

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
11/4/2025	709	Vacant Unit	Met with Tracey and potential new resident to look at home, swept garage, considered ways to make garage slab wheel chair	SF
11/13/2025	709	Vacant Unit	Replaced glass unit in garage window, cleaned frames and tracks	SF
11/14/2025	709	Vacant Unit	Installed new screens; ready for occupancy	AO
11/3/2025	2620A	Vacant Unit	Prepped floors and walls	AO
11/3/2025	2620A	Vacant Unit	Removed shelving, brackets, and cover plates, reviewed work plan	SF
11/18/2025	2620A	Vacant Unit	Changed out glass unit, pulled all staples and nails in prep for new flooring	AO
11/18/2025	2650	Vacant Unit	Began prepping for paint	SF
11/18/2025	2650	Vacant Unit	Began working on prep for reoccupancy	AO
11/19/2025	2650	Vacant Unit	Began prepping for paint, removed doors and patched holes, stripped countertops	AO
11/19/2025	2650	Vacant Unit	Marked out and drilled holes for ceiling lights, ran wiring and began installing fixtures in living room, worked on prep for painting	SF
11/20/2025	2650	Vacant Unit	Began filling holes and priming walls	AO
11/20/2025	2650	Vacant Unit	Finished wiring new lights in living room, installed new switch, marked out new lights in kitchen	SF
11/24/2025	2650	Vacant Unit	Installed new recessed lights in the kitchen, replaced outlets and switches, cleaned up	SF
11/25/2025	2650	Vacant Unit	Measured for cabinets with what was available in the shop, removed cabinets from kitchen, cleaned up	SF
<b>Work Orders</b>				
11/17/2025	504	Work Order	Changed smoke alarm battery	AO
11/24/2025	506	Work Order	Performed annual inspection	SF
11/18/2025	510	Work Order	Performed annual inspection	SF
11/13/2025	2601	Work Order	Rebuilt master bath faucet, repaired toilet flush valve	SF
11/18/2025	2601	Work Order	Performed annual inspection	SF
11/25/2025	2601	Work Order	Installed screens in all vents, rehung plumbing pipes	AO
11/6/2025	2603	Work Order	Cleaned and worked on living room heaters	SF
11/19/2025	2605	Work Order	Performed annual inspection	SF
11/19/2025	2611	Work Order	Looked into refrigerator issue, defrosted freezer to thaw parts	SF
11/4/2025	2614	Work Order	Replaced mailbox lock and duplicated keys	SF
11/21/2025	2616	Work Order	Met with pest control contractor	SF
11/5/2025	2620	Work Order	Picked up and removed fence that blew over	SF
11/18/2025	2624	Work Order	Changed globe on front porch light, installed elbow on downspout	AO
11/14/2025	2627	Work Order	Performed interior APM inspection	SF
11/18/2025	2642	Work Order	Replaced mailbox lock and duplicated keys	SF
11/18/2025	2650	Work Order	Performed move-out inspection	SF
11/17/2025	2620C	Work Order	Checked downspouts	AO
11/4/2025	2670	Work Order	Crawled under home to clean up and look how we might install a	SF
11/25/2025	2670B	Work Order	Performed annual inspection	SF

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<b>Routine Activities</b>				
11/3/2025	Office	Routine	Removed desk from Lyman's old office, helped set up in Scott's	AO
11/3/2025	Office	Routine	Moved furniture from Lyman's old office to my office, met with Anne regarding furniture from Tribal office, completed paperwork	SF
11/3/2025	Shop	Routine	Put away tools and supplies	SF
11/4/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
11/4/2025	Housing Area	Routine	Picked up rent check from elder	AO
11/4/2025	Office	Routine	Hauled items to store in shop	AO
11/4/2025	Office	Routine	Made phone calls, put away items, completed paperwork	SF
11/4/2025	Office	Routine	Organized back office area	AO
11/4/2025	Shop	Routine	Cleaned up around work areas	AO
11/4/2025	Shop	Routine	Looked for a cabinet for Anne's office	SF
11/5/2025	Housing Area	Routine	Picked up rug cleaner after resident use	KM
11/5/2025	Office	Routine	Completed paperwork	KM
11/5/2025	Office	Routine	Met with Anne about items to salvage from Tribal office	SF
11/5/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/5/2025	Shop	Routine	Cleaned work area, emptied trash from back of van and golf cart, cleaned windows	KM
11/5/2025	Shop	Routine	Unloaded van, built box for pump	SF
11/5/2025	Town	Routine	Went to Tribal office to see what was left that CIHA might use	SF
11/6/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/6/2025	Office	Routine	Completed paperwork	KM
11/6/2025	Office	Routine	Met with carpet cleaner, made phone calls, completed paperwork	SF
11/6/2025	Shop	Routine	Emptied trash from shop, back of van, and golf cart, put away tools, cleaned up around lawn equipment	KM
11/6/2025	Shop	Routine	Hauled fencing scrap to dumpster, worked on screens, moved water heaters to mezzanine, cleaned up	SF
11/6/2025	Shop	Routine	Worked on cleaning out back of van	KM
11/7/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/7/2025	Office	Routine	Took out trash, completed paperwork	KM
11/10/2025	Shop	Routine	Cleaned gutters	AO
11/10/2025	Town	Routine	Moved desks and furniture from Tribal office to shop	AO
11/10/2025	Town	Routine	Picked up U-Haul rental truck, picked up and hauled furniture from Tribal office, unloaded at shop	SF
11/12/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
11/12/2025	Office	Routine	Watered plants, completed paperwork	SF
11/12/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/12/2025	Shop	Routine	Ran mowers, emptied trash from back of van and golf cart	KM
11/12/2025	Shop	Routine	Unloaded box van, worked on door spring, put away supplies and furniture	SF
11/12/2025	Shop	Routine	Worked on roll up door on box van	AO
11/12/2025	Town	Routine	Gathered items from Tribal office, picked up glass units and door	SF

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11/12/2025	Town	Routine	Salvaged grab bars, soap dispensers, and paper towel dispensers from Tribal office, loaded desks for transport to CIHA office	AO
11/13/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
11/13/2025	Office	Routine	Completed paperwork	KM
11/13/2025	Office	Routine	Installed new glass unit in utility room, completed paperwork	AO
11/13/2025	Office	Routine	Made phone calls, put away items, completed paperwork	SF
11/13/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/13/2025	Shop	Routine	Emptied trash from back of van and golf cart, restocked restrooms, put away tools and supplies	KM
11/13/2025	Shop	Routine	Unloaded desks, cleaned work area, organized furniture from Tribal office, cleaned out van	AO
11/13/2025	Shop	Routine	Unloaded items from U-Haul, unloaded glass units, repaired and rebuilt screens	SF
11/13/2025	Town	Routine	Fueled and returned U-Haul truck	SF
11/13/2025	Town	Routine	Fueled and returned U-Haul truck	AO
11/14/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
11/14/2025	Office	Routine	Completed paperwork	KM
11/14/2025	Office	Routine	Hung white board and mirror, temporarily set up new conference table, moved printer	AO
11/14/2025	Office	Routine	Made phone calls and completed paperwork	SF
11/14/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart	KM
11/14/2025	Shop	Routine	Rebuilt screens	SF
11/17/2025	Housing Area	Routine	Delivered letter for Resident Services	KM
11/17/2025	Office	Routine	Checked oil in backup generator, completed paperwork	KM
11/17/2025	Office	Routine	Moved old conference table and set up new	AO
11/17/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/17/2025	Shop	Routine	Ran compressor, emptied trash from van and golf cart, put away	KM
11/17/2025	Shop	Routine	Swapped bolts on flail mower and installed on John Deere	AO
11/18/2025	Housing Area	Routine	Delivered pest control notices	KM
11/18/2025	Office	Routine	Completed paperwork	KM
11/18/2025	Office	Routine	Made phone calls, completed paperwork	SF
11/18/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/18/2025	Shop	Routine	Put away tools, supplies, and materials, cleaned up van and work	SF
11/18/2025	Shop	Routine	Unloaded mowers, emptied trash from back of van and golf cart	KM
11/19/2025	Housing Area	Routine	Began cleaning mail boxes	KM
11/19/2025	Office	Routine	Completed paperwork	KM
11/19/2025	Office	Routine	Performed procurement for parts and supplies	SF
11/19/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
11/19/2025	Shop	Routine	Pressure washed Toro lawn mower	AO
11/19/2025	Shop	Routine	Put together a list of supplies, located parts, uncrated new	SF
11/20/2025	Housing Area	Routine	Oiled locks and cleaned mailboxes	KM
11/20/2025	Office	Routine	Completed paperwork	KM

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11/20/2025	Office	Routine	Worked on supply order, completed paperwork	SF
11/20/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/20/2025	Shop	Routine	Emptied trash from back of van and golf cart, restocked restrooms, put away tools and supplies	KM
11/20/2025	Shop	Routine	Worked on mailbox structure	AO
11/21/2025	Office	Routine	Assisted with moving items in prep for carpet cleaning	AO
11/21/2025	Office	Routine	Loaded up old tables, watered plants, removed items from floor for carpet cleaning, met with roofing contractor	SF
11/21/2025	Shop	Routine	Worked on mailbox structure	AO
11/21/2025	Town	Routine	Picked up supplies	AO
11/24/2025	Housing Area	Routine	Dropped off letter for Resident Services	KM
11/24/2025	Office	Routine	Completed paperwork	KM
11/24/2025	Office	Routine	Completed paperwork	SF
11/24/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/24/2025	Shop	Routine	Completed mailbox structure roof and set in place	AO
11/24/2025	Shop	Routine	Emptied trash from back of van and golf cart, restocked restrooms, put away tools and supplies	KM
11/25/2025	Housing Area	Routine	Picked up rug cleaner after resident use	KM
11/25/2025	Office	Routine	Completed paperwork	KM
11/25/2025	Office	Routine	Put together a supply order, completed paperwork	SF
11/25/2025	Playground	Routine	Cleaned and restocked restroom	KM
11/25/2025	Shop	Routine	Cleaned out van	AO
11/25/2025	Shop	Routine	Emptied trash from back of van and golf cart, restocked restrooms, put away tools and supplies, organized work area	KM
11/25/2025	Shop	Routine	Finished installing plexiglass in mailbox structure, mounted light and solar panel	AO
11/26/2025	Office	Routine	Brought holiday items to office, completed paperwork	SF
11/26/2025	Shop	Routine	Cleaned out van, loaded holiday items and supplies	SF
11/26/2025	Shop	Routine	Emptied trash from back of van and golf cart, restocked restrooms, put away tools and supplies	KM
<b>Groundskeeping</b>				
11/5/2025	Housing Area	Grounds	Trash pickup	KM
11/6/2025	Housing Area	Grounds	Trash pickup	KM
11/7/2025	Housing Area	Grounds	Trash pickup	KM
11/12/2025	Housing Area	Grounds	Trash pickup	KM
11/13/2025	Housing Area	Grounds	Trash pickup	KM
11/14/2025	Housing Area	Grounds	Trash pickup	KM
11/17/2025	Housing Area	Grounds	Trash pickup	KM
11/18/2025	Housing Area	Grounds	Trash pickup	KM
11/19/2025	Housing Area	Grounds	Trash pickup	KM
11/20/2025	Housing Area	Grounds	Trash pickup	KM
11/24/2025	Housing Area	Grounds	Trash pickup	KM

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11/25/2025	Housing Area	Grounds	Trash pickup	KM
11/26/2025	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
11/4/2025	Town	Admin	Courier run	AO
11/5/2025	Town	Admin	Courier run	KM
11/6/2025	Town	Admin	Courier run	KM
11/7/2025	Town	Admin	Courier run	KM
11/18/2025	Town	Admin	Courier run	KM
11/20/2025	Town	Admin	Courier run	KM
11/24/2025	Town	Admin	Courier run	AO
11/26/2025	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
11/3/2025			PTO	KM
11/4/2025			Part day PTO	SF
11/4/2025			PTO	KM
11/5/2025			PTO	AO
11/6/2025			Part day PTO	SF
11/6/2025			PTO	AO
11/7/2025			Part day admin leave for birthday award	SF
11/7/2025			PTO	AO
11/10/2025			PTO	KM
11/11/2025			Veterans Day holiday	KM
11/11/2025			Veterans Day holiday	AO
11/11/2025			Veterans Day holiday	SF
11/12/2025			Part day PTO	KM
11/12/2025			Part day PTO	SF
11/17/2025			PTO	SF
11/18/2025			Part day PTO	KM
11/19/2025			Part day PTO	SF
11/19/2025			Part day PTO	KM
11/21/2025			PTO	KM
11/24/2025			Part day PTO	KM
11/26/2025			Part day admin leave for Thanksgiving holiday	AO
11/26/2025			Part day admin leave for Thanksgiving holiday	SF
11/26/2025			Part day admin leave for Thanksgiving holiday	KM
11/27/2025			Thanksgiving holiday	AO
11/27/2025			Thanksgiving holiday	SF
11/27/2025			Thanksgiving holiday	KM
11/28/2025			Day after Thanksgiving holiday	AO
11/28/2025			Day after Thanksgiving holiday	SF
11/28/2025			Day after Thanksgiving holiday	KM