

**Coquille Indian Housing Authority**  
**Maintenance Report**  
**February 2025**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
2/10/2025	709	Vacant Unit	Let resident's helper in to pack up some things	SF
2/3/2025	2631	Vacant Unit	Looked at issues with the floor, gathered supplies	SF
2/3/2025	2631	Vacant Unit	Installed underlayment and shower	AO
2/4/2025	2631	Vacant Unit	Installed underlayment and fixed squeaky floor	AO
2/5/2025	2631	Vacant Unit	Installed underlayment and bathtub	AO
2/5/2025	2631	Vacant Unit	Worked on plumbing for new tub and shower	SF
2/6/2025	2631	Vacant Unit	Installed bathtub, outlet and switch covers, repaired handrails on back deck, cleaned up	SF
2/6/2025	2631	Vacant Unit	Worked on plumbing, installed new copper pipe and valve, hooked up drain pipe	SF
2/7/2025	2631	Vacant Unit	Met with Adam, evaluated items to be completed	SF
2/7/2025	2631	Vacant Unit	Worked on bathtub installation	AO
2/10/2025	2631	Vacant Unit	Worked on drywall around bathtub, cleaned closet and pantry shelving	AO
2/11/2025	2631	Vacant Unit	Mudded drywall around new bathtub and shower, began painting	AO
2/12/2025	2631	Vacant Unit	Began replacing light fixtures, worked on installing laminate on countertops, and cleaned up	SF
2/12/2025	2631	Vacant Unit	Painted hallway, sanded and applied second coat of mud to shower wall, installed underlayment in bathrooms, trimmed windows and doors in master bedroom and bath	AO
2/13/2025	2631	Vacant Unit	Began texturing living room patches	SF
2/13/2025	2631	Vacant Unit	Primed and textured drywall patches around shower, installed new bathroom fans and new lighting	AO
2/14/2025	2631	Vacant Unit	Finished installing laminate on countertops	SF
2/14/2025	2631	Vacant Unit	Painted newly textured areas in master bedroom, bath, and hallway	AO
2/18/2025	2631	Vacant Unit	Set countertops, cleaned out cabinets, vacuumed floors in prep for new flooring, began repairing ramp, installed new living room lighting	AO
2/18/2025	2631	Vacant Unit	Worked on electrical for wiring lights in living room, finished countertops, routed and sanded edges, installed	SF
2/19/2025	2631	Vacant Unit	Finished installing lights, replaced light switches	SF
2/19/2025	2631	Vacant Unit	Set bathroom sinks in place, finished installing living room lighting, worked on ramp on front porch, cleaned work area	AO
2/20/2025	2631	Vacant Unit	Pressure washed driveway, sidewalks, front porch, and ramp, cleaned	AO
2/20/2025	2631	Vacant Unit	Worked on electrical and plumbing, crawled under home to finish tub drain hookup, replaced more light switches, hooked up bathroom sink plumbing, worked on tub valve	SF
2/21/2025	2631	Vacant Unit	Replaced five glass units, picked up tools, cleaned up for flooring installation	SF
2/21/2025	2631	Vacant Unit	Finished cleaning up, prepped for flooring	AO
2/24/2025	2631	Vacant Unit	Finished installing and prepping subfloor	AO
2/24/2025	2631	Vacant Unit	Loaded tools, met with flooring installer	SF

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2/26/2025	2631	Vacant Unit	Worked on plumbing, installed kitchen sink, moved items from bedrooms to living room in prep for carpet installation, hooked up bathroom sink plumbing	SF
2/27/2025	2631	Vacant Unit	Installed plumbing and new faucet for kitchen sink, finished plumbing for tub, installed toilet, moved doors, caulked bathroom	SF
2/27/2025	2631	Vacant Unit	Installed plywood on ramp	AO
<b>Work Orders</b>				
2/12/2025	506	Work Order	Performed interior APM inspection, replaced living room outlet	SF
2/13/2025	510	Work Order	Performed interior APM inspection, made repairs	SF
2/4/2025	520	Work Order	Looked at noisy refrigerator	AO
2/25/2025	704	Work Order	Performed annual inspection	SF
2/21/2025	2603	Work Order	Replaced garage door bracket, lubed hinges and rollers	SF
2/26/2025	2605	Work Order	Performed annual inspection	SF
2/13/2025	2607	Work Order	Shut off water to replace leaking washing machine valves, replaced drip bowls and element on stove	SF
2/19/2025	2607	Work Order	Looked into issue with utility/garage door	SF
2/26/2025	2607	Work Order	Performed annual inspection	SF
2/26/2025	2611	Work Order	Performed annual inspection	SF
2/10/2025	2614	Work Order	Performed annual inspection	SF
2/25/2025	2617	Work Order	Performed annual inspection	SF
2/24/2025	2618	Work Order	Pulled leaking toilet, removed most of flooring, dried floor, set up dehumidifier, spread glue, reinstalled flooring and toilet, caulked, cleaned up	SF
2/5/2025	2620B	Work Order	Performed annual inspection	SF
2/25/2025	2620B	Work Order	Performed APM inspection, vacuumed heaters	SF
2/7/2025	2625	Work Order	Met with Platter and contractor regarding some exterior work that needs completed on west side of unit	SF
2/7/2025	2627	Work Order	Performed interior APM inspection, made repairs	SF
2/12/2025	2628	Work Order	Performed interior APM inspection, checked attic venting, cleaned heaters, replaced some light bulbs, pulled apart vent fan	SF
2/10/2025	2646C	Work Order	Repaired window, replaced broken balance	SF
2/5/2025	2670B	Work Order	Performed annual inspection	SF
2/2/2025	Office	Work Order	Spackled and touched up paint in Marcy's office	SF
2/11/2025	Office	Work Order	Painted window frame in Tracey's office	AO
2/24/2025	Office	Work Order	Reframed safe closet door, tore out and painted inside of closet	AO
2/25/2025	Office	Work Order	Finished installing door and trim in safe closet, installed floor, began installing shelving	AO
2/26/2025	Office	Work Order	Installed safe and new file cabinet in safe closet	AO
2/27/2025	Office	Work Order	Finished sanding and installed shelves in safe closet	AO
2/28/2025	Office	Work Order	Repaired baseboard and painted in Tracey's office, painted safe closet door, installed key boxes	AO

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Routine Activities</b>				
2/2/2025	Shop	Routine	Clean up, put away items from van, organized work area	SF
2/3/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
2/3/2025	Office	Routine	Researched products, moved some furniture, made phone calls, completed paperwork	SF
2/3/2025	Playground	Routine	Cleaned and restocked restroom	KM
2/3/2025	Shop	Routine	Cleaned up work areas, emptied trash from van and golf cart, put away tools	KM
2/3/2025	Shop	Routine	Replaced batteries on door that was having issues, put away supplies	SF
2/3/2025	Town	Routine	Picked up supplies, fueled box van	SF
2/4/2025	Office	Routine	Completed paperwork	KM
2/4/2025	Shop	Routine	Cleaned work area, swept floor, emptied trash from van and golf cart	KM
2/5/2025	Housing Area	Routine	Picked up rent from elder	KM
2/5/2025	Office	Routine	Completed paperwork	KM
2/5/2025	Office	Routine	Completed paperwork	SF
2/5/2025	Office	Routine	Moved items for furniture delivery in office	AO
2/5/2025	Shop	Routine	Broke down cardboard for recycling, emptied trash from van and golf cart	KM
2/5/2025	Shop	Routine	Met delivery driver and unloaded appliances	SF
2/6/2025	Office	Routine	Completed paperwork	SF
2/6/2025	Office	Routine	Completed paperwork	KM
2/6/2025	Shop	Routine	Cleaned and organized shop, emptied trash from van and golf cart, put away tools	KM
2/6/2025	Storage Lot	Routine	Worked on keypads, dried circuit board, and put back together	SF
2/7/2025	Office	Routine	Completed paperwork	KM
2/7/2025	Office	Routine	Made phone calls, completed paperwork	SF
2/7/2025	Playground	Routine	Cleaned and restocked restroom	KM
2/7/2025	Shop	Routine	Swept, washed shop towels, emptied trash from van and golf cart, put away tools	KM
2/10/2025	Office	Routine	Completed paperwork	KM
2/10/2025	Office	Routine	Moved Tracey's office back inside	AO
2/10/2025	Office	Routine	Worked on Tracey's office, moved items back inside, hooked up computer, cleaned up	SF
2/10/2025	Playground	Routine	Cleaned and restocked restroom	KM
2/10/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from van and golf cart, put away tools	KM
2/11/2025	Office	Routine	Completed paperwork	KM
2/11/2025	Office	Routine	Worked on Marcy's phone, replaced cord, finished moving stuff back into Tracey's office, cleaned Tracey's window and reinstalled blinds, completed paperwork	SF
2/11/2025	Playground	Routine	Cleaned and restocked restroom	KM

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2/11/2025	Shop	Routine	Cleaned restrooms, installed new brake lights in van, emptied trash from van and golf cart, put away tools	KM
2/11/2025	Shop	Routine	Worked on broken screen, cleaned van, sanded countertops and cut laminate for 2631, vacuumed work area, put items away	SF
2/12/2025	Office	Routine	Completed paperwork	KM
2/12/2025	Office	Routine	Completed paperwork	SF
2/12/2025	Shop	Routine	Checked oil in mowers, started riding mower	KM
2/12/2025	Shop	Routine	Cleaned out van, loaded tools and supplies	SF
2/12/2025	Shop	Routine	Cleaned up work areas, emptied trash from van and golf cart, put away tools	KM
2/13/2025	Office	Routine	Completed paperwork	KM
2/13/2025	Office	Routine	Replaced office mailbox lock that was not working, duplicated and put away keys, completed paperwork	SF
2/13/2025	Shop	Routine	Checked oil in van and S-10, emptied trash from van and golf cart, put away tools	KM
2/13/2025	Shop	Routine	Unloaded van, put away tools, loaded materials	SF
2/14/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/14/2025	Office	Routine	Completed paperwork	SF
2/14/2025	Office	Routine	Completed paperwork	KM
2/14/2025	Shop	Routine	Met former 709 resident's helper to relocate trailer and boat	SF
2/14/2025	Shop	Routine	Washed, dried, and folded shop towels, emptied trash from van and golf cart	KM
2/18/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
2/18/2025	Office	Routine	Completed paperwork	KM
2/18/2025	Office	Routine	Made phone calls, completed paperwork	SF
2/18/2025	Playground	Routine	Cleaned and restocked restroom	KM
2/18/2025	Shop	Routine	Washed shop towels, ran compressor, checked fluid in golf cart, emptied trash from van and golf cart, put away tools	KM
2/19/2025	Housing Area	Routine	Crushed items in dumpster	SF
2/19/2025	Office	Routine	Completed paperwork	SF
2/19/2025	Office	Routine	Completed paperwork	KM
2/19/2025	Shop	Routine	Folded shop towels, cleaned and organized shop, cleaned restrooms, emptied trash from van and S-10, put away tools	KM
2/20/2025	Office	Routine	Completed paperwork	KM
2/20/2025	Office	Routine	Ordered more dumpsters, worked on a supply order, did paperwork	SF
2/20/2025	Shop	Routine	Cleaned and organized shop, emptied trash from van and golf cart, put away tools	KM
2/20/2025	Town	Routine	Fueled van, picked up grounds fuel	KM
2/21/2025	Office	Routine	Completed paperwork	SF
2/21/2025	Office	Routine	Completed paperwork	KM
2/21/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart	KM

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2/21/2025	Shop	Routine	Unloaded van, put away tools, loaded materials	SF
2/24/2025	Office	Routine	Made phone calls, completed paperwork	SF
2/25/2025	Office	Routine	Completed paperwork	KM
2/25/2025	Office	Routine	Made phone calls, organized desk, completed paperwork	SF
2/25/2025	Playground	Routine	Cleaned and restocked restroom	KM
2/25/2025	Shop	Routine	Cleaned and organized shop, emptied trash from van and golf cart, put away tools	KM
2/25/2025	Shop	Routine	Cleaned up, put away supplies	SF
2/25/2025	Town	Routine	Picked up supplies	SF
2/26/2025	Housing Area	Routine	Crushed items in dumpster	SF
2/26/2025	Housing Area	Routine	Dropped off SeaHa Runners to offices, posted pest control notices	KM
2/26/2025	Office	Routine	Completed paperwork	KM
2/26/2025	Office	Routine	Completed paperwork	SF
2/26/2025	Shop	Routine	Cleaned and organized shop, emptied trash from van and golf cart, put away tools	KM
2/26/2025	Shop	Routine	Cleaned up work area, built shelving for safe closet	AO
2/27/2025	Housing Area	Routine	Dropped off letter for Resident Services	KM
2/27/2025	Office	Routine	Completed paperwork	KM
2/27/2025	Office	Routine	Moved file cabinets and boxes to van to take to shop, unloaded and moved them to secure file room, completed paperwork	SF
2/27/2025	Shop	Routine	Cleaned and organized shop, emptied trash from van and golf cart, put away tools	KM
2/27/2025	Shop	Routine	Cleaned work area	AO
2/27/2025	Shop	Routine	Tested dehumidifiers, unloaded van, cleaned up work area	SF
2/28/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
2/28/2025	Office	Routine	Completed paperwork	KM
2/28/2025	Office	Routine	Watered plants, completed paperwork	SF
2/28/2025	Shop	Routine	Checked dehumidifier, put away supplies and tools	SF
2/28/2025	Shop	Routine	Ran compressor, changed oil in John Deere, emptied trash from van and golf cart	KM
2/28/2025	Town	Routine	Picked up supplies, went to FedEx	SF
<b>Groundskeeping</b>				
2/3/2025	Housing Area	Grounds	Trash pickup	KM
2/4/2025	Housing Area	Grounds	Trash pickup	KM
2/5/2025	Housing Area	Grounds	Trash pickup	KM
2/6/2025	Housing Area	Grounds	Trash pickup	KM
2/7/2025	Housing Area	Grounds	Trash pickup	KM
2/10/2025	Housing Area	Grounds	Trash pickup	KM
2/11/2025	Housing Area	Grounds	Trash pickup	KM
2/12/2025	Housing Area	Grounds	Trash pickup	KM
2/13/2025	Housing Area	Grounds	Trash pickup	KM

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2/14/2025	Housing Area	Grounds	Trash pickup	KM
2/18/2025	Housing Area	Grounds	Trash pickup	KM
2/19/2025	Housing Area	Grounds	Trash pickup	KM
2/20/2025	Housing Area	Grounds	Trash pickup	KM
2/21/2025	Housing Area	Grounds	Trash pickup	KM
2/25/2025	Housing Area	Grounds	Trash pickup	KM
2/26/2025	Housing Area	Grounds	Trash pickup	KM
2/27/2025	Housing Area	Grounds	Trash pickup	KM
2/28/2025	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
2/4/2025	Town	Admin	Courier run	KM
2/6/2025	Town	Admin	Courier run	KM
2/10/2025	Town	Admin	Courier run	KM
2/13/2025	Town	Admin	Courier run	KM
2/21/2025	Town	Admin	Courier run	KM
2/25/2025	Town	Admin	Courier run	KM
2/27/2025	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
2/3/2025			Part day PTO	SF
2/4/2025			PTO	SF
2/5/2025			Part day PTO	SF
2/11/2025			Part day PTO	KM
2/12/2025			Part day PTO	KM
2/13/2025			Part day PTO	KM
2/13/2025			Part day PTO	SF
2/17/2025			Presidents' Day holiday	KM
2/17/2025			Presidents' Day holiday	AO
2/17/2025			Presidents' Day holiday	SF
2/18/2025			Part day PTO	KM
2/20/2025			Part day PTO	KM
2/24/2025			PTO	KM
2/25/2025			Part day PTO	KM
2/26/2025			Part day PTO	KM