

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
8/1/2025	709	Vacant Unit	Sanded and coated drywall patch, cleaned up garage, cut out drywall in laundry room	AO
8/4/2025	709	Vacant	Installed light fixtures in bedrooms, worked on switch	SF
8/4/2025	709	Vacant Unit	Painted laundry room, patched drywall in kitchen ceiling, repaired floor under refrigerator	AO
8/5/2025	709	Vacant	Repaired drywall at water heater, installed underlayment	AO
8/5/2025	709	Vacant Unit	Worked under home cleaning up, removed sump pump and pipe, looked into plumbing issues	SF
8/6/2025	709	Vacant Unit	Crawled under home, repaired and replaced some water lines, replaced plumbing for pump, strapped some water lines, installed new washing machine valve box and plumbing	SF
8/6/2025	709	Vacant	Installed underlayment	AO
8/7/2025	709	Vacant	Checked on work progress	SF
8/7/2025	709	Vacant Unit	Repaired drywall, installed underlayment, changed out front door, sealed floor	AO
8/8/2025	709	Vacant	Patched drywall, installed underlayment	AO
8/11/2025	709	Vacant	Installed underlayment, applied mud to drywall patches, cleaned up	AO
8/11/2025	709	Vacant Unit	Worked on lighting, troubleshooting electrical issue with switch, plumbing under home	SF
8/12/2025	709	Vacant	Checked on work progress	SF
8/12/2025	709	Vacant	Installed underlayment, cleaned up	AO
8/13/2025	709	Vacant Unit	Installed light fixture in closet, cleaned bathroom floor, wiped down counters	SF
8/13/2025	709	Vacant	Textured wall patches, cleaned up	AO
8/14/2025	709	Vacant	Cleaned up in unit	AO
8/18/2025	709	Vacant	Cleaned up and loaded extra tools to take to shop	SF
8/18/2025	709	Vacant	Cut concrete for new well for sump pump	AO
8/21/2025	709	Vacant	Dug and built forms for new well for sump pump	AO
8/21/2025	709	Vacant	Replaced lighting in utility room, cleaned up	SF
8/22/2025	709	Vacant	Began concrete work for pump hole under house, cleaned up	SF
8/22/2025	709	Vacant	Poured concrete for sump pump well	AO
8/25/2025	709	Vacant Unit	Stripped forms and poured bottom of sump pump well, primed and painted drywall repairs, cleaned up	AO
8/25/2025	709	Vacant Unit	Worked under home tying up wires and plumbing, worked on plumbing for sump pump, cleaned up	SF
8/26/2025	709	Vacant	Cleaned up in bathroom, prepped for flooring	SF
8/26/2025	709	Vacant	Filled sump pump well and covered access	AO
8/27/2025	709	Vacant Unit	Trimmed and installed underlayment, painted laundry room, garage, and patches in kitchen	AO

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8/28/2025	709	Vacant Unit	Installed underlayment in bathroom and kitchen, painted in bathroom, cleaned up, prepped for flooring	AO
8/28/2025	709	Vacant Unit	Measured for window units, pressure washed deck and ramp, cleaned up, prepped for flooring	SF
Work Orders				
8/26/2025	502	Work	Performed annual inspection	SF
8/11/2025	506	Work	Replaced toilet seat, two smoke alarms, and bathroom light bulbs	SF
8/7/2025	701	Work	Performed interior APM inspection, began repairs	SF
8/18/2025	831	Work Order	Replaced parts in gate motor, limit switch, and wheels, set and tested limit switches, lubed chain and wheels	SF
8/13/2025	2605	Work	Took supplies to painting contractor	SF
8/26/2025	2608	Work	Performed annual inspection	SF
8/4/2025	2618	Work Order	Performed interior APM inspection, cleaned bathroom and kitchen drains, rebuilt bathroom faucet, replaced light switch to back deck, replaced smoke alarm batteries	SF
8/28/2025	2618	Work	Repaired kitchen sink drain	SF
8/14/2025	2620B	Work	Cleaned upper kitchen cabinet of mildew, dropped off dehumidifier	SF
8/18/2025	2646B	Work	Replaced kitchen faucet	AO
8/8/2025	2624	Work	Repaired oven door handle	SF
8/5/2025	2629	Work Order	Performed interior APM inspection , replaced valves under sink, rebuilt faucet	SF
8/11/2025	2629	Work	Met with flooring installers and resident, brought down underlayment	SF
8/12/2025	2629	Work Order	Met with flooring installers, cleaned some mildew from under old flooring, performed employee interview, met with resident	SF
8/13/2025	2629	Work	Met with flooring installers and resident	SF
8/26/2025	2629	Work	Rebuilt window and door screens	SF
8/27/2025	2629	Work	Installed screens, began installing toe kick in kitchen	SF
8/5/2025	2636	Work	Replaced toilet handle	SF
8/1/2025	2646D	Work	Performed move-in inspection	SF
8/12/2025	2675	Work	Replaced mailbox lock and keys	SF
8/14/2025	Office	Work Order	Crawled under office to do some clean up and check things out, zip tied wires out of the way, did some vacuuming	SF
Routine Activities				
8/1/2025	Office	Routine	Completed paperwork	KM
8/1/2025	Office	Routine	Worked on a supply order, made phone calls, completed paperwork	SF
8/1/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/1/2025	Town	Routine	Picked up supplies	KM
8/4/2025	Housing Area	Routine	Picked up rent from elder	KM
8/4/2025	Office	Routine	Checked oil in back up generator, completed paperwork	KM
8/4/2025	Office	Routine	Completed paperwork	SF

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8/4/2025	Playground	Routine	Cleaned and restocked restroom	KM
8/4/2025	Shop	Routine	Checked fluid on golf cart, emptied trash from back of van and golf cart, put away tools, unloaded supplies from van	KM
8/4/2025	Shop	Routine	Unloaded van	SF
8/5/2025	Office	Routine	Completed paperwork	KM
8/5/2025	Office	Routine	Met with Marcy, made phone calls, completed paperwork	SF
8/5/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/5/2025	Town	Routine	Picked up supplies	SF
8/6/2025	Office	Routine	Cleaned out HVAC outdoor units after insulation installers	AO
8/6/2025	Office	Routine	Completed paperwork	KM
8/6/2025	Office	Routine	Completed paperwork	SF
8/6/2025	Playground	Routine	Cleaned and restocked restroom	KM
8/6/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/6/2025	Town	Routine	Picked up supplies	SF
8/7/2025	Office	Routine	Completed paperwork	KM
8/7/2025	Office	Routine	Made phone calls, completed paperwork	SF
8/7/2025	Shop	Routine	Aired tires on golf cart, emptied trash from back of van and golf cart, put away tools, organized work area	KM
8/7/2025	Shop	Routine	Made adjustments, tightened chain, and lubed gate, cleaned out van	SF
8/8/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
8/8/2025	Office	Routine	Completed paperwork	KM
8/8/2025	Office	Routine	Watered plants, put together a supply order, completed paperwork	SF
8/8/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart	KM
8/11/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/11/2025	Housing Area	Routine	Posted letters for Resident Services	KM
8/11/2025	Office	Routine	Made phone calls, researched products, completed paperwork	SF
8/11/2025	Office	Routine	Took out recycling, completed paperwork	KM
8/11/2025	Playground	Routine	Cleaned and restocked restroom	KM
8/11/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/12/2025	Housing Area	Routine	Sprayed weeds along sidewalks	KM
8/12/2025	Office	Routine	Checked on electrical issue, crawled under home to check for loose or broken wires, worked on procuring supplies, completed paperwork	SF
8/12/2025	Office	Routine	Completed paperwork	KM
8/12/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/12/2025	Shop	Routine	Unloaded supplies, loaded and took garage sale sign to entrance	SF
8/12/2025	Town	Routine	Picked up materials	AO
8/13/2025	Office	Routine	Completed paperwork	KM
8/13/2025	Office	Routine	Met with Marcy, made phone calls, completed paperwork	SF
8/13/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/13/2025	Shop	Routine	Gathered supplies, unloaded supply order, worked on door	SF

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8/13/2025	Shop	Routine	Made sidewalk marking templates	AO
8/13/2025	Town	Routine	Took tire from golf cart to be repaired	KM
8/14/2025	Housing Area	Routine	Dropped off tables for garage sale	KM
8/14/2025	Office	Routine	Completed paperwork	KM
8/14/2025	Shop	Routine	Cleaned and organized van	AO
8/14/2025	Shop	Routine	Cleaned up work areas, cut out stencils for sidewalk trip hazards	AO
8/14/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/14/2025	Shop	Routine	Loaded tools and supplies	SF
8/14/2025	Town	Routine	Picked up supplies	KM
8/14/2025	Town	Routine	Visited former Belloni Girls Ranch with AYA	AO
8/15/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
8/15/2025	Office	Routine	Completed paperwork	SF
8/15/2025	Office	Routine	Completed paperwork	KM
8/15/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, put new insurance cards in vehicles	KM
8/15/2025	Shop	Routine	Unloaded supplies from van	SF
8/18/2025	Office	Routine	Checked oil in back up generator, completed paperwork	KM
8/18/2025	Office	Routine	Made phone calls, completed paperwork	SF
8/18/2025	Playground	Routine	Cleaned and restocked restroom	KM
8/18/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/21/2025	Housing Area	Routine	Picked up tables after garage sale	KM
8/21/2025	Housing Area	Routine	Removed garage sale sign and returned it to shop	SF
8/21/2025	Office	Routine	Completed paperwork	AO
8/21/2025	Office	Routine	Made phone calls, researched products, completed paperwork	SF
8/21/2025	Office	Routine	Took out recycling, completed paperwork	KM
8/21/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
8/21/2025	Shop	Routine	Gathered supplies for repairs	SF
8/22/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
8/22/2025	Office	Routine	Loaded trash to take to shop, completed paperwork	KM
8/22/2025	Office	Routine	Watered plants, put together a supply order, completed paperwork	SF
8/22/2025	Shop	Routine	Ran and tested concrete mixer, unloaded van	SF
8/22/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, put away tools	KM
8/25/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/25/2025	Office	Routine	Made phone calls, researched products, completed paperwork	SF
8/25/2025	Office	Routine	Took out recycling, completed paperwork	KM
8/25/2025	Playground	Routine	Cleaned and restocked restroom	KM
8/25/2025	Shop	Routine	Unloaded and put away supplies, cleaned up van	SF
8/26/2025	Housing Area	Routine	Crushed dumpsters with backhoe	SF
8/26/2025	Housing Area	Routine	Posted pest control notices	KM

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8/26/2025	Office	Routine	Completed paperwork	KM
8/26/2025	Office	Routine	Made phone calls, researched products, completed paperwork	SF
8/26/2025	Shop	Routine	Put battery on charger, organized work area, emptied trash from back of van and golf cart	KM
8/27/2025	2631	Routine	Performed annual inspection	AO
8/27/2025	2620B	Routine	Unit walkthrough	AO
8/27/2025	Office	Routine	Completed paperwork	SF
8/27/2025	Office	Routine	Completed paperwork	KM
8/27/2025	Shop	Routine	Gathered materials needed	SF
8/27/2025	Shop	Routine	Swept floors, emptied trash from back of van and golf cart, and put away tools	KM
8/28/2025	Housing Area	Routine	Crushed dumpsters with backhoe	SF
8/28/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
8/28/2025	Office	Routine	Completed paperwork	SF
8/28/2025	Office	Routine	Completed paperwork	KM
8/28/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, emptied trash cans, swept floors, organized work area	KM
Groundskeeping				
8/1/2025	Housing Area	Grounds	Trash pickup	KM
8/4/2025	Housing Area	Grounds	Trash pickup	KM
8/5/2025	Housing Area	Grounds	Sprayed weeds around loop	KM
8/5/2025	Housing Area	Grounds	Trash pickup	KM
8/6/2025	Housing Area	Grounds	Sprayed weeds around loop	KM
8/6/2025	Housing Area	Grounds	Trash pickup	KM
8/7/2025	Housing Area	Grounds	Trash pickup	KM
8/7/2025	Shop	Grounds	Sprayed weeds around shop	KM
8/8/2025	Housing Area	Grounds	Trash pickup	KM
8/11/2025	Housing Area	Grounds	Sprayed weeds along sidewalks	KM
8/11/2025	Housing Area	Grounds	Trash pickup	KM
8/12/2025	Housing Area	Grounds	Trash pickup	KM
8/13/2025	Housing Area	Grounds	Sprayed weeds around loop	KM
8/13/2025	Housing Area	Grounds	Trash pickup	KM
8/14/2025	Housing Area	Grounds	Sprayed weeds around loop	KM
8/14/2025	Housing Area	Grounds	Trash pickup	KM
8/15/2025	Housing Area	Grounds	Trash pickup	KM
8/18/2025	Housing Area	Grounds	Trash pickup	KM
8/21/2025	Housing Area	Grounds	Trash pickup	KM
8/22/2025	Housing Area	Grounds	Trash pickup	KM
8/25/2025	Housing Area	Grounds	Trash pickup	KM
8/26/2025	Housing Area	Grounds	Posted letters for Resident Services	KM

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8/26/2025	Housing Area	Grounds	Trash pickup	KM
8/27/2025	Housing Area	Grounds	Trash pickup	KM
8/28/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
8/4/2025	Town	Admin	Courier run	KM
8/6/2025	Town	Admin	Courier run	KM
8/8/2025	Town	Admin	Courier run	KM
8/12/2025	Town	Admin	Courier run	KM
8/13/2025	Town	Admin	Courier run	KM
8/18/2025	Town	Admin	Courier run	KM
8/21/2025	Town	Admin	Courier run	KM
8/25/2025	Town	Admin	Courier run	KM
8/27/2025	Town	Admin	Courier run	KM
8/28/2025	Town	Admin	Courier run	KM
Staff Time Off				
8/4/2025			Part day PTO	SF
8/5/2025			Part day PTO	KM
8/6/2025			Part day PTO	KM
8/7/2025			Part day PTO	SF
8/15/2025			PTO	AO
8/18/2025			Part day PTO	KM
8/18/2025			PTO	SF
8/19/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	SF
8/19/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	KM
8/19/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	AO
8/20/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	SF
8/20/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	AO
8/20/2025			Annual Board and staff event at the Ko-Kwel Casino Resort Coos Bay	KM
8/21/2025			Part day PTO	KM
8/21/2025			Part day PTO	SF
8/25/2025			Part day PTO	KM
8/26/2025			Part day PTO	KM
8/27/2025			Part day PTO	SF
8/28/2025			Part day PTO	KM
8/29/2025			Admin leave for Labor Day holiday	AO
8/29/2025			Admin leave for Labor Day holiday	KM
8/29/2025			Admin leave for Labor Day holiday	SF