

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
4/2/2025	2620B	Vacant Unit	Performed move out inspection	SF
4/7/2025	2620B	Vacant Unit	Replaced lighting fixtures	AO
4/8/2025	2620B	Vacant Unit	Patched holes, removed carpet	AO
4/9/2025	2620B	Vacant Unit	Blew out fans and back of refrigerator, finished flooring prep for carpet	AO
4/10/2025	2620B	Vacant Unit	Finished drywall patches	AO
4/14/2025	2620B	Vacant Unit	Worked on prep for reoccupancy checklist	AO
4/15/2025	2620B	Vacant Unit	Painted garage doors	SF
4/15/2025	2620B	Vacant Unit	Sealed floor, touched up paint on walls	AO
4/16/2025	2620B	Vacant Unit	Patched drywall in garage, changed out heater in hallway, pressure washed deck	AO
4/16/2025	2620B	Vacant Unit	Walked through unit, checked paint on doors	SF
4/17/2025	2620B	Vacant Unit	Touched up paint on garage doors, painted end panels	SF
4/18/2025	2620B	Vacant Unit	Trimmed garage door, applied a coat of mud to drywall repair	AO
4/21/2025	2620B	Vacant Unit	Painted trim and drywall patches in garage	AO
4/25/2025	2620B	Vacant Unit	Met with carpet cleaner	SF
4/28/2025	2620B	Vacant Unit	Installed new threshold on doors	AO
4/30/2025	2620B	Vacant Unit	Ready for occupancy	SF
4/8/2025	2620D	Vacant Unit	Changed out lights, patched holes	AO
4/9/2025	2620D	Vacant Unit	Blew out fans and back of refrigerator, patched drywall	AO
4/10/2025	2620D	Vacant Unit	Applied second coat on drywall patches	AO
4/14/2025	2620D	Vacant Unit	Worked on prep for reoccupancy checklist	AO
4/15/2025	2620D	Vacant Unit	Painted garage doors	SF
4/15/2025	2620D	Vacant Unit	Touched up paint on walls	AO
4/16/2025	2620D	Vacant Unit	Pressure washed deck and exterior stairs	AO
4/17/2025	2620D	Vacant Unit	Touched up paint on garage doors, painted end panels	SF
4/18/2025	2620D	Vacant Unit	Installed new vanities in master bathroom	AO
4/21/2025	2620D	Vacant Unit	Dropped off toilet and supplies	SF
4/21/2025	2620D	Vacant Unit	Cut countertop for sink, installed bathroom vanity and countertop, repaired bathroom fan, touched up paint	AO
4/25/2025	2620D	Vacant Unit	Installed new toilet, cleaned up, met with carpet cleaner	SF
4/30/2025	2620D	Vacant Unit	Ready for occupancy	SF
4/1/2025	2638	Vacant Unit	Replaced switch, cleaned vent fan, caulked tub in hall bathroom, checked outlets in living room	SF
4/1/2025	2638	Vacant Unit	Pressure washed home and driveway	AO
4/2/2025	2638	Vacant Unit	Installed caulking strip along tub, repaired tub grab bar, cleaned up	SF
4/2/2025	2638	Vacant Unit	Repaired window screens and countertop edging	AO
4/3/2025	2638	Vacant Unit	Worked on bathroom repairs, cleaned up	SF
4/7/2025	2638	Vacant Unit	Prepped unit for cleaning	SF
4/8/2025	2638	Vacant Unit	Removed appliances and toilet seats, took apart stove to repair drawer, walked through unit with cleaner	SF

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4/9/2025	2638	Vacant Unit	Met with cleaner, replaced toilet seats, repaired stove elements, cleaned window tracks, replaced window balances, repaired shelving in pantry, replaced blinds in utility and kitchen, walked through unit	SF
4/14/2025	2638	Vacant Unit	Removed dining room fixture, touched up paint, replaced several outlets, worked PFR checklist	SF
4/15/2025	2638	Vacant Unit	Worked on prep for reoccupancy checklist	SF
4/23/2025	2638	Vacant Unit	Replaced parts for windows	SF
4/28/2025	2638	Vacant Unit	Repaired rotten exterior window trim	AO
4/29/2025	2638	Vacant Unit	Removed siding and rotten trim, primed all new trim	AO
4/30/2025	2638	Vacant Unit	Removed and replaced windows, worked on rot repair	AO
4/30/2025	2638	Vacant Unit	Ready for occupancy	SF
<b>Work Orders</b>				
4/22/2025	504	Work Order	Performed annual inspection	SF
4/2/2025	506	Work Order	Dropped off dehumidifier, replaced smoke alarm batteries	SF
4/2/2025	512	Work Order	Performed annual inspection	SF
4/22/2025	516	Work Order	Performed annual inspection	SF
4/16/2025	518	Work Order	Performed APM inspection and repairs	SF
4/21/2025	520	Work Order	Performed annual inspection	SF
4/1/2025	704	Work Order	Removed and replaced parts in stove	SF
4/22/2025	711	Work Order	Installed fire extinguishers and blanket	SF
4/22/2025	2603	Work Order	Performed annual inspection	SF
4/21/2025	2607	Work Order	Replaced breaker for living room, looked into electrical issue	SF
4/24/2025	2607	Work Order	Removed part of wall behind dryer to accommodate washer and dryer size, looked into electrical issue	SF
4/22/2025	2608	Work Order	Met HVAC maintenance contractor	SF
4/11/2025	2614	Work Order	Installed fire extinguishers and blanket	SF
4/21/2025	2620C	Work Order	Performed APM inspection and repairs	SF
4/22/2025	2631	Work Order	Applied two coats of deck paint on ramp	AO
4/22/2025	2631	Work Order	Prepped front porch and ramp for painting	SF
4/23/2025	2646B	Work Order	Performed annual inspection	SF
4/15/2025	2650	Work Order	Performed interior APM inspection, replaced some light bulbs, installed fire extinguishers and blanket	SF
4/1/2025	2651	Work Order	Performed exterior APM inspection, repaired door issue	SF
4/1/2025	2651	Work Order	Performed interior APM inspection, adjusted thermostat, adjusted utility room door latch	SF
4/23/2025	2664	Work Order	Performed annual inspection	SF
4/23/2025	2666	Work Order	Performed annual inspection	SF
4/21/2025	Office	Work Order	Checked on leak at kitchen sink, removed and replaced garbage	SF
4/22/2025	Office	Work Order	Repaired stairs at sliding glass door	AO
4/23/2025	Office	Work Order	Worked on back steps	AO
4/24/2025	Office	Work Order	Added a step to the back steps	AO

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4/25/2025	Office	Work Order	Installed back steps	AO
<b>Routine Activities</b>				
4/1/2025	Office	Routine	Researched parts, put together a supply order, completed paperwork	SF
4/1/2025	Shop	Routine	Performed maintenance on lawn equipment	AO
4/2/2025	Office	Routine	Worked on supply order, completed paperwork	SF
4/2/2025	Shop	Routine	Cleaned yard and work areas	AO
4/2/2025	Shop	Routine	Went through appliances for disposal, put away supplies and tools	SF
4/3/2025	Housing Area	Routine	Delivered lawn equipment for resident use	AO
4/3/2025	Office	Routine	Completed paperwork	SF
4/3/2025	Shop	Routine	Cleaned out box van and put away supplies, located supplies for 2638	SF
4/3/2025	Shop	Routine	Cleaned up, repaired brake lights on van, prepped items to go to scrap yard	AO
4/3/2025	Town	Routine	Had new tires installed on box van	SF
4/4/2025	Housing Area	Routine	Delivered lawn equipment for resident use	AO
4/4/2025	Office	Routine	Repaired drawer and lock in Tracey's office, met with cleaner about cleaning units, watered plants, completed paperwork	SF
4/4/2025	Shop	Routine	Met delivery driver for underlayment	SF
4/4/2025	Shop	Routine	Worked on lawn equipment	AO
4/7/2025	Housing Area	Routine	Picked up lawn equipment after resident use	AO
4/7/2025	Office	Routine	Made phone calls, completed paperwork	SF
4/7/2025	Shop	Routine	Cleaned up and refueled lawn equipment	AO
4/7/2025	Shop	Routine	Gathered supplies for cleaner	SF
4/7/2025	Shop	Routine	Set up new lawn mower charging station area in warehouse	AO
4/8/2025	Office	Routine	Made phone calls, met with Marcy, completed paperwork	SF
4/8/2025	Shop	Routine	Met delivery driver for underlayment and storage shed, met gate controller installer	SF
4/9/2025	Housing Area	Routine	Cleaned out grates on Miluk Drive	AO
4/9/2025	Office	Routine	Researched window parts, put together a supply order, made phone calls, completed paperwork	SF
4/9/2025	Shop	Routine	Met with gate controller installer, loaded up supplies	SF
4/9/2025	Shop	Routine	Put together shed for KRA	AO
4/10/2025	Office	Routine	Worked on gate programming with Debbie, put together a supply order, completed paperwork	SF
4/10/2025	Shop	Routine	Finished KRA shed, cleaned up work areas	AO
4/10/2025	Shop	Routine	Worked on gate, met with gate controller installer and Debbie to test gate operation	SF
4/11/2025	Housing Area	Routine	Delivered lawn equipment for resident use	AO
4/11/2025	Office	Routine	Watered plants, worked on form revisions with Debbie, put together a supply order, completed paperwork	SF
4/11/2025	Playground	Routine	Cleaned and restocked restroom	AO
4/11/2025	Playground	Routine	Replaced batteries in door lock	SF

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4/11/2025	Shop	Routine	Unloaded van, loaded fire extinguishers and supplies, changed batteries in thermostat	SF
4/14/2025	Office	Routine	Checked oil in backup generator, gathered office recycling, completed paperwork	KM
4/14/2025	Office	Routine	Researched supplies, completed paperwork	SF
4/14/2025	Shop	Routine	Checked fluid in golf cart, ran compressor, cleaned and restocked restroom, emptied trash from back of van and golf cart, put away tools, checked oil in van and S-10	KM
4/14/2025	Shop	Routine	Organized storage areas, moved items for KRA	AO
4/14/2025	Shop	Routine	Unloaded van	SF
4/15/2025	Office	Routine	Completed paperwork	KM
4/15/2025	Office	Routine	Worked on a supply order, completed paperwork	SF
4/15/2025	Shop	Routine	Cleaned restrooms, swept locker room, emptied trash from van and S-10	KM
4/15/2025	Shop	Routine	Organized work areas	SF
4/16/2025	Office	Routine	Made phone calls, worked on supply order, completed paperwork	SF
4/16/2025	Playground	Routine	Looked into issues with locks on doors and plumbing repairs	SF
4/17/2025	Office	Routine	Completed paperwork	KM
4/17/2025	Office	Routine	Installed mailbox on Tracey's door, looked at Tiffany's light	AO
4/17/2025	Shop	Routine	Cleaned up work areas, emptied trash from back of van and S-10	KM
4/17/2025	Shop	Routine	Hauled brush to burn pile, loaded items to go to Goodwill and Habitat for Humanity	AO
4/17/2025	Shop	Routine	Met gate controller contractor to troubleshoot storage lot gate, went through items in shop to recycle	SF
4/17/2025	Town	Routine	Dropped off items at Goodwill and Habitat for Humanity	AO
4/18/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/18/2025	Office	Routine	Completed paperwork	KM
4/18/2025	Office	Routine	Researched parts, watered plants, completed paperwork	SF
4/18/2025	Shop	Routine	Ran compressor, worked on lawn equipment, filled weed eaters with line, emptied trash from back of van and golf cart, put away tools	KM
4/18/2025	Shop	Routine	Worked on storage lot gates	SF
4/21/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/21/2025	Office	Routine	Checked oil in backup generator, gathered office recycling, completed paperwork	KM
4/21/2025	Office	Routine	Scheduled HVAC maintenance, completed paperwork	SF
4/21/2025	Playground	Routine	Cleaned and restocked restroom	KM
4/21/2025	Shop	Routine	Emptied trash from back of van and S-10	KM
4/21/2025	Shop	Routine	Met with Westbound Heating and Air for maintenance on heat pumps	SF
4/21/2025	Town	Routine	Picked up supplies	SF
4/22/2025	Housing Area	Routine	Posted pest control notices, dropped off lawn equipment for resident use	KM

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4/22/2025	Office	Routine	Completed paperwork	KM
4/22/2025	Office	Routine	Met with HVAC maintenance contractor, sorted through supply order, completed paperwork	SF
4/22/2025	Shop	Routine	Cleaned and organized shop, began repairing sliding screen doors, emptied trash from back of van and S-10	KM
4/22/2025	Shop	Routine	Replaced door batteries, put away supplies, unloaded van	SF
4/23/2025	Office	Routine	Completed paperwork	KM
4/23/2025	Office	Routine	Researched issues with gate controller, worked on supply order, completed paperwork	SF
4/23/2025	Shop	Routine	Cleaned and organized work area and van	AO
4/23/2025	Shop	Routine	Cleaned and organized work area, emptied trash from van and S-10, checked oil, repaired sliding door screens, helped build steps for office	KM
4/23/2025	Shop	Routine	Unloaded and put away supplies	SF
4/23/2025	Storage Lot	Routine	Removed and replaced gate controller board, troubleshooting issues	SF
4/24/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/24/2025	Office	Routine	Completed paperwork	KM
4/24/2025	Office	Routine	Researched issues with gate , made phone calls, completed paperwork	SF
4/24/2025	Playground	Routine	Cleaned and restocked restroom	KM
4/24/2025	Shop	Routine	Cleaned work areas and van	AO
4/24/2025	Shop	Routine	Emptied trash from back of van and S-10, put away tools, repaired screens, cleaned up	KM
4/24/2025	Shop	Routine	Unloaded van and loaded supplies	SF
4/24/2025	Storage Lot	Routine	Continued working on gate	SF
4/24/2025	Town	Routine	Picked up supplies, glass, and lawn tools	AO
4/25/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/25/2025	Office	Routine	Completed paperwork	KM
4/25/2025	Office	Routine	Watered plants, researched parts, completed paperwork	SF
4/25/2025	Shop	Routine	Cleaned out van, put away tools, hauled stuff to dumpster	SF
4/25/2025	Shop	Routine	Cleaned up work area	AO
4/25/2025	Shop	Routine	Emptied trash from back of van, S-10, and golf cart	KM
4/25/2025	Town	Routine	Fueled S-10	KM
4/28/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/28/2025	Office	Routine	Checked oil in backup generator, gathered office recycling, completed paperwork	KM
4/28/2025	Shop	Routine	Cleaned restrooms, checked oil in all mowers and John Deere, ran compressor, emptied trash from back of van and S-10	KM
4/28/2025	Shop	Routine	Cleaned up work area	AO
4/29/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
4/29/2025	Office	Routine	Completed paperwork	KM
4/29/2025	Shop	Routine	Repaired mower blade that was hitting the deck, emptied trash from back of van, golf cart, and S-10	KM

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4/29/2025	Town	Routine	Picked up supplies	AO
4/30/2025	Office	Routine	Completed paperwork	KM
4/30/2025	Playground	Routine	Cleaned and restocked restroom	KM
4/30/2025	Shop	Routine	Repaired screen doors, emptied trash from back of van and S-10, put away tools, organized work areas	KM
4/30/2025	Town	Routine	Picked up supplies	AO
<b>Groundskeeping</b>				
4/14/2025	Housing Area	Grounds	Trash pickup	KM
4/15/2025	Housing Area	Grounds	Trash pickup	KM
4/17/2025	Housing Area	Grounds	Trash pickup	KM
4/21/2025	Housing Area	Grounds	Trash pickup	KM
4/22/2025	Housing Area	Grounds	Trash pickup	KM
4/23/2025	Housing Area	Grounds	Trash pickup	KM
4/24/2025	Housing Area	Grounds	Trash pickup	KM
4/25/2025	Housing Area	Grounds	Trash pickup	KM
4/28/2025	Housing Area	Grounds	Trash pickup	KM
4/29/2025	Housing Area	Grounds	Trash pickup	KM
4/30/2025	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
4/10/2025	Town	Admin	Courier run	AO
4/21/2025	Town	Admin	Courier run	KM
4/24/2025	Town	Admin	Courier run	KM
4/28/2025	Town	Admin	Courier run	KM
4/29/2025	Town	Admin	Courier run	KM
4/30/2025	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
4/1/2025			Part day PTO	SF
4/1/2025			PTO	KM
4/2/2025			PTO	KM
4/3/2025			PTO	KM
4/4/2025			PTO	KM
4/7/2025			Part day PTO	SF
4/7/2025			PTO	KM
4/8/2025			PTO	KM
4/9/2025			PTO	KM
4/10/2025			Part day PTO	SF
4/10/2025			PTO	KM
4/11/2025			PTO	
4/16/2025			PTO	KM