

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
6/2/2025	709	Vacant Unit	Filled dumpster, prepped for painting	AO
6/2/2025	709	Vacant Unit	Prepped home for painting, cleaned out items, loaded dumpster	SF
6/3/2025	709	Vacant Unit	Loaded ramp materials, began repairing ramp	AO
6/3/2025	709	Vacant Unit	Set up and began painting walls	SF
6/4/2025	709	Vacant Unit	Painted, drilled holes and ran wiring, installed recessed lighting in living room	SF
6/4/2025	709	Vacant Unit	Worked on ramp	AO
6/5/2025	709	Vacant Unit	Finished living room lighting, began painting walls and ceilings	SF
6/5/2025	709	Vacant Unit	Worked on ramp in garage	AO
6/9/2025	709	Vacant Unit	Painted walls	SF
6/11/2025	709	Vacant Unit	Cleaned windowsills to paint, cut in painting, met with electrical contractor	SF
6/12/2025	709	Vacant Unit	Painted kitchen, cut in corners and trim	SF
6/16/2025	709	Vacant Unit	Painted walls, cleaned up	SF
6/18/2025	709	Vacant Unit	Painted walls, cleaned up	SF
6/24/2025	709	Vacant Unit	Cleaned paint sprayer and tools	SF
6/23/2025	2646D	Vacant Unit	Performed move-out inspection	SF
6/24/2025	2646D	Vacant Unit	Rekeyed all locks, began cleaning window frames, reinstalled curtains, checked drains, walked through unit	SF
6/25/2025	2646D	Vacant Unit	Cleaned windows and frames, replaced window parts	SF
Work Orders				
6/18/2025	504	Work Order	Performed interior APM inspection, repaired drywall in closet, removed and replaced moldy drywall, applied mud and tape	SF
6/3/2025	514	Work Order	Delivered new refrigerator, took old one to warehouse	SF
6/3/2025	514	Work Order	Removed and installed new refrigerator	AO
6/16/2025	2611	Work Order	Removed a bush	AO
6/17/2025	2620B	Work Order	Performed move-in inspection, removed bifold doors	SF
6/4/2025	2629	Work Order	Met with resident to look at flooring samples	SF
6/9/2025	2630	Work Order	Spread top soil	AO
6/16/2025	2629/2631	Work Order	Worked on fence between units	AO
6/17/2025	2629/2631	Work Order	Worked on fence between units	AO
6/18/2025	2631	Work Order	Worked on fence	AO
6/25/2025	2638	Work Order	Duplicated keys and mail box, performed move-in inspection	SF
6/17/2025	2640	Work Order	Performed annual inspection	SF
6/5/2025	2664	Work Order	Met with contractor	SF
6/10/2025	2664	Work Order	Performed Interior APM inspection, hung curtains	SF
6/11/2025	2664	Work Order	Met with contractor, marked out for roof vent for bathroom fan	SF
6/11/2025	2670A	Work Order	Interior APM inspection and repairs	SF

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Routine Activities				
6/2/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/2/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
6/2/2025	Office	Routine	Made phone calls, completed paperwork	SF
6/2/2025	Playground	Routine	Cleaned and restocked restroom	KM
6/2/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, checked golf cart fluid level	KM
6/2/2025	Shop	Routine	Unloaded van, uncrated and plugged in refrigerator	SF
6/3/2025	Housing Area	Routine	Picked up rent payments from elders	KM
6/3/2025	Office	Routine	Completed paperwork	KM
6/3/2025	Office	Routine	Loaded supply order, completed paperwork	SF
6/3/2025	Shop	Routine	Cleaned and organized shop, cleaned out van, emptied trash cans in bathrooms, emptied trash from back of van and golf cart	KM
6/3/2025	Shop	Routine	Cleaned out van, loaded refrigerator	SF
6/4/2025	Housing Area	Routine	Posted letters for Resident Services, dropped off lawn equipment for resident use	KM
6/4/2025	Office	Routine	Completed paperwork	SF
6/4/2025	Office	Routine	Completed paperwork	KM
6/4/2025	Shop	Routine	Emptied trash from van, golf cart, and cans in shop, set up golf cart for weed spraying	KM
6/4/2025	Shop	Routine	Got metal ready for scrapping	AO
6/4/2025	Shop	Routine	Loaded supplies	SF
6/5/2025	Housing Area	Routine	Delivered letters for Resident Services	KM
6/5/2025	Housing Area	Routine	Dropped off and picked up lawn mowers after resident use	KM
6/5/2025	Office	Routine	Completed paperwork	KM
6/5/2025	Office	Routine	Completed paperwork	SF
6/5/2025	Shop	Routine	Charged batteries for mowers, ran gas mowers, emptied trash from back of van and golf cart, cleaned work area, put away tools	KM
6/5/2025	Shop	Routine	Gathered supplies for contractor, unloaded cedar fence boards	SF
6/5/2025	Town	Routine	Hauled metal to scrap yard, picked up fence boards	AO
6/6/2025	Housing Area	Routine	Dropped off and picked up lawn mowers after resident use	KM
6/6/2025	Office	Routine	Completed paperwork	KM
6/6/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, checked golf cart fluid level	KM
6/6/2025	Shop	Routine	Worked on TRC game	AO
6/9/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/9/2025	Office	Routine	Completed paperwork	KM
6/9/2025	Office	Routine	Researched products, completed paperwork	SF
6/9/2025	Playground	Routine	Cleaned and restocked restroom	KM
6/9/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM

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6/9/2025	Shop	Routine	Worked on TRC game	AO
6/10/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/10/2025	Office	Routine	Completed paperwork	SF
6/10/2025	Shop	Routine	Brought down, set up, and filled water tank, worked in shop	SF
6/10/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/10/2025	Shop	Routine	Stained new benches, worked on TRC game	AO
6/11/2025	Office	Routine	Completed paperwork	KM
6/11/2025	Office	Routine	Made phone calls, completed paperwork	SF
6/11/2025	Shop	Routine	Cleaned out back of van and put away tools, checked wood benches for moisture level	SF
6/11/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/11/2025	Shop	Routine	Stained benches, cleaned up work area, worked on TRC game	AO
6/11/2025	Town	Routine	Picked up materials	AO
6/12/2025	Housing Area	Routine	Cleaned existing and changed out tsunami warning signs	AO
6/12/2025	Housing Area	Routine	Loaded up water tank to water plants along Miluk and Mexeye	SF
6/12/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
6/12/2025	Office	Routine	Attended Board meeting, researched plumbing, worked on a supply order, loaded items to go to shop, completed paperwork	SF
6/12/2025	Office	Routine	Completed paperwork	KM
6/12/2025	Shop	Routine	Cleaned out van to load tank into the back	SF
6/12/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/12/2025	Shop	Routine	Stained benches and cut rubber for the bottom, worked on TRC	AO
6/12/2025	Town	Routine	Picked up materials and paint	AO
6/13/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/13/2025	Housing Area	Routine	Set wood benches in place	AO
6/13/2025	Housing Area	Routine	Set wood benches in place	SF
6/13/2025	Office	Routine	Completed paperwork	KM
6/13/2025	Office	Routine	Put together a supply order, completed paperwork	SF
6/13/2025	Shop	Routine	Loaded up benches and moved to wash pad to clean	SF
6/13/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, checked golf cart fluid level	KM
6/13/2025	Shop	Routine	Worked on TRC game	AO
6/16/2025	Housing Area	Routine	Posted letters for Resident Services	KM
6/16/2025	Office	Routine	Put together a supply order, completed paperwork	SF
6/16/2025	Office	Routine	Took out recycling, completed paperwork	KM
6/16/2025	Playground	Routine	Cleaned and restocked restroom	KM
6/16/2025	Shop	Routine	Loaded up lawn equipment	SF
6/16/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, checked golf cart fluid level	KM
6/17/2025	Office	Routine	Completed paperwork	KM

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6/17/2025	Office	Routine	Made phone calls, completed paperwork	SF
6/17/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/17/2025	Shop	Routine	Loaded up tools, filled water tank	SF
6/17/2025	Shop	Routine	Worked on TRC game	AO
6/17/2025	Town	Routine	Picked up paint and supplies	AO
6/18/2025	Office	Routine	Completed paperwork	KM
6/18/2025	Office	Routine	Completed paperwork	SF
6/18/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/18/2025	Shop	Routine	Loaded supplies, cleaned tools	SF
6/18/2025	Shop	Routine	Worked on TRC game	AO
6/20/2025	Office	Routine	Completed paperwork	KM
6/20/2025	Office	Routine	Watered plants, put together a supply order, completed paperwork	SF
6/20/2025	Playground	Routine	Cleaned and restocked restroom	KM
6/20/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/20/2025	Shop	Routine	Unloaded van	SF
6/20/2025	Shop	Routine	Worked on TRC game	AO
6/23/2025	Office	Routine	Researched products, completed paperwork	SF
6/23/2025	Shop	Routine	Unloaded and put away supplies	SF
6/23/2025	Shop	Routine	Worked on TRC game	AO
6/23/2025	Town	Routine	Fueled van	KM
6/23/2025	Town	Routine	Picked up supplies and materials	AO
6/24/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
6/24/2025	Office	Routine	Completed paperwork	SF
6/24/2025	Office	Routine	Completed paperwork	KM
6/24/2025	Shop	Routine	Assembled new picnic tables for playground area	AO
6/24/2025	Shop	Routine	Cleaned and organized shop, emptied trash from back of van	KM
6/24/2025	Shop	Routine	Unloaded and put away supply order, cleaned shop vac, went through paperwork	SF
6/24/2025	Shop	Routine	Worked on TRC game	AO
6/25/2025	Office	Routine	Completed paperwork	KM
6/25/2025	Office	Routine	Completed paperwork	SF
6/25/2025	Shop	Routine	Cleaned out and organized back of box van, put away tools, unloaded supply order	SF
6/25/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/25/2025	Shop	Routine	Worked on TRC game	AO
6/25/2025	Town	Routine	Picked up propane for forklift	AO
6/26/2025	Office	Routine	Brought stuff in from store room, completed paperwork	KM
6/26/2025	Office	Routine	Completed paperwork	SF
6/26/2025	Office	Routine	Loaded up TRC Information Fair game and supplies, did paperwork	AO
6/26/2025	Shop	Routine	Cleaned out van, put away tools and supplies	SF

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6/26/2025	Shop	Routine	Cleaned warehouse and van	AO
6/26/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
6/26/2025	Shop	Routine	Worked on TRC game	AO
6/26/2025	Town	Routine	Helped set up, tear down, and staff CIHA table at TRC Information	SF
6/26/2025	Town	Routine	Hauled items for TRC Information Fair, picked up items after event	AO
6/27/2025	Office	Routine	Brought in items from Restoration, made phone calls, did paperwork	SF
6/27/2025	Office	Routine	Took out trash, completed paperwork	KM
6/27/2025	Playground	Routine	Helped unload picnic tables, measured restroom doors	SF
6/27/2025	Playground	Routine	Set new picnic tables in place	AO
6/27/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, checked golf cart fluid level	KM
6/27/2025	Shop	Routine	Unloaded van and put TRC game upstairs, helped load picnic tables	SF
Groundskeeping				
6/2/2025	Housing Area	Grounds	Trash pickup	KM
6/3/2025	Housing Area	Grounds	Trash pickup	KM
6/4/2025	Housing Area	Grounds	Trash pickup	KM
6/5/2025	Housing Area	Grounds	Trash pickup	KM
6/6/2025	Housing Area	Grounds	Trash pickup	KM
6/9/2025	Housing Area	Grounds	Trash pickup	KM
6/10/2025	Housing Area	Grounds	Trash pickup	KM
6/10/2025	Shop	Grounds	Sprayed weeds in shop yard and around wash pad	KM
6/11/2025	Housing Area	Grounds	Trash pickup	KM
6/11/2025	Shop	Grounds	Sprayed weeds in shop yard and around wash pad	KM
6/12/2025	Housing Area	Grounds	Sprayed weeds in sidewalks	KM
6/12/2025	Housing Area	Grounds	Trash pickup	KM
6/13/2025	Housing Area	Grounds	Sprayed weeds in sidewalk	KM
6/13/2025	Housing Area	Grounds	Trash pickup	KM
6/16/2025	Housing Area	Grounds	Trash pickup	KM
6/16/2025	Housing Area	Grounds	Weedeated and cleaned up at duplex area	SF
6/17/2025	Housing Area	Grounds	Sprayed weeds around shop and along sidewalks	KM
6/17/2025	Housing Area	Grounds	Trash pickup	KM
6/17/2025	Housing Area	Grounds	Watered plants along Miluk and Mexeye	SF
6/17/2025	Housing Area	Grounds	Weedeated along Miluk	SF
6/18/2025	Housing Area	Grounds	Sprayed weeds	KM
6/18/2025	Housing Area	Grounds	Trash pickup	KM
6/20/2025	Housing Area	Grounds	Trash pickup	KM
6/23/2025	Housing Area	Grounds	Mowed and weedeated common areas	AO
6/23/2025	Housing Area	Grounds	Trash pickup	KM
6/24/2025	Housing Area	Grounds	Mowed and weedeated common areas	AO
6/24/2025	Housing Area	Grounds	Sprayed weeds	KM

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6/24/2025	Housing Area	Grounds	Trash pickup	KM
6/25/2025	Housing Area	Grounds	Sprayed weeds	KM
6/25/2025	Housing Area	Grounds	Trash pickup	KM
6/26/2025	Housing Area	Grounds	Sprayed weeds	KM
6/26/2025	Housing Area	Grounds	Trash pickup	KM
6/27/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
6/3/2025	Town	Admin	Courier run	KM
6/4/2025	Town	Admin	Courier run	KM
6/5/2025	Town	Admin	Courier run	KM
6/6/2025	Town	Admin	Courier run	KM
6/10/2025	Town	Admin	Courier run	KM
6/11/2025	Town	Admin	Courier run	KM
6/12/2025	Town	Admin	Courier run	KM
6/17/2025	Town	Admin	Courier run	KM
6/25/2025	Town	Admin	Courier run	KM
6/26/2025	Town	Admin	Courier run	KM
6/27/2025	Town	Admin	Courier run	KM
Staff Time Off				
6/2/2025			Part day PTO	SF
6/3/2025			Part day PTO	SF
6/4/2025			Part day PTO	KM
6/5/2025			Part day PTO	SF
6/9/2025			Part day PTO	KM
6/9/2025			Part day PTO	SF
6/10/2025			Part day PTO	SF
6/16/2025			Part day PTO	KM
6/18/2025			Part day PTO	KM
6/19/2025			Juneteenth holiday	SF
6/19/2025			Juneteenth holiday	AO
6/19/2025			Juneteenth holiday	KM
6/23/2025			Part day PTO	KM
6/23/2025			Part day PTO	SF
6/26/2025			Part day PTO	SF
6/30/2025			Tribal Restoration Day holiday	SF
6/30/2025			Tribal Restoration Day holiday	AO
6/30/2025			Tribal Restoration Day holiday	KM