

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
9/2/2025	709	Vacant Unit	Removed roofing nails from ramp and deck, measured glass units to be ordered	SF
9/2/2025	709	Vacant Unit	Vacuumed for flooring installation, cleaned out garage	AO
9/3/2025	709	Vacant Unit	Opened unit and moved items for flooring contractor	AO
9/9/2025	709	Vacant Unit	Cut out and replaced valves, cleaned and painted heater grills, cleaned vent fan motor and floor grates, replaced outlets, scraped silicone from shower	SF
9/10/2025	709	Vacant Unit	Gathered items for cleaner, replaced water connections to all the sinks, cleaned up	SF
9/11/2025	709	Vacant Unit	Opened unit for cleaner and dropped off supplies	SF
9/15/2025	709	Vacant Unit	Cleaned up dishwasher, removed materials from home and garage, painted replaced door and window trim	AO
9/15/2025	709	Vacant Unit	Put things together, cleaned vent fans, patched drywall, cleaned up	SF
9/16/2025	709	Vacant Unit	Pressure washed deck, repaired plumbing, cleaned up	SF
9/17/2025	709	Vacant Unit	Installed door knobs, dishwasher, and outlet and switch covers	AO
9/18/2025	709	Vacant Unit	Cleaned window frames, touched up paint, installed curtains and	AO
9/22/2025	709	Vacant Unit	Installed and painted last of trim, cleaned up	AO
9/22/2025	709	Vacant Unit	Sanded deck and ramp top rails, began painting rails, hung curtains throughout home, painted and installed bedroom sliding doors, installed rubber shower dam, cleaned up	SF
9/23/2025	709	Vacant Unit	Cut and made new exterior trims for front door, cleaned out unit	AO
9/23/2025	709	Vacant Unit	Sanded rails, cleaned deck, applied a second coat on rails, painted deck and ramp, caulked in bathrooms	SF
9/24/2025	709	Vacant Unit	Painted second coat on deck and ramp, looked into garage door issue, caulked, researched parts needed	SF
9/24/2025	709	Vacant Unit	Trimmed base in kitchen, touched up exterior paint, installed new glass units in windows	SF
9/25/2025	709	Vacant Unit	Installed new outdoor light at back door in garage, new toilet in main bathroom, rebuilt screens	AO
9/25/2025	709	Vacant Unit	Sanded and painted light fixture, put items together, cleaned up	SF
9/26/2025	709	Vacant Unit	Installed new door sweep, touched up exterior paint, cleaned gutters, cleaned up	AO
9/29/2025	709	Vacant Unit	Checked on progress, installed new smoke alarms and new door knobs, put items together	SF
9/29/2025	709	Vacant Unit	Painted exterior door in garage, cleaned windows, installed shelving in closets	AO
9/30/2025	709	Vacant Unit	Crawled under the home to install foundation vent screens, tied up cables and wires, checked and secured water lines, cleaned out	SF

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Work Orders				
9/29/2025	502	Work Order	Performed annual APM inspection and repairs	SF
9/8/2025	520	Work Order	Looked into issue with smoke alarm	SF
9/17/2025	708	Work Order	Performed 6-month inspection	SP
9/17/2025	711	Work Order	Performed annual inspection	SP
9/23/2025	2602	Work Order	Met HVAC contractor to inspect operation of new unit	SF
9/9/2025	2608	Work Order	Performed APM inspection and made repairs	SF
9/30/2025	2618	Work Order	Uncrated and installed new refrigerator, loaded old one to take to	SF
9/9/2025	2620B	Work Order	Cleaned mildew from kitchen cabinet	SF
9/22/2025	2620D	Work Order	Performed 30-day inspection	SF
9/2/2025	2624	Work Order	Checked into issue with water heater	SF
9/11/2025	2624	Work Order	Removed and replaced water heater	SF
9/3/2025	2625	Work Order	Installed new cabinet base in kitchen and door trims, reskinned cabinet face	AO
9/16/2025	2626	Work Order	Performed annual inspection	SF
9/3/2025	2629	Work Order	Painted and caulked front door and trim, touched up painting, replaced lights in kitchen, hallway and entry	SF
9/2/2025	2631	Work Order	Worked accessing pantry, shelving had fallen and blocked door	SF
9/22/2025	2651	Work Order	Repaired bedroom door hinge, replaced GFCI in garage	SF
9/4/2025	Office	Work Order	Began digging layout for new pathway behind office	AO
9/5/2025	Office	Work Order	Adjusted front door	AO
9/8/2025	Office	Work Order	Worked on installation of pavers for pathway behind office	AO
9/9/2025	Office	Work Order	Worked on paver pathway	AO
9/10/2025	Office	Work Order	Worked on paver pathway	AO
9/11/2025	Office	Work Order	Worked on paver pathway	AO
9/12/2025	Office	Work Order	Worked on grout for paver pathway	AO
9/16/2025	Office	Work Order	Picked up and spread top soil, bark, and mulch in back yard around new pathway	AO
9/29/2025	Office	Work Order	Seeded back yard	AO
9/16/2025	Warehouse	Work Order	Performed interior APM inspection	AO
Routine Activities				
9/2/2025	Housing Area	Routine	Crushed items in dumpsters	SF
9/2/2025	Office	Routine	Checked oil in backup generator , completed paperwork	KM
9/2/2025	Office	Routine	Researched appliances, ordered supplies, completed paperwork	SF
9/2/2025	Playground	Routine	Cleaned and restocked restroom	KM
9/2/2025	Shop	Routine	Cleaned out van, put away tools	AO
9/2/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
9/2/2025	Shop	Routine	Unloaded van, put away supplies	SF

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/3/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/3/2025	Housing Area	Routine	Picked up rent from elder	KM
9/3/2025	Office	Routine	Completed paperwork	KM
9/3/2025	Office	Routine	Made phone calls, completed paperwork	SF
9/3/2025	Shop	Routine	Emptied trash from back of van and golf cart, loaded spray tank, put away tools	KM
9/3/2025	Shop	Routine	Loaded van with supplies	SF
9/3/2025	Shop	Routine	Repaired air compressor, cleaned up tools	AO
9/4/2025	Office	Routine	Called for dumpster pick up, researched flooring, completed	SF
9/4/2025	Office	Routine	Completed paperwork	KM
9/4/2025	Shop	Routine	Emptied trash from back of van and golf cart, cleaned spray tank, put away tools	KM
9/4/2025	Shop	Routine	Worked on equipment, cleaned and serviced pressure washer, organized tools, repaired screens	SF
9/5/2025	711	Routine	Delivered trailer for resident to load up brush	AO
9/5/2025	2666	Routine	Dropped off materials for contractor	AO
9/5/2025	Office	Routine	Took trash to dumpster, completed paperwork	KM
9/5/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
9/5/2025	Shop	Routine	Worked on tool inventory	AO
9/8/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
9/8/2025	Office	Routine	Checked oil in backup generator , completed paperwork	KM
9/8/2025	Office	Routine	Made phone calls, researched materials, completed paperwork	SF
9/8/2025	Shop	Routine	Cut and painted some lumber for trim	SF
9/8/2025	Shop	Routine	Emptied trash from back of van, put away tools	KM
9/9/2025	Housing Area	Routine	Removed duplicate name plate from Kilkich Memorial Wall	KM
9/9/2025	Office	Routine	Completed paperwork	SF
9/9/2025	Office	Routine	Completed paperwork	KM
9/9/2025	Playground	Routine	Removed and replaced lock on restroom	SF
9/9/2025	Shop	Routine	Unloaded and put away spray tank, emptied trash from back of van and golf cart	KM
9/9/2025	Shop	Routine	Worked on tool inventory	KM
9/10/2025	Office	Routine	Completed paperwork	SF
9/10/2025	Office	Routine	Completed paperwork	KM
9/10/2025	Shop	Routine	Changed oil in air compressor, emptied trash from back of van and golf cart, put away tools	KM
9/10/2025	Shop	Routine	Gathered supplies and loaded materials	SF
9/10/2025	Shop	Routine	Worked on tool inventory	KM
9/11/2025	Office	Routine	Completed paperwork	KM

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
9/11/2025	Office	Routine	Worked on inventory, completed paperwork	SF
9/11/2025	Shop	Routine	Cleaned out Ford truck and Chevy S-10 in prep for disposal	KM
9/11/2025	Shop	Routine	Cleaned out van, loaded water heater and supplies	SF
9/11/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
9/11/2025	Shop	Routine	Worked on tool inventory	AO
9/11/2025	Town	Routine	Picked up materials	AO
9/12/2025	Office	Routine	Completed paperwork	KM
9/12/2025	Office	Routine	Watered plants, completed paperwork	SF
9/12/2025	Shop	Routine	Emptied trash from back of van, put away items from Ford truck and Chevy S-10	KM
9/15/2025	Office	Routine	Completed paperwork	KM
9/15/2025	Office	Routine	Completed paperwork	SF
9/15/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
9/15/2025	Shop	Routine	Worked on screens	SF
9/16/2025	Office	Routine	Completed paperwork	SF
9/16/2025	Office	Routine	Completed paperwork	KM
9/16/2025	Shop	Routine	Cut down and painted cedar for trim, worked on equipment	SF
9/16/2025	Shop	Routine	Unloaded, cleaned out, and put away spray tank, checked oil in mowers, emptied trash from back of van and golf cart, put away	KM
9/17/2025	2601	Routine	Dropped off lawn equipment for resident use	AO
9/19/2025	Housing Area	Routine	Delivered letter for Resident Services	KM
9/19/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	KM
9/19/2025	KMW	Routine	Installed name plates on Kilkich Memorial Wall	KM
9/19/2025	Office	Routine	Completed paperwork	KM
9/19/2025	Office	Routine	Watered plants, blew debris off roadway, loaded battery backups for e-cycle	AO
9/19/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
9/19/2025	Town	Routine	Took S-10 to Shinglehouse for scrap	AO
9/20/2025	Playground	Routine	Cleaned and opened restroom for KRA event	KM
9/22/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
9/22/2025	Office	Routine	Completed paperwork	SF
9/22/2025	Office	Routine	Took out recycling, completed paperwork	KM
9/22/2025	Playground	Routine	Cleaned and restocked restroom	KM
9/22/2025	Shop	Routine	Cleaned out van	AO
9/22/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
9/22/2025	Town	Routine	Took Ford truck to Shinglehouse for scrap	AO
9/23/2025	Office	Routine	Completed paperwork	KM

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9/23/2025	Office	Routine	Completed paperwork	SF
9/23/2025	Shop	Routine	Emptied trash from back of van and golf cart, emptied trash cans, began gathering first aid kits for restocking, put away tools, checked	KM
9/23/2025	Shop	Routine	Unloaded materials, cleaned out van	AO
9/23/2025	Shop	Routine	Unloaded supplies and tools from van	SF
9/24/2025	Housing Area	Routine	Posted pest control notices	KM
9/24/2025	Office	Routine	Completed paperwork	KM
9/24/2025	Office	Routine	Researched parts, completed paperwork	SF
9/24/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, emptied trash cans, prepped mowers for residents	KM
9/24/2025	Shop	Routine	Unloaded van, located parts and lights, gathered supplies	SF
9/25/2025	Office	Routine	Completed paperwork	KM
9/25/2025	Office	Routine	Worked on supply order, completed paperwork	SF
9/25/2025	Shop	Routine	Loaded up supplies	SF
9/25/2025	Shop	Routine	Recycled cardboard, emptied all trash cans, removed tire from Toro mower to take for repair, put shop towels in dryer	KM
9/26/2025	Housing Area	Routine	Performed pest control contractor employee interview	KM
9/26/2025	Office	Routine	Completed paperwork	KM
9/26/2025	Office	Routine	Put together a supply order, researched parts, completed	SF
9/26/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
9/29/2025	Office	Routine	Made phone calls, completed paperwork	SF
9/29/2025	Office	Routine	Took out recycling, completed paperwork	KM
9/29/2025	Playground	Routine	Cleaned and restocked restroom	KM
9/29/2025	Shop	Routine	Put tires on Toro mower, emptied shop trash cans, cleaned up	KM
9/29/2025	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
9/29/2025	Town	Routine	Fueled van	KM
9/30/2025	Housing Area	Routine	Posted letters for Resident Services	KM
9/30/2025	Office	Routine	Completed paperwork	SF
9/30/2025	Office	Routine	Completed paperwork	KM
9/30/2025	Shop	Routine	Cleaned out van, put away tools	SF
9/30/2025	Shop	Routine	Emptied trash from back of van and golf cart, emptied trash cans, organized shop	KM
Groundskeeping				
9/2/2025	Housing Area	Grounds	Trash pickup	KM
9/3/2025	Housing Area	Grounds	Sprayed weeds around loop	KM
9/3/2025	Housing Area	Grounds	Trash pickup	KM
9/4/2025	Housing Area	Grounds	Sprayed weeds around loop and playground	KM
9/4/2025	Housing Area	Grounds	Trash pickup	KM

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9/5/2025	Housing Area	Grounds	Trash pickup	KM
9/8/2025	Housing Area	Grounds	Trash pickup	KM
9/9/2025	Housing Area	Grounds	Trash pickup	KM
9/10/2025	Housing Area	Grounds	Trash pickup	KM
9/11/2025	Housing Area	Grounds	Trash pickup	KM
9/12/2025	Housing Area	Grounds	Trash pickup	KM
9/15/2025	Housing Area	Grounds	Trash pickup	KM
9/16/2025	Housing Area	Grounds	Trash pickup	KM
9/19/2025	Housing Area	Grounds	Trash pickup	KM
9/22/2025	Housing Area	Grounds	Trash pickup	KM
9/23/2025	Housing Area	Grounds	Trash pickup	KM
9/24/2025	Housing Area	Grounds	Trash pickup	KM
9/25/2025	Housing Area	Grounds	Trash pickup	KM
9/26/2025	Housing Area	Grounds	Trash pickup	KM
9/29/2025	Housing Area	Grounds	Trash pickup	KM
9/30/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
9/3/2025	Town	Admin	Courier run	KM
9/5/2025	Town	Admin	Courier run	KM
9/11/2025	Town	Admin	Courier run	KM
9/15/2025	Town	Admin	Courier run	KM
9/22/2025	Town	Admin	Courier run	KM
9/23/2025	Town	Admin	Courier run	KM
9/24/2025	Town	Admin	Courier run	KM
9/25/2025	Town	Admin	Courier run	KM
9/26/2025	Town	Admin	Courier run	KM
9/30/2025	Town	Admin	Courier run	KM
Staff Time Off				
9/1/2025			Labor Day holiday	KM
9/1/2025			Labor Day holiday	SF
9/1/2025			Labor Day holiday	AO
9/2/2025			Part day PTO	KM
9/5/2025			PTO	SF
9/8/2025			Part day PTO	KM
9/10/2025			Part day PTO	SF
9/10/2025			Part day PTO	KM
9/11/2025			Part day PTO	SF
9/15/2025			Part day PTO	KM
9/15/2025			Part day PTO	SF

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9/16/2025			Part day PTO	SF
9/17/2025			PTO	KM
9/17/2025			PTO	SF
9/18/2025			PTO	KM
9/18/2025			PTO	SF
9/19/2025			Part day PTO	KM
9/19/2025			PTO	SF
9/22/2025			Part day PTO	KM
9/25/2025			Part day PTO	SF
9/30/2025			Part day PTO	KM