

**Coquille Indian Housing Authority
Maintenance Report
February 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
2/1/2021	512	Vacant Unit	Mopped floors, cleaned out home, wiped down countertops, replaced motion sensor in carport	SF
2/2/2021	2670D	Vacant Unit	Removed flooring, carpet, and padding, pulled tack strip and staples, hauled to dumpster, cleaned up	SF
2/2/2021	2670D	Vacant Unit	Removed VCT, cleaned up	KM
2/3/2021	2670D	Vacant Unit	Finished removing tack strips and staples, hauled trash to dumpster, removed blinds, primed bedroom walls with two coats, removed bedroom door and jamb	SF
2/3/2021	2670D	Vacant Unit	Spackled holes, swept floor, removed oak trim from cabinets, pulled nails from floor, took VCT to garage	KM
2/4/2021	2670D	Vacant Unit	Removed shelving, brackets, and door knobs, pulled trim from cabinets, took trash to garage	KM
2/4/2021	2670D	Vacant Unit	Removed water heater, replaced valve and installed new water supply lines, cleaned up, hauled out trash and old water heater, prepped for underlayment in master bedroom, cut and began installing	SF
2/5/2021	2670D	Vacant Unit	Swept floors in prep for underlayment	KM
2/8/2021	2670D	Vacant Unit	Cut and installed underlayment, rekeyed locks, met flooring contractor for measurements	SF
2/8/2021	2670D	Vacant Unit	Swept floors in prep for underlayment, moved doors around	KM
2/9/2021	2670D	Vacant Unit	Helped install underlayment, swept, cleaned up in prep for paint	KM
2/9/2021	2670D	Vacant Unit	Installed underlayment, patched drywall in living room, met with painting contractor for proposal, rekeyed back door locks	SF
2/10/2021	2670D	Vacant Unit	Repaired, sanded, mudded, and textured drywall repairs, began painting walls and ceiling	SF
2/11/2021	2670D	Vacant Unit	Installed new water heater, cleaned window trim and living room door, painted window trim and walls, installed cove base and flooring in water heater closet	SF
2/16/2021	2670D	Vacant Unit	Painted walls, scraped window frames	SF
2/16/2021	2670D	Vacant Unit	Returned tools to van	KM
2/17/2021	2670D	Vacant Unit	Painted in unit	SF
2/17/2021	2670D	Vacant Unit	Painted walls	KM
2/18/2021	2670D	Vacant Unit	Painted doors	KM
2/18/2021	2670D	Vacant Unit	Painted in unit, cleaned up	SF
2/22/2021	2670D	Vacant Unit	Painted, installed flooring in laundry room, cleaned up	SF
2/23/2021	2670D	Vacant Unit	Painted doors, touched up paint as needed, cleaned up	KM
2/23/2021	2670D	Vacant Unit	Painted, prepped for flooring, installed cove case in bathrooms and laundry room, removed backsplash from kitchen countertops	SF
2/24/2021	2670D	Vacant Unit	Helped hang door, touched up paint, prepped for flooring	KM
2/24/2021	2670D	Vacant Unit	Prepped for flooring, installed new door in master bedroom, installed and caulked trim, painted door	SF

**Coquille Indian Housing Authority
Maintenance Report
February 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/25/2021	2670D	Vacant Unit	Painted new doors and trim, painted window trim in kitchen, cut tile for backsplash, met flooring installers, cleaned up	SF
2/25/2021	2670D	Vacant Unit	Swept floors and moved tools for flooring installation	KM
2/26/2021	2670D	Vacant Unit	Installed backsplash, cleaned up	SF
Work Orders				
2/11/2021	506	Work Order	Installed new shower head	SF
2/5/2021	512	Work Order	Repaired scratch on tub, touched up oven door paint, measured bathroom glass unit for replacement	SF
2/4/2021	706	Work Order	Checked on shower valve not shutting off, replaced valve cartridge	SF
2/22/2021	711	Work Order	Checked on leak from attic	SF
2/9/2021	831	Work Order	Filled several potholes with rock	SF
2/10/2021	2603	Work Order	Installed foundation vent screen, set traps under home	SF
2/11/2021	2603	Work Order	Checked and reset traps under unit	SF
2/16/2021	2603	Work Order	Checked and reset traps under unit	SF
2/17/2021	2607	Work Order	Set up traps under home	SF
2/18/2021	2607	Work Order	Covered foundation vent and reset traps	SF
2/24/2021	2607	Work Order	Checked and reset traps under unit	SF
2/18/2021	2628	Work Order	Rebuilt kitchen faucet	SF
2/9/2021	2670B	Work Order	Snaked kitchen sink drain	SF
Routine Activities				
2/1/2021	Housing	Routine	Drove around loop to check for clogged gutters and other issues	SF
2/1/2021	Housing	Routine	Posted flyers for Resident Services	KM
2/1/2021	Office	Routine	Changed bulbs in back office, completed paperwork	SF
2/1/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/1/2021	Playground	Routine	Cleaned and restocked restroom	KM
2/1/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, put away tools	KM
2/1/2021	Shop	Routine	Cleaned out and organized van, primed cedar trim, put away tools	SF
2/1/2021	Town	Routine	Picked up supplies and materials	SF
2/2/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/2/2021	Office	Routine	Completed paperwork	SF
2/2/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/3/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/3/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/4/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/4/2021	Office	Routine	Completed paperwork	SF
2/4/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/4/2021	Shop	Routine	Loaded supplies, water heater, and underlayment, unloaded flooring rubbish from truck to dumpster	SF
2/5/2021	Office	Routine	Brought mail to office, completed paperwork	KM

**Coquille Indian Housing Authority
Maintenance Report
February 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/5/2021	Office	Routine	Watered plants, completed paperwork	SF
2/5/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/5/2021	Shop	Routine	Put together supply order, organized work area, cleaned up	SF
2/8/2021	Office	Routine	Brought mail to office, completed paperwork	SF
2/8/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/8/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, put away tools	KM
2/8/2021	Shop	Routine	Hauled cardboard to recycling, cleaned up	SF
2/9/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/9/2021	Office	Routine	Completed paperwork	SF
2/9/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/9/2021	Town	Routine	Fueled van, picked up supplies	SF
2/10/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/10/2021	Office	Routine	Made phone calls, completed paperwork	SF
2/10/2021	Playground	Routine	Cleaned, opened, restocked restroom	SF
2/10/2021	Shop	Routine	Loaded up tools and supplies	KM
2/11/2021	Office	Routine	Completed paperwork	SF
2/11/2021	Office	Routine	Contacted Pacific Power about meters for new units, brought mail to office, completed paperwork	KM
2/11/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/11/2021	Town	Routine	Fueled van, picked up supplies	KM
2/12/2021	Office	Routine	Vacuumed office, emptied trash from all offices, cleaned back	KM
2/12/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/16/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/16/2021	Office	Routine	Met with landscape contractor, completed paperwork	SF
2/16/2021	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van, put away tools	KM
2/17/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/17/2021	Office	Routine	Called Water Board about leak on Miluk Drive	SF
2/17/2021	Shop	Routine	Emptied trash from back of van, cleaned up work area	KM
2/18/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/18/2021	Office	Routine	Ordered glass units, took down flags, completed paperwork	SF
2/18/2021	Shop	Routine	Recycled cardboard, loaded tools in van	KM
2/19/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/19/2021	Office	Routine	Watered plants, completed paperwork	SF
2/19/2021	Shop	Routine	Cleaned out van	SF
2/19/2021	Shop	Routine	Emptied trash from van, loaded tools and supplies	KM
2/22/2021	Office	Routine	Brought mail to office, completed paperwork	SF
2/22/2021	Playground	Routine	Cleaned restroom, blew bark from sidewalk	SF

**Coquille Indian Housing Authority
Maintenance Report
February 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/23/2021	Office	Routine	Checked oil in backup generator, brought mail to office, completed paperwork	KM
2/23/2021	Office	Routine	Completed paperwork	SF
2/23/2021	Shop	Routine	Emptied trash from van, checked fluid level on golf cart, loaded tools and supplies	KM
2/24/2021	Housing	Routine	Dropped off rug cleaner for resident use	KM
2/24/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/24/2021	Office	Routine	Completed paperwork	SF
2/24/2021	Shop	Routine	Emptied trash from back of van, put away tools, loaded supplies	KM
2/24/2021	Shop	Routine	Unloaded van, loaded supplies	SF
2/24/2021	Town	Routine	Picked up supplies and materials	SF
2/25/2021	Housing	Routine	Dropped off lawn equipment for resident use	KM
2/25/2021	Housing	Routine	Posted pest control notices	KM
2/25/2021	Office	Routine	Attended Board meeting, completed paperwork	SF
2/25/2021	Office	Routine	Brought mail to office, completed paperwork	KM
2/25/2021	Shop	Routine	Emptied trash from back of van, put away tools, loaded supplies	KM
2/25/2021	Shop	Routine	Installed sanitizer station at bottom of stairs, put away tools and materials	SF
2/26/2021	Office	Routine	Emptied all office trash, brought mail to office, completed paperwork	KM
2/26/2021	Office	Routine	Watered plants, completed paperwork	SF
Groundskeeping				
2/1/2021	Housing	Grounds	Trash pickup	KM
2/2/2021	Housing	Grounds	Trash pickup	KM
2/2/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/3/2021	Housing	Grounds	Trash pickup	KM
2/4/2021	Housing	Grounds	Trash pickup	KM
2/4/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/5/2021	Housing	Grounds	Trash pickup	KM
2/8/2021	Housing	Grounds	Trash pickup	KM
2/8/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/9/2021	Housing	Grounds	Trash pickup	KM
2/9/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/10/2021	Housing	Grounds	Trash pickup	KM
2/10/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/11/2021	Housing	Grounds	Trash pickup	KM
2/11/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/12/2021	Housing	Grounds	Trash pickup	KM
2/16/2021	Housing	Grounds	Trash pickup	KM
2/16/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/17/2021	Housing	Grounds	Trash pickup	KM
2/17/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF

**Coquille Indian Housing Authority
Maintenance Report
February 2021**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
2/17/2021	Sky Garden	Grounds	Cut replacement boards for walkway	SF
2/18/2021	Housing	Grounds	Trash pickup	KM
2/18/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/19/2021	Housing	Grounds	Trash pickup	KM
2/19/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/22/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/23/2021	Housing	Grounds	Trash pickup	KM
2/24/2021	Housing	Grounds	Trash pickup	KM
2/24/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/25/2021	Housing	Grounds	Trash pickup	KM
2/25/2021	Playground	Grounds	Sprayed disinfectant on equipment	SF
2/26/2021	Housing	Grounds	Trash pickup	KM
Admin Support				
2/4/2021	Town	Admin	Courier run	KM
2/10/2021	Town	Admin	Courier run	SF
2/19/2021	Town	Admin	Courier run	KM
2/24/2021	Town	Admin	Courier run	KM
2/25/2021	Town	Admin	Courier run	KM
2/26/2021	Town	Admin	Courier run	KM
Staff Time Off				
2/1/2021			Part day PTO	KM
2/3/2021			Part day PTO	KM
2/3/2021			Part day PTO	SF
2/4/2021			Part day PTO	KM
2/8/2021			Part day PTO	KM
2/10/2021			Part day PTO	KM
2/11/2021			Part day PTO	KM
2/12/2021			Admin leave - Employee Appreciation Award	SF
2/15/2021			Presidents Day holiday	KM
2/15/2021			Presidents Day holiday	SF
2/16/2021			Part day PTO	KM
2/19/2021			Part day PTO	SF
2/22/2021			PTO	KM