

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
5/28/2025	709	Vacant Unit	Walked through unit, ordered dumpster	SF
5/29/2025	709	Vacant Unit	Cleaned out home, removed flooring	AO
5/29/2025	709	Vacant Unit	Prepped home for paint, hauled trash to garage	SF
5/1/2025	2620B	Vacant Unit	Checked on work progress	SF
5/8/2025	2620B	Vacant Unit	Cleaned windows and frames	SF
5/21/2025	2620B	Vacant Unit	Painted and reinstalled entry closet door, installed new screens, painted trims	AO
5/22/2025	2620B	Vacant Unit	Wiped counters, finished windows, final walk through, removed all	SF
5/22/2025	2620B	Vacant Unit	Ready for occupancy	
5/5/2025	2620D	Vacant Unit	Installed bathroom sink, replaced pop up plug, caulked sink and toilet, installed plumbing and toilet seat, sanded, textured and touched up paint, finished cove base, cleaned up	SF
5/6/2025	2620D	Vacant Unit	Trimmed out bathroom cabinet and cleaned bathroom, cleaned windows and repaired screens	SF
5/7/2025	2620D	Vacant Unit	Installed curtains and rods, cleaned bathroom and windows	SF
5/8/2025	2620D	Vacant Unit	Cleaned windows, installed blind in kitchen, cleaned sink, wiped down counters, cleaned bathroom floor and cabinet	SF
5/14/2025	2620D	Vacant Unit	Repaired bathroom vanity drawer	AO
5/22/2025	2620D	Vacant Unit	Removed supplies, installed bathroom drawer, wiped counters	SF
5/1/2025	2638	Vacant Unit	Repaired rot around laundry room window, reinstalled old siding, began painting siding	AO
5/1/2025	2638	Vacant Unit	Checked on work progress	SF
5/2/2025	2638	Vacant Unit	Worked on siding repairs and painting	AO
5/5/2025	2638	Vacant Unit	Worked on siding repairs	AO
5/5/2025	2638	Vacant Unit	Checked on siding repair work	SF
5/6/2025	2638	Vacant Unit	Painted siding, installed new trim	AO
5/7/2025	2638	Vacant Unit	Repaired rot on front bedroom window, installed siding and trimmed out window on interior and exterior, cleaned out garage	AO
5/9/2025	2638	Vacant Unit	Painted window trims	AO
5/12/2025	2638	Vacant Unit	Painted interior window trims	AO
5/13/2025	2638	Vacant Unit	Hung blinds, cleaned up from demo, installed new foundation screens out crawl space area	AO
5/19/2025	2638	Vacant Unit	Built and installed screens	AO
5/19/2025	2638	Vacant Unit	Caulked hall bath countertop, checked sink drain issue, cleaned up kitchen	SF
5/20/2025	2638	Vacant Unit	Cleaned windows, replaced hall bath pop-up sink drain insert, caulked around sink and around all the tile in bathrooms, kitchen, and counters	SF
5/21/2025	2638	Vacant Unit	Cleaned windows inside and out, walked through unit	SF
5/21/2025	2638	Vacant Unit	Ready for occupancy	

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Work Orders				
5/7/2025	512	Work Order	Performed interior APM inspection	SF
5/14/2025	514	Work Order	Performed interior APM inspection, replaced stove infinite switch	SF
5/14/2025	516	Work Order	Performed interior APM inspection	SF
5/12/2025	520	Work Order	Performed interior APM inspection, glued cove base back to wall, completed drywall repairs in laundry closet and dining room, installed three new light fixtures, cleaned up	SF
5/19/2025	CITPD	Work Order	Met with HVAC contractor for periodic maintenance	SF
5/22/2025	2603	Work Order	Performed interior APM inspection, completed some repairs	SF
5/1/2025	2605	Work Order	Performed interior APM inspection, installed fire extinguishers and blanket	SF
5/20/2025	2620A	Work Order	Performed annual inspection	SF
5/27/2025	2620D	Work Order	Installed new glass unit, cleaned bedroom glass, repaired windows	SF
5/13/2025	2627	Work Order	Looked into issue with water heater, replaced bottom thermostat	SF
5/14/2025	2631	Work Order	Built gate	AO
5/21/2025	2634	Work Order	Performed annual inspection	SF
5/27/2025	2636	Work Order	Performed annual inspection	SF
5/22/2025	2638	Work Order	Pressure washed deck	AO
5/27/2025	2638	Work Order	Swept and cleaned off deck, painted first coat of deck paint	SF
5/28/2025	2638	Work Order	Painted deck	AO
5/21/2025	2639	Work Order	Performed annual inspection, replaced GFCI and battery in smoke alarm	SF
5/22/2025	2639	Work Order	Replaced GFCI in kitchen	SF
5/13/2025	2646B	Work Order	Performed interior APM inspection; rekeyed installed locks on garage, front, and back doors; replaced light fixtures in kitchen, dining room, entry, and hall; installed curtains and rods in bedroom; replaced tub insert and stopper; replaced oven door handle	SF
5/15/2025	2650	Work Order	Performed interior APM inspection, removed and replaced dishwasher, patched drywall behind dishwasher, replaced lighting throughout home, replaced light switch, replaced and keyed locks on front and utility room doors, cleaned up	SF
5/15/2025	2650	Work Order	Replaced dishwasher, installed new door and lights in bedrooms, kitchen, hallway and laundry room	AO
5/22/2025	2658	Work Order	Performed annual inspection	SF
5/20/2025	2659	Work Order	Performed annual inspection	SF
5/14/2025	2664	Work Order	Looked into issue with dishwasher, removed and replaced bad heating element, took apart booster fan, cleaned motor and all ducting, dropped off dehumidifier	SF
5/6/2025	2666	Work Order	Performed interior APM inspection	SF
5/20/2025	2670A	Work Order	Performed annual inspection	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Routine Activities				
5/1/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/2/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/5/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
5/9/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/12/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	AO
5/13/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/15/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/16/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/19/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/21/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/21/2025	Housing Area	Routine	Looked into broken water line issue from lake to the bogs	SF
5/22/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/27/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
5/28/2025	Housing Area	Routine	Posted pest control notices	KM
5/29/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
5/1/2025	Office	Routine	Completed paperwork	KM
5/1/2025	Office	Routine	Completed paperwork	SF
5/2/2025	Office	Routine	Completed paperwork	KM
5/2/2025	Office	Routine	Lowered flags, made phone calls, completed paperwork	SF
5/5/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/5/2025	Office	Routine	Completed paperwork	SF
5/6/2025	Office	Routine	Completed paperwork	SF
5/6/2025	Office	Routine	Completed paperwork	KM
5/7/2025	Office	Routine	Completed paperwork	KM
5/7/2025	Office	Routine	Completed paperwork	SF
5/8/2025	Office	Routine	Completed paperwork	KM
5/8/2025	Office	Routine	Put together a supply order, completed paperwork	SF
5/9/2025	Office	Routine	Completed paperwork	KM
5/9/2025	Office	Routine	Crawled under building to look for dead rodent, researched supplies, completed paperwork	SF
5/12/2025	Office	Routine	Crawled under building to look for dead rodent, ran camera down ducting, researched supplies, completed paperwork	SF
5/13/2025	Office	Routine	Completed paperwork	KM
5/13/2025	Office	Routine	Researched inspection cameras and curtains, completed paperwork	SF
5/14/2025	Office	Routine	Completed paperwork	SF
5/14/2025	Office	Routine	Completed paperwork	KM
5/15/2025	Office	Routine	Completed paperwork	KM
5/15/2025	Office	Routine	Completed paperwork	SF
5/16/2025	Office	Routine	Completed paperwork	KM

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5/16/2025	Office	Routine	Watered plants, completed paperwork	SF
5/19/2025	Office	Routine	Completed paperwork	KM
5/19/2025	Office	Routine	Researched products, made phone calls, completed paperwork	SF
5/20/2025	Office	Routine	Completed paperwork	KM
5/21/2025	Office	Routine	Completed paperwork	KM
5/21/2025	Office	Routine	Made phone calls, completed paperwork	SF
5/22/2025	Office	Routine	Completed paperwork	SF
5/22/2025	Office	Routine	Completed paperwork	KM
5/22/2025	Office	Routine	Researched materials for paver walkways and decking	AO
5/27/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
5/27/2025	Office	Routine	Made phone calls, researched products, completed paperwork	SF
5/28/2025	Office	Routine	Completed paperwork	KM
5/28/2025	Office	Routine	Made phone calls, met with Platter about projects, did paperwork	SF
5/29/2025	Office	Routine	Attended Board meeting, completed paperwork	SF
5/29/2025	Office	Routine	Completed paperwork	KM
5/30/2025	Office	Routine	Completed paperwork	KM
5/30/2025	Office	Routine	Watered plants, completed paperwork	SF
5/2/2025	Playground	Routine	Cleaned and restocked restrooms	KM
5/5/2025	Playground	Routine	Cleaned and restocked restrooms	KM
5/14/2025	Playground	Routine	Cleaned and restocked restrooms	KM
5/19/2025	Playground	Routine	Cleaned and restocked restrooms	KM
5/27/2025	Playground	Routine	Cleaned and restocked restrooms	KM
5/1/2025	Shop	Routine	Cleaned out van, put away tools and supplies	SF
5/1/2025	Shop	Routine	Cleaned work area, emptied trash from back of van and golf cart, put away tools, began list of supplies needed to update/refill first aid kits	KM
5/2/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
5/5/2025	Shop	Routine	Met with contractor to perform annual fire sprinkler testing	SF
5/5/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
5/6/2025	Shop	Routine	Blew out and repaired weedeater, emptied trash from back of van and golf cart, cleaned and organized shop	KM
5/6/2025	Shop	Routine	Unloaded van	SF
5/7/2025	Shop	Routine	Checked mower blades and oil, emptied trash from van and golf cart, put away tools, organized work area, cleaned lawn equipment area	KM
5/7/2025	Shop	Routine	Cleaned out van	SF
5/8/2025	Shop	Routine	Swept floors around lawn equipment, emptied trash from back of van and golf cart, put away tools, emptied shop trash cans	KM
5/9/2025	Shop	Routine	Emptied trash from van and golf cart, ran compressor, put away tools	KM
5/12/2025	Shop	Routine	Cleaned and organized van, put away supplies	SF

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5/12/2025	Shop	Routine	Cleaned and organized work area and van	AO
5/13/2025	Shop	Routine	Cleaned restrooms, emptied trash from back of van and golf cart, put away tools, organized work area	KM
5/13/2025	Shop	Routine	Put together shelving in upstairs storage room	AO
5/13/2025	Shop	Routine	Unloaded van	SF
5/14/2025	Shop	Routine	Built new work bench for chop saw, arranged new shelving and organized items in upstairs storage room	AO
5/14/2025	Shop	Routine	Cleaned out van, put away tools, located parts	SF
5/14/2025	Shop	Routine	Recycled cardboard, checked oil in van, emptied trash from back of van and golf cart	KM
5/15/2025	Shop	Routine	Cleaned out van, loaded supplies and materials	SF
5/15/2025	Shop	Routine	Recycled cardboard, emptied trash from back of van and golf cart	KM
5/16/2025	Shop	Routine	Set up to begin spraying weeds, ran compressor, emptied trash from back of van and golf cart	KM
5/16/2025	Shop	Routine	Unloaded van, put away tools and supplies, hauled items to dumpster, looked into lock issues	SF
5/19/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
5/19/2025	Shop	Routine	Unloaded van and put away supplies, took apart door lock	SF
5/19/2025	Shop	Routine	Worked on items for Restoration game, cleaned shop	AO
5/20/2025	Shop	Routine	Cleaned and organized shop, emptied trash from back of van and golf cart, put away tools, cleaned restrooms	KM
5/20/2025	Shop	Routine	Cleaned back of van	SF
5/20/2025	Shop	Routine	Worked on game for Restoration	AO
5/21/2025	Shop	Routine	Cleaned and organized shop, emptied trash from back of van and golf cart, put away tools, cleaned restrooms	KM
5/21/2025	Shop	Routine	Sanded and painted game for Restoration, worked on Killich Memorial planter boxes	AO
5/22/2025	Shop	Routine	Emptied trash from van, golf cart, and shop cans, added and checked oil in mowers, cleaned work area	KM
5/22/2025	Shop	Routine	Unloaded supplies from van	SF
5/22/2025	Shop	Routine	Worked on Restoration game, built liners for Killich Memorial garden boxes	AO
5/27/2025	Shop	Routine	Built planter liner and picked up plants, cleaned out van and shop area	AO
5/27/2025	Shop	Routine	Ran compressor and emptied water traps, emptied trash from back of van and golf cart	KM
5/27/2025	Shop	Routine	Researched stain for benches, checked moisture level and set up fans to help dry benches	SF
5/28/2025	Shop	Routine	Cleaned and organized shop, set up to spray weeds, emptied trash from back of van and golf cart	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
5/28/2025	Shop	Routine	Swept and mopped bathroom floors, vacuumed all of shop floor, checked bench moisture level, located parts, lubed west door rails	SF
5/28/2025	Shop	Routine	Worked on planter boxes, performed maintenance on garage doors at shop, helped move bus stop enclosure	AO
5/29/2025	Shop	Routine	Emptied trash cans, emptied trash from back of van and golf cart, removed tire from golf cart to take to town for repair	KM
5/29/2025	Shop	Routine	Lubed east garage door rails, unloaded van	SF
5/30/2025	Shop	Routine	Ran compressor	KM
5/1/2025	Storage Lot	Routine	Worked on gate controller	SF
5/2/2025	Storage Lot	Routine	Met with garage door contractor to repair gate	SF
5/1/2025	Town	Routine	Fueled box van	SF
5/5/2025	Town	Routine	Picked up supplies	SF
5/6/2025	Town	Routine	Picked up supplies	AO
5/30/2025	Town	Routine	Picked up flooring samples	SF
Groundskeeping				
5/1/2025	Housing Area	Grounds	Trash pickup	KM
5/2/2025	Housing Area	Grounds	Trash pickup	KM
5/5/2025	Housing Area	Grounds	Trash pickup	KM
5/6/2025	Housing Area	Grounds	Trash pickup	KM
5/7/2025	Housing Area	Grounds	Trash pickup	KM
5/8/2025	Housing Area	Grounds	Mowed common areas	AO
5/8/2025	Housing Area	Grounds	Trash pickup	KM
5/9/2025	Housing Area	Grounds	Mowed and weedeated common areas	AO
5/9/2025	Housing Area	Grounds	Trash pickup	KM
5/13/2025	Housing Area	Grounds	Trash pickup	KM
5/14/2025	Housing Area	Grounds	Trash pickup	KM
5/15/2025	Housing Area	Grounds	Trash pickup	KM
5/16/2025	Housing Area	Grounds	Looked into broken pipe, showed Adam work to be done for grounds	SF
5/16/2025	Housing Area	Grounds	Mowed common areas	AO
5/16/2025	Housing Area	Grounds	Repaired broken irrigation pipe	AO
5/16/2025	Housing Area	Grounds	Trash pickup	KM
5/19/2025	Housing Area	Grounds	Trash pickup	KM
5/20/2025	Housing Area	Grounds	Mowed and weedeated common areas	AO
5/20/2025	Housing Area	Grounds	Removed old planters at Kilchich Memorial in prep for new ones	AO
5/20/2025	Housing Area	Grounds	Trash pickup	KM
5/21/2025	Housing Area	Grounds	Trash pickup	KM
5/22/2025	Housing Area	Grounds	Trash pickup	KM
5/27/2025	Housing Area	Grounds	Trash pickup	KM
5/28/2025	Housing Area	Grounds	Trash pickup	KM
5/29/2025	Housing Area	Grounds	Trash pickup	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
5/30/2025	Housing Area	Grounds	Mowed vacant lots	AO
5/30/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
5/5/2025	Town	Admin	Courier run	KM
5/6/2025	Town	Admin	Courier run	KM
5/8/2025	Town	Admin	Courier run	KM
5/14/2025	Town	Admin	Courier run	KM
5/15/2025	Town	Admin	Courier run	KM
5/19/2025	Town	Admin	Courier run	KM
5/20/2025	Town	Admin	Courier run	KM
5/22/2025	Town	Admin	Courier run	KM
5/28/2025	Town	Admin	Courier run	KM
5/29/2025	Town	Admin	Courier run	KM
5/30/2025	Town	Admin	Courier run	KM
Staff Time Off				
5/12/2025			PTO	KM
5/13/2025			Part day PTO	KM
5/15/2025			Part day PTO	KM
5/15/2025			Part day PTO	SF
5/20/2025			Part day PTO	SF
5/21/2025			Part day PTO	KM
5/23/2025			Admin leave for Memorial Day holiday	KM
5/23/2025			Admin leave for Memorial Day holiday	SF
5/23/2025			Admin leave for Memorial Day holiday	AO
5/26/2025			Memorial Day holiday	AO
5/26/2025			Memorial Day holiday	SF
5/26/2025			Memorial Day holiday	KM
5/27/2025			Part day PTO	KM
5/29/2025			Part day PTO	KM