

Coquille Indian Housing Authority
Maintenance Report
January 2025

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
1/2/2025	709	Vacant Unit	Checked for water under home	SF
1/3/2025	709	Vacant Unit	Set up pump and pumped water from under unit, checked several times during the day	SF
1/14/2025	709	Vacant Unit	Helped move trailer with boat on it to storage lot	SF
1/15/2025	709	Vacant Unit	Checked water, set rodent traps in garage, picked up unused boxes	SF
1/22/2025	709	Vacant Unit	Checked rodent traps under unit, set up ozone generator	SF
1/31/2025	709	Vacant Unit	Checked and reset rodent traps, set ozone generator, brought mail from mailbox to Tracey	SF
1/2/2025	2631	Vacant Unit	Checked on unit	SF
1/2/2025	2631	Vacant Unit	Painted in unit	AO
1/3/2025	2631	Vacant Unit	Painted in unit	AO
1/7/2025	2631	Vacant Unit	Painted in unit	AO
1/9/2025	2631	Vacant Unit	Limbed trees behind unit	AO
1/9/2025	2631	Vacant Unit	Painted in unit	AO
1/14/2025	2631	Vacant Unit	Painted in unit	AO
1/22/2025	2631	Vacant Unit	Replaced windows	AO
1/30/2025	2631	Vacant Unit	Finished installing and trimming out two new windows, patched drywall and painted	AO
1/7/2025	2670C	Vacant Unit	Began replacing light fixtures	SF
1/8/2025	2670C	Vacant Unit	Helped install curtains, replaced all light fixtures	SF
1/8/2025	2670C	Vacant Unit	Hung curtains	AO
1/9/2025	2670C	Vacant Unit	Repaired storm door, removed dryer ducting to install filter, went through unit to assess needed repairs	SF
1/10/2025	2670C	Vacant Unit	Tested stove, ran dishwasher and checked for leaks, removed items from unit	SF
1/13/2025	2670C	Vacant Unit	Checked outlets and windows, touched up paint	SF
Work Orders				
1/28/2025	506	Work Order	Performed annual inspection	SF
1/28/2025	510	Work Order	Performed annual inspection	SF
1/15/2025	704	Work Order	Repaired leaking kitchen faucet	SF
1/6/2025	709	Work Order	Checked under unit for water leak	SF
1/7/2025	2607	Work Order	Pressure washed concrete driveway and sidewalks	SF
1/15/2025	2607	Work Order	Reset tripped breaker in garage	SF
1/3/2025	2620	Work Order	Looked into gutter issue	SF
1/6/2025	2627	Work Order	Looked into issue with refrigerator, brought a replacement down from shop and set up	SF
1/31/2025	2627	Work Order	Replaced two cabinet drawers, one kitchen drawer, patio blind slats and rail	SF
1/29/2025	2628	Work Order	Performed annual inspection	SF
1/10/2025	2636	Work Order	Unplugged kitchen sink	SF

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1/2/2025	2646	Work Order	Set up rodent traps under building	SF
1/14/2025	2646	Work Order	Checked rodent traps under building, installed missing vent screens	SF
1/29/2025	2664	Work Order	Looked into issue with smoke alarm	SF
1/2/2025	2670	Work Order	Set up trash pump to pump water from under building	SF
1/3/2025	2670	Work Order	Pumped water from under building, put away brace fencing	SF
1/6/2025	2670	Work Order	Set up pump and pumped water from under building, checked several times during the day	SF
1/7/2025	2620D	Work Order	Replaced oven element	SF
1/29/2025	2646D	Work Order	Helped hook up dryer, replaced some bulbs	SF
1/2/2025	Office	Work Order	Checked into roof leak, set up dehumidifier, completed paperwork	SF
1/2/2025	Office	Work Order	Work on moving items due to roof leak	AO
1/2/2025	Office	Work Order	Work on moving items due to roof leak	KM
1/6/2025	Office	Work Order	Helped move items to temporary workspaces	KM
1/8/2025	Office	Work Order	Helped move items to temporary workspaces	KM
1/8/2025	Office	Work Order	Helped move items to temporary workspaces	AO
1/15/2025	Office	Work Order	Painted walls and doors	AO
1/15/2025	Office	Work Order	Prepped for painting office, moved furniture, began painting walls and ceilings	SF
1/16/2025	Office	Work Order	Painted walls and doors	AO
1/16/2025	Office	Work Order	Prepped for painting office, moved furniture, began painting walls and ceilings	SF
1/17/2025	Office	Work Order	Masked off area and removed drywall from beam in Anne's office, painted doors and trim in office	AO
1/17/2025	Office	Work Order	Worked on repairs, cut out drywall in Anne's office, took moisture readings and photos, shopped for supplies, completed paperwork	SF
1/19/2025	Office	Work Order	Worked in Tracey's office, cleaned out closet, removed shelving, began removing walls, cleaned up, hauled items out of office, set up barrier, cleaned out drywall mess in Anne's office, hauled out trash, took extra materials to van	SF
1/21/2025	Office	Work Order	Removed damaged drywall in Anne's office, painted doors, worked on drywall in Tracey's office	AO
1/21/2025	Office	Work Order	Worked on drywall repairs in Tracey's office, gathered materials and supplies, cleaned up	SF
1/22/2025	Office	Work Order	Applied drywall mud on repairs in Tracey's office	AO
1/22/2025	Office	Work Order	Worked on drywall repairs in Tracey's office, gathered materials and supplies, cleaned up	SF
1/23/2025	Office	Work Order	Worked on drywall repairs	AO
1/23/2025	Office	Work Order	Worked on drywall repairs in Tracey's office, assisted with floor repair under copier, cleaned up, primed walls in Tracey's office	SF
1/24/2025	Office	Work Order	Hung, taped, and applied mud to drywall in Anne's office, began painting in Tracey's office, worked on drywall repair in front office area	AO

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1/24/2025	Office	Work Order	Worked on drywall repairs and painting, cleaned up work area	SF
1/25/2025	Office	Work Order	Painted in Tracey's office, cleaned up	SF
1/26/2025	Office	Work Order	Worked on drywall in offices	AO
1/27/2025	Office	Work Order	Prepped for texture and primer in offices and front office area	SF
1/27/2025	Office	Work Order	Worked on drywall in offices, ready for texture	AO
1/28/2025	Office	Work Order	Primed and textured Anne's office, painted front office area and Tracey's office	AO
1/28/2025	Office	Work Order	Primed, textured, and painted Anne's office and front office area, cleaned up	SF
1/29/2025	Office	Work Order	Painted Anne's office repairs, painted in Tracey's office and began moving furniture, helped put front office back together	AO
1/29/2025	Office	Work Order	Painted base trim, spackled holes, touched up paint, returned tools and supplies to van, moved furniture, began putting things back together	SF
1/30/2025	Office	Work Order	Finished moving furniture back in place after repairs	AO
Routine Activities				
1/2/2025	Shop	Routine	Cleaned up and organized shop, emptied trash cans	KM
1/2/2025	Shop	Routine	Emptied trash can from back of van and golf cart	KM
1/2/2025	Shop	Routine	Loaded up supplies, hoses, and tools	SF
1/3/2025	Housing Area	Routine	Posted door hangers for Water Board dam test	KM
1/3/2025	Office	Routine	Completed paperwork	SF
1/3/2025	Office	Routine	Completed paperwork	KM
1/3/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
1/6/2025	Office	Routine	Completed paperwork	SF
1/6/2025	Office	Routine	Moved file cabinets from Tracey's office, reviewed roof issues with contractor	AO
1/6/2025	Office	Routine	Took out recycling, checked oil in backup generator	KM
1/6/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/6/2025	Shop	Routine	Began building door for Winter Gathering game	AO
1/6/2025	Shop	Routine	Loaded up tools and pump hoses, unloaded van	SF
1/6/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
1/7/2025	Office	Routine	Helped move items to temporary workspaces	KM
1/7/2025	Office	Routine	Researched appliances and tools	SF
1/7/2025	Shop	Routine	Finished building and painted door for game	AO
1/7/2025	Shop	Routine	Gathered fuel slips, cleaned up around shop, emptied trash from van	KM
1/7/2025	Shop	Routine	Unloaded and loaded van	SF
1/8/2025	Office	Routine	Researched tools and appliances	SF
1/8/2025	Shop	Routine	Cleaned out van and S-10, cleaned and organized work area	KM
1/8/2025	Shop	Routine	Put away tools and supplies	SF
1/8/2025	Shop	Routine	Worked on Winter Gathering game	AO

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1/9/2025	Housing Area	Routine	Picked up Christmas trees	AO
1/9/2025	Office	Routine	Completed paperwork	KM
1/9/2025	Office	Routine	Gathered keys for Winter Gathering game, completed paperwork	SF
1/9/2025	Shop	Routine	Changed oil in generator, checked oil in vans, located KRA items for Winter Gathering, cleaned and organized shop, emptied trash cans	KM
1/9/2025	Shop	Routine	Finished door for game	AO
1/9/2025	Town	Routine	Picked up supplies	KM
1/10/2025	Office	Routine	Assisted with prep for Winter Gathering event	AO
1/10/2025	Office	Routine	Completed paperwork	KM
1/10/2025	Office	Routine	Watered plants, researched products	SF
1/10/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/10/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
1/13/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
1/13/2025	Office	Routine	Moved items in office for repairs, made a cord for printer in temporary workspace	SF
1/13/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/13/2025	Shop	Routine	Checked fluid on golf cart, ran compressor and emptied water traps, emptied trash from back of van and golf cart, put away tools	KM
1/13/2025	Shop	Routine	Unloaded van and met C&S Fire to perform annual check on fire extinguishers	SF
1/13/2025	Town	Routine	Picked up parts and materials	SF
1/13/2025	Town	Routine	Picked up parts and materials	KM
1/14/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
1/14/2025	Office	Routine	Completed paperwork	KM
1/14/2025	Office	Routine	Made phone calls, moved furniture, met with contractors about work, researched products, completed paperwork	SF
1/14/2025	Shop	Routine	Started mowers, emptied trash from back of van and golf cart, cleaned and organized work areas, changed wiper blades on vans, installed battery in mower	KM
1/14/2025	Shop	Routine	Unloaded van and gathered supplies	SF
1/14/2025	Storage Lot	Routine	Removed, took apart, and cleaned keypads to get them working again	SF
1/15/2025	Office	Routine	Completed paperwork	KM
1/15/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/15/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies, cleaned and organized shop	KM
1/15/2025	Shop	Routine	Gathered supplies	SF
1/16/2025	508	Routine	Performed move in inspection, disconnected door bell buzzer, duplicated keys	SF
1/16/2025	Office	Routine	Completed paperwork	KM
1/16/2025	Playground	Routine	Swept and stocked storage room	KM

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1/16/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools and supplies, cleaned and organized shop	KM
1/17/2025	Office	Routine	Emptied trash cans, completed paperwork	KM
1/17/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/21/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
1/21/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/21/2025	Shop	Routine	Broke down all cardboard, emptied trash cans, cleaned up	KM
1/21/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
1/21/2025	Town	Routine	Picked up materials	SF
1/22/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/22/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/22/2025	Shop	Routine	Emptied trash from back of van and golf cart, checked oil in all mowers, ran all mowers, charged all batteries for lawn equipment, cleaned up around air compressors	KM
1/22/2025	Shop	Routine	Unloaded tools and supplies from van	SF
1/23/2025	Office	Routine	Completed paperwork	KM
1/23/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
1/23/2025	Shop	Routine	Worked on dome and brake lights on van, added oil to van and S-10, emptied trash cans, cleaned up shop	KM
1/24/2025	Office	Routine	Completed paperwork	KM
1/24/2025	Office	Routine	Watered plants	SF
1/24/2025	Shop	Routine	Emptied trash from back of van	KM
1/28/2025	Office	Routine	Completed paperwork	KM
1/28/2025	Playground	Routine	Cleaned and restocked restrooms	KM
1/28/2025	Shop	Routine	Swept, emptied trash from back of van and golf cart, checked oil in vans and S-10, checked batteries in golf carts, ran compressor and emptied water traps	KM
1/29/2025	Office	Routine	Completed paperwork	KM
1/29/2025	Shop	Routine	Brought boxes from office, emptied trash from back of van and golf cart, checked oil in lawn equipment and let riding mower run, cleaned up and organized shop	KM
1/29/2025	Shop	Routine	Unloaded tools and supplies from van	SF
1/30/2025	Housing Area	Routine	Delivered pest control notices	KM
1/30/2025	Office	Routine	Attended Board meeting, installed new smoke alarms, loaded excess materials in van, put together a supply order, finished cleaning up around office repair areas	SF
1/30/2025	Office	Routine	Completed paperwork	KM
1/30/2025	Shop	Routine	Cleaned up around shop, made a list of supplies needed, emptied trash from back of van and golf cart	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/30/2025	Shop	Routine	Unloaded van, put away supply order, inventoried tools, helped move boat from storage lot to CIHA lot	SF
1/31/2025	Office	Routine	Completed paperwork	KM
1/31/2025	Office	Routine	Watered plants, helped Debbie repair a printer, removed light diffuser in utility room for cleaning and reinstalled, did paperwork	SF
1/31/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
Groundskeeping				
1/2/2025	Housing Area	Grounds	Trash pickup	KM
1/3/2025	Housing Area	Grounds	Trash pickup	KM
1/6/2025	Housing Area	Grounds	Trash pickup	KM
1/7/2025	Housing Area	Grounds	Trash pickup	KM
1/8/2025	Housing Area	Grounds	Trash pickup	KM
1/9/2025	Housing Area	Grounds	Trash pickup	KM
1/10/2025	Housing Area	Grounds	Trash pickup	KM
1/13/2025	Housing Area	Grounds	Trash pickup	KM
1/14/2025	Housing Area	Grounds	Trash pickup	KM
1/15/2025	Housing Area	Grounds	Trash pickup	KM
1/16/2025	Housing Area	Grounds	Trash pickup	KM
1/17/2025	Housing Area	Grounds	Trash pickup	KM
1/21/2025	Housing Area	Grounds	Trash pickup	KM
1/22/2025	Housing Area	Grounds	Trash pickup	KM
1/23/2025	Housing Area	Grounds	Trash pickup	KM
1/24/2025	Housing Area	Grounds	Trash pickup	KM
1/28/2025	Housing Area	Grounds	Trash pickup	KM
1/29/2025	Housing Area	Grounds	Trash pickup	KM
1/30/2025	Housing Area	Grounds	Trash pickup	KM
1/31/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
1/2/2025	Town	Admin	Courier run	KM
1/3/2025	Town	Admin	Courier run	KM
1/7/2025	Town	Admin	Courier run	KM
1/8/2025	Town	Admin	Courier run	KM
1/13/2025	Town	Admin	Courier run	KM
1/17/2025	Town	Admin	Courier run	KM
1/24/2025	Town	Admin	Courier run	KM
1/31/2025	Town	Admin	Courier run	KM
Staff Time Off				
1/1/2025			New Year's Day holiday	KM
1/1/2025			New Year's Day holiday	SF
1/1/2025			New Year's Day holiday	AO

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
1/2/2025			Part day PTO	SF
1/6/2025			Part day PTO	SF
1/7/2025			Part day PTO	SF
1/9/2025			Part day PTO	SF
1/13/2025			Off	AO
1/20/2025			Martin Luther King Jr. holiday	AO
1/20/2025			Martin Luther King Jr. holiday	KM
1/20/2025			Martin Luther King Jr. holiday	SF
1/23/2025			Part day PTO	SF
1/27/2025			Part day PTO	SF
1/27/2025			PTO	KM