

**Coquille Indian Housing Authority
Maintenance Report
April 2023**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
4/12/2023	520	Vacant Unit	Performed move-out inspection and documentation with Platter and Tracey, rekeyed locks, secured unit	SF
4/17/2023	520	Vacant Unit	Removed trash from unit	SF
4/17/2023	520	Vacant Unit	Removed trash from unit	GO
4/17/2023	520	Vacant Unit	Removed trash from unit	KM
4/18/2023	520	Vacant Unit	Removed trash from unit	GO
4/18/2023	520	Vacant Unit	Removed trash from unit	KM
4/18/2023	520	Vacant Unit	Removed trash from unit, removed carpet and padding	SF
4/20/2023	520	Vacant Unit	Met with cleaner to do a walkthrough	SF
4/24/2023	520	Vacant Unit	Prepped for cleaning and painting	SF
4/24/2023	520	Vacant Unit	Prepped for paint	GO
4/25/2023	520	Vacant Unit	Met with cleaner and opened unit to air out	SF
4/26/2023	520	Vacant Unit	Opened unit for cleaner and to air out	SF
4/4/2023	2618	Vacant Unit	Removed carpet and padding, scraped staples	SF
4/4/2023	2618	Vacant Unit	Removed carpet and padding, scraped staples	GO
4/5/2023	2618	Vacant Unit	Cleaned cobwebs, removed hardware for blinds, spackled holes, cleaned window frames	GO
4/5/2023	2618	Vacant Unit	Prepped for paint, measured and marked out for new kitchen lights, scraped staples from floor	SF
4/6/2023	2618	Vacant Unit	Removed and cleaned heater covers, light covers, fan covers, and outlet covers, removed and cleaned all shelves and hardware, cleaned and spackled areas, blew out heaters and fans, removed doorknobs	GO
4/6/2023	2618	Vacant Unit	Repaired and cleaned front gutters, installed gutter brackets, hooked up to dump trailer	SF
4/7/2023	2618	Vacant Unit	Checked for supplies needed	SF
4/7/2023	2618	Vacant Unit	Painted in unit	GO
4/10/2023	2618	Vacant Unit	Met contractor, rekeyed all locks, began painting living room, hallway, and dining room walls	SF
4/10/2023	2618	Vacant Unit	Repaired cabinet door, repaired sheetrock, painted, cleaned up	GO
4/11/2023	2618	Vacant Unit	Cleaned bifold doors, prepped for paint, began painting doors	SF
4/11/2023	2618	Vacant Unit	Cleaned, prepped for paint, repaired doors, installed trim	GO
4/11/2023	2618	Vacant Unit	Finished cleaning, painted bathrooms, repaired squeak in living room	GO
4/12/2023	2618	Vacant Unit	Painted bifold doors, replaced soffit vents	SF
4/13/2023	2618	Vacant Unit	Painted doors	GO
4/14/2023	2618	Vacant Unit	Painted bifold doors	GO
4/14/2023	2618	Vacant Unit	Stopped by to check over unit and spoke with contractor	SF
4/17/2023	2618	Vacant Unit	Removed and installed new heating thermostats, drilled out and ran wiring to new fixtures in kitchen, installed new lights	SF
4/17/2023	2618	Vacant Unit	Replaced outlets as needed, painted in unit	GO
4/18/2023	2618	Vacant Unit	Removed both bathroom countertops, sink, and laminate, replaced all angle stop rubber washers, finished wiring for new light fixtures	SF

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4/18/2023	2618	Vacant Unit	Unloaded tools, began painting	KM
4/18/2023	2618	Vacant Unit	Installed glass, painted walls, installed GFCI in garage, installed doorknobs	GO
4/19/2023	2618	Vacant Unit	Painted and cut in around cabinets	KM
4/19/2023	2618	Vacant Unit	Painted kitchen, installed outlet covers, shelf brackets, doorknobs, and heater covers, cleaned and installed shelves	GO
4/19/2023	2618	Vacant Unit	Put things together, installed cover plates, worked on bedroom heater, installed new smoke alarm, sanded bathroom countertops, cut laminate	SF
4/20/2023	2618	Vacant Unit	Painted in unit	KM
4/20/2023	2618	Vacant Unit	Worked on countertops, installed laminate, routed and sanded edges	SF
4/20/2023	2618	Vacant Unit	Installed blinds, restapled underlayment, cleaned garage, spackled holes in garage, vacuumed house	GO
4/24/2023	2618	Vacant Unit	Painted garage interior	GO
4/24/2023	2618	Vacant Unit	Scraped caulking from sinks, installed sinks and countertops, hooked up plumbing, cut and installed back splash, cleaned up, prepped for flooring	SF
4/25/2023	2618	Vacant Unit	Moved appliances from home to garage, removed dishwasher and hall toilet, removed vinyl flooring from kitchen, dining room, and entry, installed new light fixture on front porch, cleaned up	SF
4/25/2023	2618	Vacant Unit	Painted doors, touched up paint as needed, cleaned garage, installed outlet covers, removed vinyl flooring, pressure washed	GO
4/26/2023	2618	Vacant Unit	Cut and installed concrete expansion joints, cleaned front and back decks for paint, painted front deck, cut in paint, installed electrical outlet and block	GO
4/26/2023	2618	Vacant Unit	Removed hall bathroom and entry vinyl flooring, cleaned up floors, sanded front and back deck rails, painted deck, removed and replaced water heater	SF
4/27/2023	2618	Vacant Unit	Recoated front deck and hand rail, painted electric block on garage and downspout, installed downspout elbows, cleaned up	GO
4/27/2023	2618	Vacant Unit	Worked on water heater, repaired leak, replaced valve and supply line, cleaned up, prepped for flooring	SF
4/3/2023	2620D	Vacant Unit	Installed all new angle stop rubber washers, caulked toilets and sinks, cleaned up	SF
4/3/2023	2620D	Vacant Unit	Installed blinds, replaced roofing nails on stairs	GO
4/14/2023	2620D	Vacant Unit	Installed bifold doors, checked for items still needing completed	SF
4/18/2023	2620D	Vacant Unit	Packed tools down to van, cleaned up	KM
4/20/2023	2620D	Vacant Unit	Vacuumed all carpet, installed cover plates and bifold doors	SF
4/3/2023	2627	Vacant Unit	Installed new glass unit in kitchen window	SF
4/12/2023	2627	Vacant Unit	Replaced mailbox lock and duplicated keys	SF
4/19/2023	2627	Vacant Unit	Programmed new remote for garage door, picked up brush pile in yard, performed move-in inspection with tenant	SF

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4/25/2023	2638	Vacant Unit	Performed move-in inspection with tenant	SF
4/3/2023	2646D	Vacant Unit	Installed lights in living room, ran wiring, cleaned up	SF
4/3/2023	2646D	Vacant Unit	Installed lights in living room	GO
4/3/2023	2646D	Vacant Unit	Ready for occupancy	SF
Work Orders				
4/5/2023	502	Work Order	Performed interior APM inspection, repaired stove, removed, cleaned, and lubed bathroom fan	SF
4/11/2023	504	Work Order	Replaced living room thermostat	SF
4/4/2023	506	Work Order	Repaired toilet and replaced flapper	SF
4/11/2023	516	Work Order	Performed annual inspection	SF
4/26/2023	708	Work Order	Unplugged garage door opener	SF
4/12/2023	709	Work Order	Moved items to prep for drain work, began digging around drain pipes	SF
4/4/2023	2603	Work Order	Performed interior APM inspection, primed bathroom walls, replaced smoke alarm, removed and replaced toilet and toilet seat	SF
4/11/2023	2603	Work Order	Removed old refrigerator and installed new one, painted bathroom	SF
4/11/2023	2603	Work Order	Repaired fence, installed refrigerator	GO
4/11/2023	2605	Work Order	Looked into issue with fence boards coming off	SF
4/18/2023	2620A	Work Order	Performed annual inspection	SF
4/10/2023	2624	Work Order	Replaced bedroom doorknob	SF
4/26/2023	2627	Work Order	Repaired and adjusted door locks	SF
4/26/2023	2636	Work Order	Performed annual inspection	SF
4/6/2023	2646B	Work Order	Performed APM inspection	SF
4/5/2023	2646D	Work Order	Performed move-in inspection with tenant	SF
4/14/2023	2658	Work Order	Performed annual inspection	SF
4/18/2023	2659	Work Order	Performed annual inspection	SF
4/5/2023	2664	Work Order	Performed interior APM inspection, repaired toilet, replaced two smoke alarms	SF
4/18/2023	2670A	Work Order	Performed annual inspection	SF
4/7/2023	Office	Work Order	Gathered supplies for drywall repairs, pulled roof vent to check ceiling, sanded and applied second coat of mud to ceiling repair	SF
4/10/2023	Office	Work Order	Sanded drywall on ceiling repair, added more mud, cleaned up	SF
Routine Activities				
4/3/2023	Cultural Garden	Routine	Installed replacement plaques	GO
4/3/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/3/2023	Office	Routine	Completed paperwork	SF
4/3/2023	Office	Routine	Took out office recycling, checked oil in backup generator, picked up mail, completed paperwork	KM
4/3/2023	Playground	Routine	Cleaned and restocked restroom	KM
4/3/2023	Shop	Routine	Built or repaired screens for vacant units	KM
4/3/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/3/2023	Town	Routine	Picked up glass unit and supplies	SF
4/4/2023	Cultural Garden	Routine	Installed replacement plaques	GO

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4/4/2023	Housing Area	Routine	Installed CO alarms in 2648, 2659, 2660, 704, 707, 710, 711 and completed paperwork	KM
4/4/2023	Housing Area	Routine	Picked up rent from elder	KM
4/4/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/4/2023	Office	Routine	Completed paperwork	SF
4/4/2023	Shop	Routine	Brushed off and blew out heaters downstairs, hooked up dump trailer, unloaded van	SF
4/4/2023	Shop	Routine	Organized tools	GO
4/5/2023	Office	Routine	Began tightening bolts on chairs, picked up mail, did paperwork	KM
4/5/2023	Office	Routine	Completed paperwork	SF
4/5/2023	Shop	Routine	Changed oil in compressor, checked oil in lawn equipment and vehicles	KM
4/5/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/5/2023	Shop	Routine	Lubed garage doors	SF
4/5/2023	Shop	Routine	Performed annual maintenance on shop doors	GO
4/6/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/6/2023	Office	Routine	Researched appliance issues	SF
4/6/2023	Playground	Routine	Took dump trailer for loading up fabric	SF
4/6/2023	Shop	Routine	Cleaned and organized work area	SF
4/6/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/6/2023	Shop	Routine	Performed maintenance on shop and lawn equipment	KM
4/6/2023	Town	Routine	Went to dump and emptied dump trailer	SF
4/7/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/7/2023	Office	Routine	Emptied trash from offices, picked up mail, did paperwork	KM
4/7/2023	Office	Routine	Watered plants	SF
4/7/2023	Shop	Routine	Met Costco for refrigerator delivery	SF
4/7/2023	Shop	Routine	Ran air compressor, emptied trash from back of van and golf cart, unloaded and put away tools	KM
4/10/2023	Housing Area	Routine	Installed CO alarms in 2677, stopped by 2646A, 2646C, 2670C, 2670D	KM
4/10/2023	Office	Routine	Checked oil in backup generator, picked up mail, did paperwork	KM
4/10/2023	Playground	Routine	Cleaned and restocked restroom	KM
4/10/2023	Shop	Routine	Ran compressor, emptied water traps, checked fluid level in golf cart, emptied trash from van and golf cart, unloaded and put away tools	KM
4/10/2023	Shop	Routine	Uncrated and plugged in new refrigerators	SF
4/11/2023	Housing Area	Routine	Installed CO alarms in duplexes, 2646A, 2646C, 2670C, 2670D	KM
4/11/2023	Office	Routine	Discussed inventory with Marcy, went to shop to check inventory, completed paperwork	SF
4/11/2023	Office	Routine	Worked on tightening bolts on chairs, picked up mail, did paperwork	KM
4/11/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/11/2023	Shop	Routine	Loaded up new refrigerator and inventory, unloaded old refrigerator	SF
4/12/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/12/2023	Office	Routine	Worked on tightening bolts on chairs, picked up mail, did paperwork	KM
4/12/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM

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4/12/2023	Town	Routine	Picked out flooring	SF
4/13/2023	Housing Area	Routine	Picked up lawn equipment after resident use	KM
4/13/2023	Office	Routine	Completed paperwork	SF
4/13/2023	Office	Routine	Worked on tightening bolts on chairs, picked up mail, did paperwork	KM
4/13/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/13/2023	Shop	Routine	Loaded tools	SF
4/14/2023	Office	Routine	Finished tightening bolts on chairs, picked up mail, did paperwork	KM
4/14/2023	Office	Routine	Watered plants, completed paperwork	SF
4/14/2023	Shop	Routine	Emptied trash from back of van and S-10	KM
4/14/2023	Shop	Routine	Ran compressor and emptied water traps	KM
4/14/2023	Shop	Routine	Unloaded van, put away tools, met Costco for appliance delivery	SF
4/17/2023	Office	Routine	Checked oil in backup generator, picked up mail, did paperwork	KM
4/17/2023	Playground	Routine	Cleaned and restocked restroom	KM
4/17/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and golf cart, ran compressor	KM
4/17/2023	Shop	Routine	Uncrated and plugged in new refrigerators	SF
4/18/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/18/2023	Shop	Routine	Unloaded supplies, added a code for the storage lot, pulled vehicles back into shop after police training	SF
4/19/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/19/2023	Office	Routine	Completed paperwork	SF
4/19/2023	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
4/19/2023	Town	Routine	Picked up supplies	SF
4/20/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/20/2023	Shop	Routine	Emptied trash from back of van and golf cart, loaded tools	KM
4/20/2023	Shop	Routine	Emptied trash from the truck, cleaned up, put away tools	SF
4/20/2023	Town	Routine	Fueled van, dropped off return at Fed Ex	SF
4/21/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
4/21/2023	Office	Routine	Emptied trash cans, picked up mail, completed paperwork	KM
4/21/2023	Shop	Routine	Ran compressor, emptied trash from van and golf cart, unloaded tools	KM
4/24/2023	Housing Area	Routine	Made list of addresses with long lawns	KM
4/24/2023	Office	Routine	Took out office recycling, checked oil in backup generator, picked up mail, completed paperwork	KM
4/24/2023	Playground	Routine	Cleaned and restocked restroom	KM
4/24/2023	Shop	Routine	Checked fluid level on golf cart, emptied trash from back of van and golf cart, ran compressor	KM
4/24/2023	Shop	Routine	Cleaned out van	SF
4/25/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	SF
4/25/2023	Playground	Routine	Cleaned and restocked restroom	SF
4/26/2023	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/26/2023	Housing Area	Routine	Posted pest control notices	KM
4/26/2023	Office	Routine	Picked up mail, completed paperwork	KM

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4/26/2023	Shop	Routine	Unloaded van, loaded water heater and supplies, took trash to dumpster	SF
4/26/2023	Shop	Routine	Worked on lawn equipment, emptied trash from van and golf cart	KM
4/27/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
4/27/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/27/2023	Shop	Routine	Emptied trash from back of van and golf cart	KM
4/28/2023	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
4/28/2023	Office	Routine	Picked up mail, completed paperwork	KM
4/28/2023	Office	Routine	Researched flooring, watered plants, made supply list, did paperwork	SF
4/28/2023	Playground	Routine	Replaced batteries in door lock	SF
4/28/2023	Shop	Routine	Worked on lawn equipment, emptied trash from van and golf cart	KM
Projects				
4/13/2023	Miluk Drive	Project	Worked on ditch for electrical to the signs at entrance, dug out ditch, and filled back in, took John Deere down to help fill and smooth out, raked up, cleaned up mud from bike path	SF
4/13/2023	Miluk Drive	Project	Shoveled dirt	GO
Groundskeeping				
4/3/2023	Housing Area	Grounds	Trash pickup	KM
4/4/2023	Housing Area	Grounds	Trash pickup	KM
4/5/2023	Housing Area	Grounds	Trash pickup	KM
4/6/2023	Housing Area	Grounds	Trash pickup	KM
4/7/2023	Housing Area	Grounds	Trash pickup	KM
4/10/2023	Housing Area	Grounds	Trash pickup	KM
4/11/2023	Housing Area	Grounds	Trash pickup	KM
4/12/2023	Housing Area	Grounds	Trash pickup	KM
4/13/2023	Housing Area	Grounds	Trash pickup	KM
4/14/2023	Housing Area	Grounds	Trash pickup	KM
4/17/2023	Housing Area	Grounds	Trash pickup	KM
4/18/2023	Housing Area	Grounds	Trash pickup	KM
4/19/2023	Housing Area	Grounds	Trash pickup	KM
4/20/2023	Housing Area	Grounds	Trash pickup	KM
4/21/2023	Housing Area	Grounds	Trash pickup	KM
4/24/2023	Housing Area	Grounds	Trash pickup	KM
4/26/2023	Housing Area	Grounds	Trash pickup	KM
4/27/2023	Housing Area	Grounds	Trash pickup	KM
4/27/2023	Shop	Grounds	Sprayed grass and weeds	KM
4/28/2023	Housing Area	Grounds	Trash pickup	KM
Admin Support				
4/4/2023	Town	Admin	Courier run	KM
4/6/2023	Town	Admin	Courier run	KM
4/10/2023	Town	Admin	Courier run	KM
4/19/2023	Town	Admin	Courier run	KM

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4/20/2023	Town	Admin	Courier run	KM
4/26/2023	Town	Admin	Courier run	KM
4/27/2023	Town	Admin	Courier run	KM
Staff Time Off				
4/6/2023			Part day PTO	KM
4/21/2023			PTO	SF
4/24/2023			Part day PTO	KM
4/24/2023			Part day PTO	SF
4/25/2023			Part day PTO	SF
4/25/2023			PTO	KM
4/27/2023			Part day PTO	SF