

Coquille Indian Housing Authority
Maintenance Report
March 2025

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
3/10/2025	709	Vacant Unit	Walked through unit with Platter	SF
3/17/2025	709	Vacant Unit	Checked under home to see if water needs pumped out	SF
3/18/2025	709	Vacant Unit	Set up pump under unit to pump out water	SF
3/19/2025	709	Vacant Unit	Checked on pump, rolled up cord and hose	SF
3/20/2025	2620D	Vacant Unit	Met with contractor, performed move out inspection, dropped off underlayment	SF
3/31/2025	2620D	Vacant Unit	Walked through unit to evaluate turnover estimate	SF
3/3/2025	2631	Vacant Unit	Hung doors and installed handles, hung curtains and rods	AO
3/3/2025	2631	Vacant Unit	Replaced heater thermostats, installed toilet, caulked bathroom, removed items in home for cleaning contractor	SF
3/4/2025	2631	Vacant Unit	Installed cabinet faces and kick plates, finished small touch up stuff, cleaned up	AO
3/4/2025	2631	Vacant Unit	Installed hall bath toilet, caulked around tub and cabinet, installed new dishwasher and plumbing under sink, took items to the garage, cleaned up, met cleaning contractor, began cutting tiles for counter backsplash	SF
3/5/2025	2631	Vacant Unit	Replaced heater thermostats, cut and installed tiles in kitchen, cleaned up garage, unloaded new appliances, met with cleaning contractor	SF
3/5/2025	2631	Vacant Unit	Stained and sealed trim and cabinets	AO
3/6/2025	2631	Vacant Unit	Touched up paint, finished sealing and staining countertops, trimmed out cabinets	AO
3/6/2025	2631	Vacant Unit	Worked on repairs, cleaned up, finished counter backsplash, loaded items from home, brought in and set up appliances	SF
3/7/2025	2631	Vacant Unit	Loaded up tools, cleaned up garage	SF
3/7/2025	2631	Vacant Unit	Removed all tools and materials	AO
3/10/2025	2631	Vacant Unit	Checked over unit, hauled items from home, removed sliding glass door to clean tracks and rollers	SF
3/10/2025	2631	Vacant Unit	Cleaned out flower beds and landscaping, touched up paint, repaired screens	AO
3/11/2025	2631	Vacant Unit	Caulked bathrooms, doors, and trim, adjusted doors, repaired locks	SF
3/11/2025	2631	Vacant Unit	Finished punch list items	AO
3/12/2025	2631	Vacant Unit	Crawled under unit to wire screen under toilets and bathtubs, repaired closet doors, steamed living room curtain, touched up paint around windows and sliding door jambs, painted under light fixture in kitchen	SF
3/13/2025	2631	Vacant Unit	Rekeyed all locks, wiped down counters, removed tools, touched up paint, adjusted bedroom door, met resident for move in inspection	SF
3/13/2025	2631	Vacant Unit	Ready for occupancy	SF
3/7/2025	2638	Vacant Unit	Performed move out inspection with Platter	SF
3/11/2025	2638	Vacant Unit	Showed Adam how to rekey locks	SF
3/11/2025	2638	Vacant Unit	Rekeyed locks	AO
3/13/2025	2638	Vacant Unit	Performed PFR inspection utilizing checklist	AO

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3/17/2025	2638	Vacant Unit	Prepped and painted walls, repaired cabinets and window sills	AO
3/18/2025	2638	Vacant Unit	Checked on work progress	SF
3/18/2025	2638	Vacant Unit	Painted living room, dining room, bedrooms, and hallway	AO
3/19/2025	2638	Vacant Unit	Painted bathrooms and kitchen, worked on drywall repairs	AO
3/20/2025	2638	Vacant Unit	Painted doors and trim, rebuilt damaged window sills and cabinet trims	AO
3/21/2025	2638	Vacant Unit	Textured drywall repairs, cleaned up floors	AO
3/24/2025	2638	Vacant Unit	Worked on window sill, hung curtains, installed new lights in bedrooms, hallway, kitchen, pantry, and laundry	AO
3/25/2025	2638	Vacant Unit	Loaded materials, repaired rotten deck boards	AO
3/26/2025	2638	Vacant Unit	Cut out plumbing from under sink, installed plywood base, went through home to note other repairs needed	SF
3/26/2025	2638	Vacant Unit	Repaired kitchen sink cabinet and drywall	AO
3/27/2025	2638	Vacant Unit	Prepped floors for carpet, trimmed out doors, installed backing in walls for grab bars, taped and mudded drywall patch	AO
3/27/2025	2638	Vacant Unit	Worked on plumbing in kitchen	SF
3/28/2025	2638	Vacant Unit	Textured drywall repairs and painted new door	AO
3/31/2025	2638	Vacant Unit	Cut out and replaced all plumbing under kitchen sink and reinstalled	SF
3/31/2025	2638	Vacant Unit	Finished door and trim paint, cleaned up	AO
3/11/2025	2670C	Vacant Unit	Walked through unit with Adam	SF
3/11/2025	2670C	Vacant Unit	Repaired garage door, finished task list items	AO
3/14/2025	2670C	Vacant Unit	Showed unit to potential resident	AO
3/18/2025	2670C	Vacant Unit	Listed remaining tasks, wiped countertops, adjusted storm door	SF
3/19/2025	2670C	Vacant Unit	Crawled in attic, took apart dryer venting to clean, cleaned booster fan, replaced door bell chime and transformer, wiped down unit, hauled items from home	SF
3/20/2025	2670C	Vacant Unit	Cleaned out garage, swept cobwebs, checked lights, swept floor, loaded up tools and equipment	SF
3/24/2025	2670C	Vacant Unit	Programmed garage door remote, duplicated keys, hauled off utility doors, pumped water from under the unit, replaced outside bulbs and cleaned globes, replace garage door opener bulbs, installed fire extinguishers	SF
3/24/2025	2670C	Vacant Unit	Ready for occupancy	SF
Work Orders				
3/26/2025	514	Work Order	Performed annual inspection	SF
3/26/2025	518	Work Order	Performed annual inspection	SF
3/25/2025	520	Work Order	Looked into pest issue, found termite damage, called pest control	SF
3/28/2025	520	Work Order	Met with pest control	SF
3/31/2025	520	Work Order	Checked walls behind tub for termites	SF
3/18/2025	704	Work Order	Performed interior APM inspection, repaired stove element, replaced infinite switch, installed a different element, replaced burner pans, cleaned aerator on kitchen faucet and reinstalled	SF

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3/27/2025	704	Work Order	Unplugged bathroom sink	SF
3/31/2025	704	Work Order	Tested stove element that was having issues	SF
3/19/2025	2611	Work Order	Performed interior APM inspection, disconnected one living room heater, shut off breakers for bedroom heaters, replaced drip pans and oven bulb, adjusted oven door handle, tightened loose dishwasher mount	SF
3/18/2025	2613	Work Order	Performed annual inspection	SF
3/10/2025	2617	Work Order	Installed new fire extinguisher and blanket	SF
3/10/2025	2618	Work Order	Removed toilet with cracked bowl, removed flooring, set up dehumidifier, reinstalled flooring, reset new toilet, caulked toilet and shower	SF
3/25/2025	2620C	Work Order	Performed annual inspection	SF
3/25/2025	2620	Work Order	Reinstalled gutter downspout on back of unit	SF
3/31/2025	2624	Work Order	Performed annual inspection, installed fire extinguishers and blanket	SF
3/17/2025	2631	Work Order	Rebuilt master bath sink	SF
3/18/2025	2631	Work Order	Repaired leaking dishwasher drain hose	SF
3/25/2025	2631	Work Order	Looked into dripping drain hose from dishwasher, tightened clamps	SF
3/31/2025	2646A	Work Order	Performed inspection, replaced outlet in garage ceiling for opener	SF
3/3/2025	2651	Work Order	Reinstalled bifold doors in master bedroom, replaced filter in HVAC, installed vinyl on back door side window, looked into other issues, picked up and hauled rebar to shop	SF
3/17/2025	2651	Work Order	Performed annual inspection	SF
3/17/2025	2670	Work Order	Pumped water from under both sides of the unit, repaired fence that was damaged by wind	SF
3/18/2025	2670	Work Order	Set up pump under unit to pump out water	SF
3/24/2025	2670C	Work Order	Performed move in inspection	SF
3/3/2025	Office	Work Order	Painted Tracey's accent wall	AO
3/5/2025	Office	Work Order	Painted Tracey's accent wall, moved file cabinets	AO
3/12/2025	Office	Work Order	Checked roof leak	AO
3/13/2025	Office	Work Order	Repaired leak in roof	AO
Routine Activities				
3/3/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/3/2025	Office	Routine	Completed paperwork	SF
3/3/2025	Office	Routine	Completed paperwork	KM
3/3/2025	Playground	Routine	Cleaned and restocked restroom	KM
3/3/2025	Shop	Routine	Put away supply order, repaired screens, gathered needed supplies	SF
3/3/2025	Shop	Routine	Ran compressor, checked fluid on golf carts, emptied trash from back of van and golf cart, cleaned up in shop	KM
3/4/2025	Housing Area	Routine	Picked up rent from elder	KM
3/4/2025	Office	Routine	Completed paperwork	SF
3/4/2025	Office	Routine	Completed paperwork	KM

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3/4/2025	Shop	Routine	Emptied trash from back of van and S-10, changed fuel filter in John Deere, put away tools, cleaned work area	KM
3/5/2025	Office	Routine	Completed paperwork	KM
3/5/2025	Office	Routine	Completed paperwork	SF
3/5/2025	Shop	Routine	Gathered fuel slips, cleaned restrooms, emptied trash from back of van and golf cart, cleaned up after oil change on John Deere, put away tools	KM
3/5/2025	Shop	Routine	Loaded and unloaded appliances, unloaded and put away supplies and tools	SF
3/6/2025	Office	Routine	Called to have dumpsters picked up, attended Board meeting, completed paperwork	SF
3/6/2025	Office	Routine	Completed paperwork	KM
3/6/2025	Shop	Routine	Emptied trash from back of van	KM
3/7/2025	Office	Routine	Met with Tracey about units, completed paperwork	SF
3/7/2025	Shop	Routine	Unloaded van, put away tools and supplies, cleaned up	SF
3/7/2025	Shop	Routine	Worked on lawn mowers	KM
3/10/2025	Town	Routine	Picked up supplies	SF
3/11/2025	Housing Area	Routine	Dropped off letters for Resident Services, picked up lawn equipment after resident use	KM
3/11/2025	Office	Routine	Installed battery backup under desk, completed paperwork	KM
3/11/2025	Office	Routine	Met with Marcy about inventory, completed paperwork	SF
3/11/2025	Playground	Routine	Cleaned and restocked restroom	KM
3/11/2025	Shop	Routine	Checked inventory of supplies and materials, gathered needed supplies	SF
3/11/2025	Shop	Routine	Emptied trash from van and S-10, emptied trash cans, put away tools	KM
3/12/2025	Office	Routine	Completed paperwork	KM
3/12/2025	Office	Routine	Moved fire proof cabinets to maintenance office temporarily, completed paperwork	SF
3/12/2025	Office	Routine	Painted accent wall, moved file cabinets to Tiffany's office	AO
3/12/2025	Shop	Routine	Emptied trash from back of van and S-10, unloaded and put away tools, organized work area, cleaned restrooms	KM
3/12/2025	Shop	Routine	Unloaded van, put away tools and supplies, cleaned up	SF
3/13/2025	Office	Routine	Completed paperwork	KM
3/13/2025	Office	Routine	Continued painting Tiffany's office	AO
3/13/2025	Office	Routine	Research pricing of supplies, made phone calls, completed paperwork	SF
3/13/2025	Shop	Routine	Changed planer blades and cleaned it out, emptied trash from back of van and S-10, emptied trash cans, put away tools	KM
3/14/2025	Office	Routine	Finished projects, cleaned up, completed paperwork	AO
3/16/2025	Shop	Routine	Cleaned and organized box van	SF
3/17/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
3/17/2025	Office	Routine	Checked oil in backup generator, took out trash and recycling, completed paperwork	KM
3/17/2025	Office	Routine	Helped calculate roofing square footages for warranty information	AO

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3/17/2025	Office	Routine	Loaded supply delivery, completed paperwork	SF
3/17/2025	Playground	Routine	Cleaned and restocked restroom	KM
3/17/2025	Shop	Routine	Put together new paint sprayer, loaded supplies in van	SF
3/17/2025	Shop	Routine	Ran compressor, checked fluid on golf carts, emptied trash from back of van and golf cart, cleaned up in shop	KM
3/17/2025	Town	Routine	Fueled box van	SF
3/18/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/18/2025	Office	Routine	Completed paperwork	KM
3/18/2025	Office	Routine	Completed paperwork	SF
3/18/2025	Shop	Routine	Emptied trash from back of van and S-10, put away tools, organized, prepped for spraying weeds around yard	KM
3/18/2025	Shop	Routine	Loaded and unloaded supplies, replaced batteries in door lock	SF
3/19/2025	Office	Routine	Completed paperwork	KM
3/19/2025	Office	Routine	Procured supplies and completed paperwork	SF
3/19/2025	Shop	Routine	Emptied trash from back of van and golf cart, emptied shop trash cans	KM
3/19/2025	Shop	Routine	Unloaded and put away tools and supplies	SF
3/20/2025	Office	Routine	Completed paperwork	KM
3/20/2025	Office	Routine	Put together a supply order, researched products, spoke with Tracey about unit and Platter about projects	SF
3/20/2025	Office	Routine	Put together shelf for Tracey's office	AO
3/20/2025	Shop	Routine	Emptied trash from back of van and S-10, cleaned restrooms	KM
3/20/2025	Shop	Routine	Loaded underlayment, unloaded and put away equipment, cleaned out van	SF
3/21/2025	Office	Routine	Completed paperwork	SF
3/21/2025	Office	Routine	Completed paperwork	KM
3/21/2025	Shop	Routine	Cleaned up, swept floors, ran compressor, emptied trash from back of van and S-10	KM
3/21/2025	Shop	Routine	Loaded van with supplies	SF
3/24/2025	Office	Routine	Completed paperwork	KM
3/24/2025	Office	Routine	Loaded file cabinets into van, inventoried appliances, cleaned work area	SF
3/24/2025	Playground	Routine	Cleaned and restocked restroom	KM
3/24/2025	Shop	Routine	Ran compressor, checked fluid on golf carts, emptied trash from back of van and golf cart, cleaned up in shop	KM
3/24/2025	Shop	Routine	Unloaded van, hauled and move file cabinets to warehouse file room	SF
3/24/2025	Town	Routine	Fueled van	KM
3/25/2025	Housing Area	Routine	Delivered pest control notices	KM
3/25/2025	Office	Routine	Built new furniture, rearranged Tiffany's office	AO
3/25/2025	Office	Routine	Completed paperwork	SF
3/25/2025	Office	Routine	Completed paperwork	KM
3/25/2025	Shop	Routine	Cleaned and organized work area, put away tools and supplies, took out garbage and recycling, organized locks and supplies in box van	SF

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3/26/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/26/2025	Office	Routine	Built new furniture, completed paperwork	AO
3/26/2025	Office	Routine	Completed paperwork	KM
3/26/2025	Office	Routine	Researched Plexiglas for bus wait structures, completed paperwork	SF
3/26/2025	Shop	Routine	Cleaned around work areas	AO
3/26/2025	Shop	Routine	Emptied trash from back of van and S-10	KM
3/26/2025	Shop	Routine	Put away tools and supplies, cleaned and painted bathroom vent covers, planned a new bench for the new saw, located cabinets	SF
3/27/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
3/27/2025	Office	Routine	Attended Board meeting, completed paperwork	SF
3/27/2025	Office	Routine	Completed paperwork	KM
3/27/2025	Playground	Routine	Cleaned and restocked restroom	KM
3/27/2025	Shop	Routine	Emptied trash from back of van and S-10, unloaded and put away tools, organized work area, cleaned restrooms	KM
3/27/2025	Shop	Routine	Unloaded van	SF
3/27/2025	Town	Routine	Picked up supplies	SF
3/28/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/28/2025	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
3/28/2025	Shop	Routine	Loaded supplies	SF
3/31/2025	Housing Area	Routine	Picked up lawn equipment after resident use	AO
3/31/2025	Office	Routine	Completed paperwork	SF
3/31/2025	Shop	Routine	Located cabinets and parts	SF
3/31/2025	Shop	Routine	Organized van, cleaned up work areas	AO
Groundskeeping				
3/3/2025	Housing Area	Grounds	Trash pickup	KM
3/4/2025	Housing Area	Grounds	Trash pickup	KM
3/5/2025	Housing Area	Grounds	Trash pickup	KM
3/6/2025	Housing Area	Grounds	Trash pickup	KM
3/6/2025	Shop	Grounds	Sprayed weeds in yard, storage lot, and around building	KM
3/7/2025	Housing Area	Grounds	Trash pickup	KM
3/7/2025	Shop	Grounds	Sprayed weeds	KM
3/11/2025	Housing Area	Grounds	Trash pickup	KM
3/12/2025	Housing Area	Grounds	Trash pickup	KM
3/13/2025	Housing Area	Grounds	Trash pickup	KM
3/17/2025	Housing Area	Grounds	Trash pickup	KM
3/18/2025	Housing Area	Grounds	Trash pickup	KM
3/19/2025	Housing Area	Grounds	Trash pickup	KM
3/19/2025	Shop	Grounds	Sprayed grass and weeds around shop	KM
3/20/2025	Housing Area	Grounds	Trash pickup	KM
3/21/2025	Housing Area	Grounds	Trash pickup	KM
3/24/2025	Housing Area	Grounds	Trash pickup	KM

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3/25/2025	Housing Area	Grounds	Trash pickup	KM
3/25/2025	Shop	Grounds	Sprayed weeds	KM
3/26/2025	Housing Area	Grounds	Trash pickup	KM
3/26/2025	Shop	Grounds	Sprayed weeds in storage lot and sidewalks	KM
3/27/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
3/3/2025	Town	Admin	Courier run	KM
3/6/2025	Town	Admin	Courier run	KM
3/12/2025	Town	Admin	Courier run	KM
3/13/2025	Town	Admin	Courier run	KM
3/20/2025	Town	Admin	Courier run	KM
3/25/2025	Town	Admin	Courier run	KM
3/26/2025	Town	Admin	Courier run	KM
3/27/2025	Town	Admin	Courier run	KM
Staff Time Off				
3/3/2025			Part day PTO	SF
3/5/2025			Part day PTO	KM
3/5/2025			Part day PTO	SF
3/10/2025			PTO	KM
3/13/2025			Part day PTO	KM
3/14/2025			PTO	SF
3/14/2025			PTO	KM
3/17/2025			Part day PTO	KM
3/18/2025			Part day PTO	KM
3/19/2025			Part day PTO	KM
3/27/2025			Part day PTO	SF
3/28/2025			PTO	KM
3/31/2025			PTO	KM