2017			Part day PTO	KM
2/2/2017			PTO	SF
2/8/2017			Part day PTO	KM
2/9/2017			Part day PTO	SF
2/13/2017			Part day PTO	SF
2/14/2017			Part day PTO	SF
2/16/2017			Part day PTO	KM
2/16/2017			Part day PTO	SF
2/20/2017			President's Day holiday	SF
2/20/2017			President's Day holiday	SP
2/20/2017			President's Day holiday	KM
2/23/2017			Part day PTO	SF
2/24/2017			PTO	KM