

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
7/7/2025	709	Vacant Unit	Painted walls and trim	AO
7/8/2025	709	Vacant Unit	Gathered materials and worked on ramp, cleaned out trash, cleaned	AO
7/9/2025	709	Vacant Unit	Tore out window trims, built handrail for ramp	AO
7/10/2025	709	Vacant Unit	Installed door to garage, repaired drywall in garage and home	AO
7/16/2025	709	Vacant Unit	Painted doors and closets, cleaned up	AO
7/21/2025	709	Vacant Unit	Worked on handrail and ramp, cleaned up	AO
7/22/2025	709	Vacant Unit	Painted doors, cut out handrails, secured ramp to concrete	AO
7/22/2025	709	Vacant Unit	Worked on electrical and kitchen lighting	SF
7/24/2025	709	Vacant Unit	Cleaned up and installed railing	AO
7/24/2025	709	Vacant Unit	Worked on electrical and lighting, finished installing recessed lights	SF
7/25/2025	709	Vacant Unit	Finished railing, cleaned out garage	AO
7/30/2025	709	Vacant Unit	Painted bedroom closets and bathrooms	AO
7/30/2025	709	Vacant Unit	Searched for electrical issue and repaired wiring	SF
7/31/2025	709	Vacant Unit	Sealed bedroom floors, patched drywall in kitchen and garage, painted	AO
7/10/2025	2620D	Vacant Unit	Programmed garage door opener	AO
7/14/2025	2646D	Vacant Unit	Met cleaning contractor, gathered cleaning supplies, worked on dryer venting, installed filter, touched up paint	SF
7/15/2025	2646D	Vacant Unit	Worked on window repairs, met with carpet cleaner, touched up paint, painted window sills	SF
7/16/2025	2646D	Vacant Unit	Drained and replaced water heater, cleaned up	SF
7/17/2025	2646D	Vacant Unit	Installed bifold doors, finished cleaning windows, checked drains, cleaned up kitchen, fixed curtains, touched up paint	SF
7/21/2025	2646D	Vacant Unit	Walked through, picked up tools and cleaning supplies, tightened screws on stair railings, cleaned out garage, lubed garage door and rails, wiped down counters; ready for occupancy	SF
Work Orders				
7/10/2025	502	Work Order	Picked up and installed shower wand	AO
7/14/2025	502	Work Order	Replaced sprayer head on kitchen sink	SF
7/15/2025	701	Work Order	Performed annual inspection	SF
7/22/2025	2609	Work Order	Performed annual inspection	SF
7/30/2025	2613	Work Order	Installed fire extinguishers and blanket	SF
7/22/2025	2618	Work Order	Performed annual inspection	SF
7/14/2025	2624	Work Order	Delivered and programmed new garage door remote	SF
7/28/2025	2624	Work Order	Took apart and defrosted freezer because refrigerator wasn't cold	SF
7/30/2025	2624	Work Order	Repaired and replaced GFCI and outlet in bedroom	SF
7/17/2025	2625	Work Order	Performed annual inspection	SF
7/23/2025	2625	Work Order	Made electrical repairs, replaced toilet seat, repaired stove and drain, replaced water heater	SF
7/23/2025	2625	Work Order	Rebuilt ramp at front of home	AO
7/24/2025	2625	Work Order	Finished ramp and railing repairs	AO

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7/15/2025	2629	Work Order	Performed annual inspection	SF
7/16/2025	2629	Work Order	Met with flooring contractor and resident	SF
7/30/2025	2636	Work Order	Performed interior APM inspection, worked on repairs	SF
7/15/2025	2646C	Work Order	Performed annual inspection	SF
7/28/2025	2646C	Work Order	Performed interior APM inspection, repaired and caulked windows	SF
7/24/2025	2664	Work Order	Met with contractor	SF
7/28/2025	2664	Work Order	Checked on odor coming from under home, located crack in sewer line, cut it out and repaired it	SF
7/14/2025	Office	Work Order	Prepped walls, textured, and began painting Debbie's office	AO
7/15/2025	Office	Work Order	Painted walls in Debbie's office	AO
7/16/2025	Office	Work Order	Prepped offices for electricians to install new lighting	AO
7/17/2025	Office	Work Order	Finished painting, reinstalled furniture in Debbie's office	AO
7/17/2025	Office	Work Order	Worked on drywall patches in Tiffany's office	AO
7/18/2025	Office	Work Order	Touched up paint in offices	AO
7/25/2025	Shop	Work Order	Swapped door handle from SE door with handle from wash pad area	AO
Routine Activities				
7/1/2025	Office	Routine	Watered plants, completed paperwork	SF
7/1/2025	Playground	Routine	Cleaned and restocked restroom	KM
7/1/2025	Shop	Routine	Began cleaning and organizing van	KM
7/1/2025	Shop	Routine	Replaced batteries on door locks, cleaned up and organized, put away tools	SF
7/2/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/2/2025	Playground	Routine	Cleaned and restocked restroom	KM
7/2/2025	Shop	Routine	Cleaned and mopped restrooms, cleaned out van, put away tools	KM
7/2/2025	Shop	Routine	Organized van and work area	SF
7/7/2025	Housing Area	Routine	Picked up rent from elder	KM
7/7/2025	Office	Routine	Helped count cash returned from Restoration, completed paperwork	AO
7/7/2025	Office	Routine	Took out office recycling, completed paperwork	KM
7/7/2025	Playground	Routine	Cleaned and restocked restroom	KM
7/7/2025	Shop	Routine	Ran compressor, checked fluid in golfcart, emptied trash from back of van and golf cart, put away tools, emptied trash, gathered fuel slips	KM
7/7/2025	Shop	Routine	Repaired lock, built box for cash drawer, cleaned up shop	AO
7/8/2025	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
7/8/2025	Housing Area	Routine	Installed new lock at bus stop	AO
7/8/2025	Office	Routine	Completed paperwork	KM
7/8/2025	Shop	Routine	Checked oil and worked on mowers, emptied trash from back of van and golf cart, cleaned restrooms, made list of air filters needed, cleaned up work area	KM
7/9/2025	Housing Area	Routine	Dropped off and picked up lawn equipment for resident use	KM
7/9/2025	Office	Routine	Assembled a table for conference area	AO
7/9/2025	Office	Routine	Completed paperwork	KM

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7/9/2025	Playground	Routine	Cleaned and restocked restroom	KM
7/9/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, worked on mowers	KM
7/10/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/10/2025	Office	Routine	Took out trash, completed paperwork	KM
7/10/2025	Shop	Routine	Tagged mowers and cleaned air filters, emptied trash from back of van and golf cart, cleaned work areas	KM
7/11/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
7/11/2025	Office	Routine	Removed furniture and prepped for paint in Debbie's office	AO
7/11/2025	Shop	Routine	Ran compressor, emptied trash from back of van, worked on mowers	KM
7/14/2025	Housing Area	Routine	Delivered letter for Resident Services	KM
7/14/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
7/14/2025	Office	Routine	Completed paperwork	KM
7/14/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/14/2025	Shop	Routine	Emptied trash from back of van and cleaned work area	KM
7/14/2025	Shop	Routine	Gathered and loaded supplies	SF
7/15/2025	Housing Area	Routine	Delivered letter for Resident Services	KM
7/15/2025	Office	Routine	Completed paperwork	KM
7/15/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/15/2025	Shop	Routine	Organized shop, swept around ladders, emptied trash from back of van and golf cart	KM
7/16/2025	Office	Routine	Completed paperwork	KM
7/16/2025	Office	Routine	Met with Marcy, completed paperwork	SF
7/16/2025	Shop	Routine	Cleaned and organized shop, emptied trash from back of van and shop cans, put away tools	KM
7/16/2025	Shop	Routine	Unloaded van, loaded water heater and supplies	SF
7/17/2025	Housing Area	Routine	Removed post from cultural garden and filled hole	AO
7/17/2025	Office	Routine	Completed paperwork	KM
7/17/2025	Office	Routine	Completed paperwork	SF
7/17/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/18/2025	Office	Routine	Completed paperwork	KM
7/18/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/18/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
7/18/2025	Shop	Routine	Loaded and filled water tank	SF
7/21/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
7/21/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/21/2025	Office	Routine	Touched up paint in offices, cleaned up	AO
7/21/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, charged battery	KM
7/21/2025	Shop	Routine	Unloaded van, put away tools and supplies	SF
7/22/2025	Housing Area	Routine	Posted pest control notices	KM

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7/22/2025	Office	Routine	Completed paperwork	SF
7/22/2025	Office	Routine	Completed paperwork	KM
7/22/2025	Shop	Routine	Met with electrician	SF
7/22/2025	Shop	Routine	Organized shop, emptied trash from back of van and golf cart	KM
7/22/2025	Town	Routine	Picked up supplies	AO
7/23/2025	Office	Routine	Completed paperwork	SF
7/23/2025	Office	Routine	Touched up paint in Tiffany's office, began putting items back up on wall in Debbie's office	AO
7/23/2025	Shop	Routine	Cleaned and organized work area, prepped metal for scrapping	AO
7/23/2025	Shop	Routine	Loaded up supplies, tools, water heater	SF
7/24/2025	Office	Routine	Completed paperwork	KM
7/24/2025	Office	Routine	Worked on kitchen faucet, made phone calls, completed paperwork	SF
7/24/2025	Shop	Routine	Cleaned up around work areas and equipment	AO
7/24/2025	Shop	Routine	Emptied trash from back of van, golf cart, and cans in shop, cleaned up work area	KM
7/25/2025	Office	Routine	Watered plants, completed paperwork	SF
7/25/2025	Shop	Routine	Worked on door locks	SF
7/28/2025	Office	Routine	Checked oil in backup generator, took office garbage to shop, completed paperwork	KM
7/28/2025	Office	Routine	Completed paperwork	SF
7/28/2025	Office	Routine	Set up and installed new corner shelf in Debbie's office, hung pictures	AO
7/28/2025	Playground	Routine	Cleaned and restocked restroom	KM
7/28/2025	Shop	Routine	Helped put mower deck on tractor	SF
7/28/2025	Shop	Routine	Installed and tested new rear mower deck for tractor	AO
7/28/2025	Shop	Routine	Painted boards for office steps	AO
7/28/2025	Shop	Routine	Recycled cardboard, emptied trash from back of van and golf cart, put away tools	KM
7/28/2025	Town	Routine	Picked up materials to repair front office step	AO
7/28/2025	Town	Routine	Picked up supplies	SF
7/29/2025	Housing Area	Routine	Picked up leftover paint from units	AO
7/29/2025	Housing Area	Routine	Picked up rent from elder	KM
7/29/2025	Office	Routine	Completed paperwork	KM
7/29/2025	Office	Routine	Completed paperwork	SF
7/29/2025	Office	Routine	Repaired front steps	AO
7/29/2025	Shop	Routine	Broke down cardboard for recycling, cleaned bathrooms, emptied trash from back of van and golf cart	KM
7/29/2025	Town	Routine	Picked up paint	AO
7/30/2025	Office	Routine	Completed paperwork	KM
7/30/2025	Office	Routine	Made phone calls, completed paperwork	SF
7/30/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, organized shop	KM

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7/31/2025	Housing Area	Routine	Sprayed weed around shop	KM
7/31/2025	Office	Routine	Attended Board meeting, researched parts, completed paperwork	SF
7/31/2025	Office	Routine	Completed paperwork	KM
7/31/2025	Office	Routine	Took out office recycling, moved boxes to file room	AO
7/31/2025	Shop	Routine	Emptied trash from back of van and golf cart, checked oil in van, charged batteries for lawn equipment	KM
7/31/2025	Shop	Routine	Filled water tank, tested issue with pump, installed new switch	SF
7/31/2025	Town	Routine	Picked up parts	SF
Groundskeeping				
7/1/2025	Housing Area	Grounds	Trash pickup	KM
7/2/2025	Housing Area	Grounds	Sprayed weeds along sidewalks	KM
7/2/2025	Housing Area	Grounds	Trash pickup	KM
7/7/2025	Housing Area	Grounds	Trash pickup	KM
7/8/2025	Housing Area	Grounds	Trash pickup	KM
7/9/2025	Housing Area	Grounds	Trash pickup	KM
7/10/2025	Housing Area	Grounds	Trash pickup	KM
7/11/2025	Housing Area	Grounds	Trash pickup	KM
7/14/2025	Housing Area	Grounds	Trash pickup	KM
7/15/2025	Housing Area	Grounds	Trash pickup	KM
7/16/2025	Housing Area	Grounds	Trash pickup	KM
7/17/2025	Housing Area	Grounds	Trash pickup	KM
7/17/2025	Shop	Grounds	Sprayed weeds	KM
7/18/2025	Housing Area	Grounds	Sprayed weeds	KM
7/18/2025	Housing Area	Grounds	Trash pickup	KM
7/18/2025	Housing Area	Grounds	Watered trees and plants around Mexeye Loop	SF
7/21/2025	Housing Area	Grounds	Trash pickup	KM
7/22/2025	Housing Area	Grounds	Sprayed weeds along sidewalks	KM
7/22/2025	Housing Area	Grounds	Trash pickup	KM
7/24/2025	Housing Area	Grounds	Sprayed sidewalks, parking lot near 2602	KM
7/24/2025	Housing Area	Grounds	Trash pickup	KM
7/28/2025	Housing Area	Grounds	Trash pickup	KM
7/29/2025	Housing Area	Grounds	Hauled brush to burn pile	AO
7/29/2025	Housing Area	Grounds	Trash pickup	KM
7/30/2025	Housing Area	Grounds	Sprayed weeds	KM
7/30/2025	Housing Area	Grounds	Trash pickup	KM
7/31/2025	Housing Area	Grounds	Trash pickup	KM
7/31/2025	Housing Area	Grounds	Watered plants along Miluk Drive and Mexeye Loop	SF
Admin Support				
7/7/2025	Town	Admin	Courier run	KM
7/9/2025	Town	Admin	Courier run	KM
7/10/2025	Town	Admin	Courier run	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
7/11/2025	Town	Admin	Courier run	KM
7/16/2025	Town	Admin	Courier run	KM
7/24/2025	Town	Admin	Courier run	KM
7/29/2025	Town	Admin	Courier run	KM
7/30/2025	Town	Admin	Courier run	KM
Staff Time Off				
7/1/2025			Part day PTO	SF
7/2/2025			Part day PTO	SF
7/3/2025			Admin leave for 4th of July holiday	SF
7/3/2025			Admin leave for 4th of July holiday	KM
7/3/2025			Admin leave for 4th of July holiday	AO
7/4/2025			4th of July holiday	AO
7/4/2025			4th of July holiday	SF
7/4/2025			4th of July holiday	KM
7/7/2025			PTO	SF
7/8/2025			PTO	SF
7/9/2025			Part day PTO	KM
7/9/2025			PTO	SF
7/10/2025			Part day PTO	KM
7/10/2025			PTO	SF
7/11/2025			PTO	SF
7/14/2025			Admin leave for birthday award	KM
7/14/2025			Part day PTO	SF
7/15/2025			Part day PTO	KM
7/16/2025			Part day PTO	SF
7/17/2025			Part day PTO	SF
7/21/2025			Part day PTO	KM
7/22/2025			Part day PTO	SF
7/23/2025			PTO	KM
7/25/2025			PTO	KM
7/29/2025			Part day PTO	SF
7/30/2025			Part day PTO	KM