

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

| DATE                | LOCATION | TYPE OF WORK | WORK PERFORMED                                                                                                                                                                                                                 | REP |
|---------------------|----------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| <b>Vacant Units</b> |          |              |                                                                                                                                                                                                                                |     |
| 10/1/2025           | 709      | Vacant Unit  | Cleaned out unit                                                                                                                                                                                                               | AO  |
| 10/2/2025           | 709      | Vacant Unit  | Cleaned out unit, finished up PFR checklist, loaded tools into van                                                                                                                                                             | AO  |
| 10/2/2025           | 709      | Vacant Unit  | Installed new sump pump under home, ran pipe outside, cut and repaired cracked drain line under home                                                                                                                           | SF  |
| 10/3/2025           | 709      | Vacant Unit  | Crawled under home to fill sump hole and test out pump                                                                                                                                                                         | SF  |
| 10/3/2025           | 709      | Vacant Unit  | Set up sump pump under home, installed new shower heads                                                                                                                                                                        | AO  |
| 10/6/2025           | 709      | Vacant Unit  | Trimmed overgrown tree and hauled off debris, cleaned up yard, tested pump under home, closed off ramp in garage, cleaned up                                                                                                   | AO  |
| 10/6/2025           | 709      | Vacant Unit  | Worked on repairs in home, installed light fixtures, crawled under home to replace shark bites with permanent fittings in water lines, finished sump pump plumbing, cleaned up, loaded trailer with tree limbs and yard debris | SF  |
| 10/7/2025           | 709      | Vacant Unit  | Finished repairs, caulking, and cleaning unit, cleaned window tracks, brought in new refrigerator, changed door swing                                                                                                          | SF  |
| 10/7/2025           | 709      | Vacant Unit  | Painted garage door, removed bees nest                                                                                                                                                                                         | AO  |
| 10/8/2025           | 709      | Vacant Unit  | Cleaned out under home, installed new garage door trim                                                                                                                                                                         | AO  |
| 10/8/2025           | 709      | Vacant Unit  | Installed new bathroom accessories, touched up paint, installed new doorbell, cleaned dryer ducting                                                                                                                            | SF  |
| 10/9/2025           | 709      | Vacant Unit  | Lubed bathroom fans, cleaned counter edges, caulked windows, lubed garage door, programmed remote, adjusted rails and motor                                                                                                    | SF  |
| 10/14/2025          | 709      | Vacant Unit  | Replaced water heater, worked on light fixtures and garage door                                                                                                                                                                | SF  |
| 10/14/2025          | 709      | Vacant Unit  | Sanded and put three coats of paint on mirror frame                                                                                                                                                                            | AO  |
| 10/15/2025          | 709      | Vacant Unit  | Pressure washed, measured glass, worked on garage door, installed drain tube for water heater, worked on utility room fan, cleaned up                                                                                          | SF  |
| 10/16/2025          | 709      | Vacant Unit  | Installed mirror in bathroom                                                                                                                                                                                                   | AO  |
| 10/20/2025          | 709      | Vacant Unit  | Worked on fans, installed new light fixture and fan in bathroom                                                                                                                                                                | SF  |
| 10/23/2025          | 709      | Vacant Unit  | Cleaned up in unit                                                                                                                                                                                                             | SF  |
| 10/24/2025          | 709      | Vacant Unit  | Replaced glass and cleaned living room window, mopped all floors, wiped down master bathroom, cleaned up                                                                                                                       | SF  |
| 10/28/2025          | 709      | Vacant Unit  | Cleaned up landscaping in backyard                                                                                                                                                                                             | AO  |
| 10/28/2025          | 709      | Vacant Unit  | Cleaned up, replaced glass units in living room, touched up paint, cleaned window frames                                                                                                                                       | SF  |
| 10/29/2025          | 709      | Vacant Unit  | Cleaned out and pressure washed home and concrete                                                                                                                                                                              | SF  |
| 10/29/2025          | 709      | Vacant Unit  | Cleaned up landscaping, hauled off old wood                                                                                                                                                                                    | AO  |
| 10/30/2025          | 709      | Vacant Unit  | Touched up exterior paint and hung blinds                                                                                                                                                                                      | AO  |
| 10/20/2025          | 2620A    | Vacant Unit  | Walked through unit, rekeyed all locks                                                                                                                                                                                         | SF  |
| 10/21/2025          | 2620A    | Vacant Unit  | Installed new locks on garage, programmed remote, reviewed layout for potential Sec. 504 accessibility modifications                                                                                                           | SF  |
| 10/21/2025          | 2620A    | Vacant Unit  | Moved all furniture and household items to garage                                                                                                                                                                              | AO  |
| 10/22/2025          | 2620A    | Vacant Unit  | Loaded dumpster with stuff left behind, replaced three light fixtures, cleaned out home and garage                                                                                                                             | SF  |

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| 10/22/2025                | 2620A        | Vacant Unit  | Loaded dumpster, began removal of flooring, cleaned up                                                                                  | AO  |
| 10/23/2025                | 2620A        | Vacant Unit  | Helped remove countertop, checked on flooring                                                                                           | SF  |
| 10/23/2025                | 2620A        | Vacant Unit  | Tore out and disposed of kitchen cabinets                                                                                               | AO  |
| 10/24/2025                | 2620A        | Vacant Unit  | Hauled off cabinets, finished tearing out floor                                                                                         | AO  |
| 10/27/2025                | 2620A        | Vacant Unit  | Hauled off old electronics that were left behind                                                                                        | AO  |
| 10/30/2025                | 2620A        | Vacant Unit  | Measured and ordered glass units for windows                                                                                            | AO  |
| <b>Work Orders</b>        |              |              |                                                                                                                                         |     |
| 10/29/2025                | 502          | Work Order   | Unclogged toilet                                                                                                                        | SF  |
| 10/15/2025                | 710          | Work Order   | Performed annual inspection                                                                                                             | SF  |
| 10/21/2025                | 2607         | Work Order   | Provided key to resident, discussed issue with door to garage                                                                           | SF  |
| 10/14/2025                | 2616         | Work Order   | Replaced heating thermostat in living room                                                                                              | SF  |
| 10/15/2025                | 2616         | Work Order   | Performed annual inspection                                                                                                             | SF  |
| 10/23/2025                | 2620         | Work Order   | Cleaned gutters, blew off roof and back deck and stairs                                                                                 | SF  |
| 10/21/2025                | 2620B        | Work Order   | Performed annual inspection                                                                                                             | SF  |
| 10/23/2025                | 2620D        | Work Order   | Worked on repairs                                                                                                                       | SF  |
| 10/1/2025                 | 2625         | Work Order   | Gathered materials for ridge cap repair                                                                                                 | AO  |
| 10/2/2025                 | 2625         | Work Order   | Repaired ridge cap                                                                                                                      | AO  |
| 10/21/2025                | 2627         | Work Order   | Performed annual inspection                                                                                                             | SF  |
| 10/16/2025                | 2629         | Work Order   | Finished installing cove base in pantry, dining, and entry, caulked hall tub, replaced exterior light fixture, replaced shower rod ends | SF  |
| 10/2/2025                 | 2631         | Work Order   | Caulked exterior window                                                                                                                 | AO  |
| 10/30/2025                | 2631         | Work Order   | Removed trim from inside pantry, installed new trim and reinstalled shelving, brackets, and anchors                                     | SF  |
| 10/20/2025                | 2637         | Work Order   | Changed mailbox lock                                                                                                                    | SF  |
| 10/27/2025                | 2638         | Work Order   | Inspected water meter                                                                                                                   | AO  |
| 10/29/2025                | 2638         | Work Order   | Replaced flapper and washer in toilet                                                                                                   | SF  |
| 10/14/2025                | 2646D        | Work Order   | Performed periodic inspection                                                                                                           | SF  |
| 10/27/2025                | 2646D        | Work Order   | Adjusted gate latch                                                                                                                     | AO  |
| 10/2/2025                 | 2650         | Work Order   | Repaired ridge cap                                                                                                                      | AO  |
| 10/29/2025                | 2651         | Work Order   | Repaired garage door, replaced GFCI on front porch                                                                                      | SF  |
| 10/2/2025                 | 2670D        | Work Order   | Performed annual inspection                                                                                                             | SF  |
| 10/1/2025                 | Shop         | Work Order   | Performed interior APM inspection, began repairs                                                                                        | AO  |
| 10/2/2025                 | Shop         | Work Order   | Worked on interior APM repairs                                                                                                          | AO  |
| <b>Routine Activities</b> |              |              |                                                                                                                                         |     |
| 10/1/2025                 | Shop         | Routine      | Picked up and charged forklift battery                                                                                                  | AO  |
| 10/2/2025                 | Housing Area | Routine      | Dropped off lawn equipment for resident use                                                                                             | AO  |
| 10/2/2025                 | Office       | Routine      | Completed paperwork                                                                                                                     | SF  |
| 10/2/2025                 | Shop         | Routine      | Gathered plumbing supplies, put away supply order                                                                                       | SF  |
| 10/3/2025                 | Housing Area | Routine      | Picked up lawn equipment after resident use                                                                                             | AO  |
| 10/3/2025                 | Office       | Routine      | Completed paperwork                                                                                                                     | KM  |
| 10/3/2025                 | Office       | Routine      | Watered plants, completed paperwork                                                                                                     | SF  |

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|------------|--------------|--------------|----------------------------------------------------------------------------------------------------------------|-----|
| 10/3/2025  | Shop         | Routine      | Began cleaning out front and back of van, ran compressor, emptied trash from van and golf cart, put away tools | KM  |
| 10/3/2025  | Shop         | Routine      | Unloaded materials from van, replaced batteries in restroom                                                    | SF  |
| 10/6/2025  | Housing Area | Routine      | Picked up rent payment from elder                                                                              | KM  |
| 10/6/2025  | Office       | Routine      | Checked oil in backup generator, completed paperwork                                                           | KM  |
| 10/6/2025  | Office       | Routine      | Completed paperwork                                                                                            | SF  |
| 10/6/2025  | Playground   | Routine      | Cleaned and restocked restroom                                                                                 | KM  |
| 10/6/2025  | Shop         | Routine      | Cleaned shop, began cleaning van                                                                               | KM  |
| 10/6/2025  | Shop         | Routine      | Loaded supplies into van, swept floor around Tai Chi workout area                                              | SF  |
| 10/6/2025  | Shop         | Routine      | Ran compressor, emptied trash from van and golf cart, put away tools                                           | KM  |
| 10/7/2025  | Office       | Routine      | Completed paperwork                                                                                            | SF  |
| 10/7/2025  | Office       | Routine      | Completed paperwork                                                                                            | KM  |
| 10/7/2025  | Shop         | Routine      | Broke down cardboard and hauled to recycling, emptied trash cans from shop, back of van, and golf cart         | KM  |
| 10/7/2025  | Shop         | Routine      | Cleaned out van and loaded refrigerator                                                                        | SF  |
| 10/7/2025  | Shop         | Routine      | Cleaned restroom                                                                                               | KM  |
| 10/8/2025  | Office       | Routine      | Completed paperwork                                                                                            | SF  |
| 10/8/2025  | Office       | Routine      | Completed paperwork                                                                                            | KM  |
| 10/8/2025  | Playground   | Routine      | Cleaned and restocked restroom                                                                                 | KM  |
| 10/8/2025  | Playground   | Routine      | Installed new lock on restroom door                                                                            | SF  |
| 10/8/2025  | Shop         | Routine      | Searched for parts, unloaded van                                                                               | SF  |
| 10/8/2025  | Shop         | Routine      | Worked on cleaning out van, emptied trash from back of van and golf cart, put away tools                       | KM  |
| 10/9/2025  | Housing Area | Routine      | Dropped off and picked up lawn equipment after resident use                                                    | KM  |
| 10/9/2025  | Office       | Routine      | Cleaned out crawl space                                                                                        | AO  |
| 10/9/2025  | Office       | Routine      | Completed paperwork                                                                                            | KM  |
| 10/9/2025  | Office       | Routine      | Crawled under office to check on things, hauled off trash, searched for parts to order, completed paperwork    | SF  |
| 10/9/2025  | Shop         | Routine      | Emptied trash from back of van and golf cart                                                                   | KM  |
| 10/9/2025  | Town         | Routine      | Had new tires put on GMC van                                                                                   | KM  |
| 10/10/2025 | Office       | Routine      | Cleaned out crawl space                                                                                        | AO  |
| 10/10/2025 | Office       | Routine      | Made phone calls, completed paperwork                                                                          | KM  |
| 10/10/2025 | Office       | Routine      | Researched products, completed paperwork                                                                       | SF  |
| 10/10/2025 | Shop         | Routine      | Ran compressor, emptied trash from van and golf cart, put away tools                                           | KM  |
| 10/10/2025 | Shop         | Routine      | Unloaded van                                                                                                   | SF  |
| 10/14/2025 | Office       | Routine      | Made phone calls, completed paperwork                                                                          | SF  |
| 10/14/2025 | Shop         | Routine      | Put together new shop vacuum, removed old mower parts off the tractor, built mirror frame for vacant unit      | AO  |
| 10/14/2025 | Shop         | Routine      | Unloaded van, loaded water heater, put away tools, met FedEx driver                                            | SF  |

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| 10/14/2025 | Town         | Routine      | Picked up supplies from town                                                                     | AO  |
| 10/15/2025 | Office       | Routine      | Cleaned out crawl space                                                                          | AO  |
| 10/15/2025 | Office       | Routine      | Completed paperwork                                                                              | KM  |
| 10/15/2025 | Office       | Routine      | Met with Marcy, made phone calls, completed paperwork                                            | SF  |
| 10/15/2025 | Shop         | Routine      | Emptied trash from back of van and golf cart, put away tools, cleaned up                         | KM  |
| 10/15/2025 | Shop         | Routine      | Gathered supplies, unloaded van, put away tools, worked on pressure washer                       | SF  |
| 10/15/2025 | Shop         | Routine      | Loaded trailer to drop off for resident to load brush, organized areas at shop                   | AO  |
| 10/15/2025 | Town         | Routine      | Took van to town for repairs                                                                     | KM  |
| 10/16/2025 | Housing Area | Routine      | Dropped off and picked up lawn equipment after resident use                                      | KM  |
| 10/16/2025 | Office       | Routine      | Completed paperwork                                                                              | KM  |
| 10/16/2025 | Office       | Routine      | Crawled under office to clean up, checked ducting, insulated water line, secured wiring          | SF  |
| 10/16/2025 | Shop         | Routine      | Emptied trash from back of van and golf carts, loaded tools into van, emptied trash cans in shop | KM  |
| 10/16/2025 | Shop         | Routine      | Organized work area, pressure washed mowers, tractor, and lawn equipment                         | AO  |
| 10/16/2025 | Shop         | Routine      | Worked on window screens, put away supplies                                                      | SF  |
| 10/17/2025 | Housing Area | Routine      | Helped contractor set mailbox structure                                                          | AO  |
| 10/17/2025 | Housing Area | Routine      | Dropped off lawn equipment for resident use                                                      | KM  |
| 10/17/2025 | Office       | Routine      | Took trash to shop, completed paperwork                                                          | KM  |
| 10/17/2025 | Office       | Routine      | Watered plants, completed paperwork                                                              | SF  |
| 10/17/2025 | Shop         | Routine      | Cleaned out back of van and put away supplies                                                    | SF  |
| 10/17/2025 | Shop         | Routine      | Ran compressor, emptied trash from van and golf cart, put away tools                             | KM  |
| 10/20/2025 | Housing Area | Routine      | Dropped off and picked up lawn equipment after resident use                                      | KM  |
| 10/20/2025 | Office       | Routine      | Made phone calls, completed paperwork                                                            | SF  |
| 10/20/2025 | Playground   | Routine      | Cleaned and restocked restroom                                                                   | KM  |
| 10/20/2025 | Shop         | Routine      | Emptied trash from back of van and golf cart                                                     | KM  |
| 10/20/2025 | Shop         | Routine      | Organized work area                                                                              | SF  |
| 10/20/2025 | Shop         | Routine      | Unloaded mailbox enclosure, removed roof and window panels, cleaned up                           | AO  |
| 10/21/2025 | Housing Area | Routine      | Dropped off and picked up lawn equipment after resident use                                      | KM  |
| 10/21/2025 | Office       | Routine      | Completed paperwork                                                                              | KM  |
| 10/21/2025 | Office       | Routine      | Met with Anne, ordered dumpster, completed paperwork                                             | SF  |
| 10/21/2025 | Shop         | Routine      | Emptied trash from back of van, golf cart, and shop cans                                         | KM  |
| 10/21/2025 | Town         | Routine      | Picked up supplies from town                                                                     | SF  |
| 10/22/2025 | Housing Area | Routine      | Picked up lawn equipment after resident use                                                      | KM  |
| 10/22/2025 | Office       | Routine      | Completed paperwork                                                                              | KM  |
| 10/22/2025 | Office       | Routine      | Researched products, completed paperwork                                                         | SF  |

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|------------|--------------|--------------|--------------------------------------------------------------------------------------------------------------------------|-----|
| 10/22/2025 | Playground   | Routine      | Cleaned and restocked restroom                                                                                           | KM  |
| 10/22/2025 | Shop         | Routine      | Emptied trash from back of van and golf cart, put away tools, cleaned up                                                 | KM  |
| 10/22/2025 | Shop         | Routine      | Rebuilt screens, duplicated keys                                                                                         | SF  |
| 10/23/2025 | Housing Area | Routine      | Repaired benches in Cultural Garden                                                                                      | KM  |
| 10/23/2025 | Office       | Routine      | Completed paperwork                                                                                                      | KM  |
| 10/23/2025 | Office       | Routine      | Met with HVAC contractor, completed paperwork                                                                            | SF  |
| 10/23/2025 | Shop         | Routine      | Emptied trash from back of van and golf cart, put away tools, cleaned up                                                 | KM  |
| 10/23/2025 | Shop         | Routine      | Loaded supplies, put away tools                                                                                          | SF  |
| 10/23/2025 | Shop         | Routine      | Worked on cleaning van and organizing tools in bag                                                                       | KM  |
| 10/24/2025 | Office       | Routine      | Completed paperwork                                                                                                      | SF  |
| 10/24/2025 | Office       | Routine      | Lowered flags, took out trash, completed paperwork                                                                       | KM  |
| 10/24/2025 | Shop         | Routine      | Ran compressor, emptied trash from van and golf cart, put away tools                                                     | KM  |
| 10/24/2025 | Shop         | Routine      | Unloaded van, built screens                                                                                              | SF  |
| 10/24/2025 | Shop         | Routine      | Worked on cleaning van and organizing tools in bag                                                                       | KM  |
| 10/27/2025 | Shop         | Routine      | Cleaned van and work areas                                                                                               | AO  |
| 10/27/2025 | Town         | Routine      | Picked up propane for forklift, dropped items at Post Office, purchased paint                                            | AO  |
| 10/28/2025 | Housing Area | Routine      | Made and tested keys for mailbox                                                                                         | KM  |
| 10/28/2025 | Office       | Routine      | Completed paperwork                                                                                                      | SF  |
| 10/28/2025 | Office       | Routine      | Completed paperwork                                                                                                      | KM  |
| 10/28/2025 | Playground   | Routine      | Cleaned and restocked restroom                                                                                           | KM  |
| 10/28/2025 | Shop         | Routine      | Cleaned up, put away tools and supplies, unloaded van                                                                    | SF  |
| 10/28/2025 | Shop         | Routine      | Emptied trash from back of van and golf cart, put away tools, cleaned up                                                 | KM  |
| 10/28/2025 | Town         | Routine      | Hauled off scrap                                                                                                         | AO  |
| 10/28/2025 | Town         | Routine      | Picked up materials and tools                                                                                            | AO  |
| 10/29/2025 | Office       | Routine      | Completed paperwork                                                                                                      | SF  |
| 10/29/2025 | Office       | Routine      | Completed paperwork                                                                                                      | KM  |
| 10/29/2025 | Office       | Routine      | Moved items to back office, helped move furniture                                                                        | AO  |
| 10/29/2025 | Shop         | Routine      | Unloaded and put away supplies and tools, checked inventory, worked on pressure washer                                   | SF  |
| 10/29/2025 | Shop         | Routine      | Worked on cleaning out van, cleaned restrooms, emptied trash from back of van and golf cart, put away tools and supplies | KM  |
| 10/29/2025 | Shop         | Routine      | Worked on mailbox structure roof, cleaned up shop                                                                        | AO  |
| 10/30/2025 | Housing Area | Routine      | Helped install new light and solar panel on mailbox structure                                                            | SF  |
| 10/30/2025 | Housing Area | Routine      | Installed new light and solar panel in mailbox structure                                                                 | AO  |
| 10/30/2025 | Housing Area | Routine      | Posted pest control notices                                                                                              | KM  |
| 10/30/2025 | Office       | Routine      | Attended Board meeting, completed paperwork                                                                              | SF  |
| 10/30/2025 | Office       | Routine      | Completed paperwork                                                                                                      | KM  |

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| 10/30/2025            | Shop         | Routine      | Emptied trash from back of van and golf cart, cleaned and organized shop, worked on cleaning out van | KM  |
| 10/30/2025            | Shop         | Routine      | Repaired mower                                                                                       | AO  |
| 10/30/2025            | Shop         | Routine      | Unloaded items from Tribal office, put things away                                                   | SF  |
| 10/30/2025            | Town         | Routine      | Picked up desks and shelving from Tribal office                                                      | AO  |
| 10/30/2025            | Town         | Routine      | Went to Tribal office, disassembled and loaded desks, shelving, doors, and cabinets                  | SF  |
| 10/31/2025            | Housing Area | Routine      | Dropped off Halloween bags to Community Center for after-school kids                                 | AO  |
| 10/31/2025            | Office       | Routine      | Completed paperwork                                                                                  | KM  |
| 10/31/2025            | Office       | Routine      | Ordered glass units                                                                                  | AO  |
| 10/31/2025            | Office       | Routine      | Researched products, completed paperwork                                                             | SF  |
| 10/31/2025            | Playground   | Routine      | Cleaned and restocked restroom                                                                       | KM  |
| 10/31/2025            | Shop         | Routine      | Finished unloading shelving and cabinets, worked on van door spring                                  | SF  |
| 10/31/2025            | Shop         | Routine      | Ran compressor, emptied trash from van and golf cart, put away tools                                 | KM  |
| 10/31/2025            | Shop         | Routine      | Unloaded desks and shelving, removed door spring from box van to take for repair                     | AO  |
| <b>Groundskeeping</b> |              |              |                                                                                                      |     |
| 10/3/2025             | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/6/2025             | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/7/2025             | Housing Area | Grounds      | Removed and hauled off bushes around 2616 and 2660                                                   | AO  |
| 10/7/2025             | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/8/2025             | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/9/2025             | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/10/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/15/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/16/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/17/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/20/2025            | Housing Area | Grounds      | Mowed near entrance                                                                                  | AO  |
| 10/20/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/21/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/22/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/23/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/24/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/28/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/29/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/30/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| 10/31/2025            | Housing Area | Grounds      | Trash pickup                                                                                         | KM  |
| <b>Admin Support</b>  |              |              |                                                                                                      |     |
| 10/3/2025             | Town         | Admin        | Courier run                                                                                          | KM  |

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| 10/9/2025             | Town     | Admin        | Courier run                     | KM  |
| 10/17/2025            | Town     | Admin        | Courier run                     | KM  |
| 10/20/2025            | Town     | Admin        | Courier run                     | KM  |
| 10/24/2025            | Town     | Admin        | Courier run                     | KM  |
| 10/28/2025            | Town     | Admin        | Courier run                     | KM  |
| 10/31/2025            | Town     | Admin        | Courier run                     | KM  |
| <b>Staff Time Off</b> |          |              |                                 |     |
| 10/1/2025             |          |              | PTO                             | KM  |
| 10/1/2025             |          |              | PTO                             | SF  |
| 10/2/2025             |          |              | Part day PTO                    | SF  |
| 10/2/2025             |          |              | PTO                             | KM  |
| 10/6/2025             |          |              | Part day PTO                    | KM  |
| 10/8/2025             |          |              | Part day PTO                    | KM  |
| 10/13/2025            |          |              | Indigenous Peoples' Day holiday | KM  |
| 10/13/2025            |          |              | Indigenous Peoples' Day holiday | SF  |
| 10/13/2025            |          |              | Indigenous Peoples' Day holiday | AO  |
| 10/14/2025            |          |              | PTO                             | KM  |
| 10/17/2025            |          |              | Part day PTO                    | SF  |
| 10/20/2025            |          |              | Part day PTO                    | SF  |
| 10/20/2025            |          |              | Part day PTO                    | KM  |
| 10/21/2025            |          |              | Part day PTO                    | KM  |
| 10/21/2025            |          |              | Part day PTO                    | SF  |
| 10/22/2025            |          |              | Part day PTO                    | KM  |
| 10/22/2025            |          |              | Part day PTO                    | AO  |
| 10/27/2025            |          |              | PTO                             | KM  |
| 10/28/2025            |          |              | Part day PTO                    | SF  |
| 10/28/2025            |          |              | Part day PTO                    | KM  |
| 10/29/2025            |          |              | Part day PTO                    | SF  |