

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
Vacant Units				
12/9/2025	709	Vacant Unit	Hauled rock and prepped for outdoor HVAC unit pad	AO
12/10/2025	709	Vacant Unit	Cleaned up after HVAC installation, measured for new door on heat unit	AO
12/11/2025	709	Vacant Unit	Made new door for heat unit	AO
12/11/2025	709	Vacant Unit	Met with Tracey and potential resident	SF
12/12/2025	709	Vacant Unit	Installed heater cover door	AO
12/18/2025	709	Vacant Unit	Installed shower rod, adjusted front door	AO
12/30/2025	2603	Vacant Unit	Met resident for move out inspection	SF
12/30/2025	2620A	Vacant Unit	Took measurements, worked on procurement for cabinets	SF
12/1/2025	2650	Vacant Unit	Removed kitchen cabinets, cleaned up, began painting	SF
12/1/2025	2650	Vacant Unit	Worked on interior painting, cut in corners and windows in bedrooms	AO
12/2/2025	2650	Vacant Unit	Prepped and painted walls	SF
12/3/2025	2650	Vacant Unit	Painted master bedroom and closets	AO
12/3/2025	2650	Vacant Unit	Painted walls	SF
12/4/2025	2650	Vacant Unit	Painted entry and kitchen	AO
12/4/2025	2650	Vacant Unit	Painted walls	SF
12/5/2025	2650	Vacant Unit	Prepped for paint in living room and dining room	AO
12/8/2025	2650	Vacant Unit	Painted interior doors and trim, installed doors	AO
12/8/2025	2650	Vacant Unit	Painted walls, cleaned up	SF
12/10/2025	2650	Vacant Unit	Brought in, uncrated, and set cabinets in place; removed and repaired hose bib	SF
12/10/2025	2650	Vacant Unit	Hauled down existing cabinets and measured for new ones	AO
12/15/2025	2650	Vacant Unit	Measured for kitchen cabinets, worked on drywall repairs in	SF
12/16/2025	2650	Vacant Unit	Worked on drywall repairs and painting	SF
12/17/2025	2650	Vacant Unit	Painted bathrooms and utility room, replaced outlets and light switches in bedrooms, cleaned up	SF
12/18/2025	2650	Vacant Unit	Took measurements, made list of items to be ordered	SF
12/22/2025	2650	Vacant Unit	Measured for kitchen and bathroom cabinets	SF
12/29/2025	2650	Vacant Unit	Remeasured for cabinets, put together a supply list	SF
Work Orders				
12/29/2025	502	Work Order	Looked into issue with water leak, removed some wet drywall in hallway and closet, removed and replaced toilet, cleaned up	SF
12/11/2025	510	Work Order	Performed interior APM inspection	SF
12/11/2025	512	Work Order	Replaced burner element and smoke detector batteries, met solar contractor to access roof	SF
12/1/2025	701	Work Order	Looked at damage on end of home	SF
12/3/2025	701	Work Order	Dropped off materials to contractor	AO
12/9/2025	2601	Work Order	Changed lights in entry, repaired screens	AO

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12/9/2025	2601	Work Order	Performed Interior APM inspection, upgraded light fixtures throughout home, removed and replaced dishwasher	SF
12/15/2025	2601	Work Order	Met with flooring installer for measurements	SF
12/1/2025	2614	Work Order	Performed annual inspection	SF
12/15/2025	2618	Work Order	Replaced GFCI in kitchen	SF
12/3/2025	2628	Work Order	Performed annual inspection	SF
12/2/2025	2664	Work Order	Looked into issue with furnace, met HVAC contractor for repairs	SF
12/3/2025	2670C	Work Order	Performed annual inspection	SF
12/10/2025	2670C	Work Order	Checked for rot and measured deck boards	AO
12/4/2025	2670D	Work Order	Repaired back step, trimmed limbs from tree, cleaned up	SF
Routine Activities				
12/1/2025	Housing Area	Routine	Oiled locks in mailboxes	KM
12/1/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/1/2025	Office	Routine	Completed paperwork	SF
12/1/2025	Office	Routine	Completed paperwork	KM
12/1/2025	Office	Routine	Removed curtains and moved table and chairs for IT contractor	AO
12/1/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/1/2025	Shop	Routine	Emptied trash from back of van and golf cart, ran mowers, gathered fuel slips, ran compressor, cleaned up	KM
12/1/2025	Shop	Routine	Loaded supplies into van	SF
12/2/2025	Office	Routine	Completed paperwork	KM
12/2/2025	Office	Routine	Completed paperwork	SF
12/2/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/2/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned up	KM
12/2/2025	Shop	Routine	Loaded supplies into van	SF
12/3/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/3/2025	Office	Routine	Hauled off cardboard and packing materials from new conference room equipment	AO
12/3/2025	Office	Routine	Met with Marcy, completed paperwork	SF
12/4/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
12/4/2025	Office	Routine	Completed paperwork	KM
12/4/2025	Office	Routine	Researched products, made phone calls, completed paperwork	SF
12/4/2025	Shop	Routine	Emptied trash from back of van and golf cart, greased golf cart, emptied trash cans, put away tools	KM
12/4/2025	Town	Routine	Picked up materials	AO
12/5/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	KM
12/5/2025	Office	Routine	Completed paperwork	KM
12/5/2025	Office	Routine	Hung sign, cleaned front windows	AO

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12/5/2025	Office	Routine	Watered plants, replaced batteries in faucet, worked on inventory, researched products, completed paperwork	SF
12/5/2025	Shop	Routine	Ran compressor	KM
12/5/2025	Shop	Routine	Replaced batteries in door lock, unloaded van	SF
12/8/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/8/2025	Office	Routine	Loaded supply order, completed paperwork	SF
12/8/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/8/2025	Shop	Routine	Cleaned mailbox structures in prep for installation	AO
12/8/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, put away tools	KM
12/8/2025	Shop	Routine	Unloaded and put away supplies	SF
12/9/2025	Office	Routine	Completed paperwork	KM
12/9/2025	Office	Routine	Completed paperwork	SF
12/9/2025	Shop	Routine	Emptied trash from back of van and golf cart, organized work area	KM
12/9/2025	Shop	Routine	Removed roof from mailbox structure, began installing plexi glass	AO
12/9/2025	Shop	Routine	Unloaded and put away supplies	SF
12/10/2025	Office	Routine	Made phone calls, completed paperwork	SF
12/10/2025	Shop	Routine	Finished installing plexiglass and roof on mailbox structures	AO
12/10/2025	Shop	Routine	Unloaded van, put away items, loaded cabinets	SF
12/10/2025	Town	Routine	Picked up supplies and fueled box van	SF
12/11/2025	Office	Routine	Completed paperwork	KM
12/11/2025	Office	Routine	Installed Christmas lights, completed paperwork	SF
12/11/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/11/2025	Shop	Routine	Cleaned out van, organized shop	AO
12/11/2025	Shop	Routine	Emptied trash from back of van, golf cart, and cans in shop, loaded supplies for playground restroom	KM
12/11/2025	Shop	Routine	Unloaded van, recycled cardboard, filled soap dispensers and changed batteries	SF
12/11/2025	Town	Routine	Returned wrong item to store	SF
12/12/2025	Office	Routine	Completed paperwork	KM
12/12/2025	Office	Routine	Installed Christmas lights, completed paperwork	SF
12/12/2025	Office	Routine	Removed old projector and wiring	AO
12/12/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/12/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, put away tools	KM
12/12/2025	Shop	Routine	Unloaded supplies and trash from van	SF
12/15/2025	Housing Area	Routine	Delivered notice for Resident Services	AO
12/15/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
12/15/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/15/2025	Office	Routine	Met with insurance rep	AO

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12/15/2025	Office	Routine	Met with insurance rep, researched parts, reviewed architectural plans for 2620A, completed paperwork	SF
12/15/2025	Office	Routine	Patches holes in ceiling after removing old projector	AO
12/15/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/15/2025	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart, unloaded and put away tools	KM
12/15/2025	Shop	Routine	Cleaned out van, organized shop	AO
12/15/2025	Shop	Routine	Cleaned out van, loaded siding materials and supplies	SF
12/16/2025	Housing Area	Routine	Delivered pest control notices	KM
12/16/2025	Housing Area	Routine	Met with excavating contractor to help find old skid road	AO
12/16/2025	Housing Area	Routine	Replaced bulbs and cleaned fixtures for welcome sign	SF
12/16/2025	Office	Routine	Completed paperwork	SF
12/16/2025	Office	Routine	Completed paperwork	KM
12/16/2025	Office	Routine	Patched holes and painted ceiling after removing old projector	AO
12/16/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/16/2025	Shop	Routine	Cleaned out van, put away supplies	SF
12/16/2025	Shop	Routine	Emptied trash from back of van and golf cart, ran mowers	KM
12/16/2025	Shop	Routine	Worked on game for Winter Gathering, worked on mailbox structure	AO
12/17/2025	Housing Area	Routine	Helped contractor set mailbox structure at lower end of loop	AO
12/17/2025	Housing Area	Routine	Picked up lawn equipment after resident use	KM
12/17/2025	Office	Routine	Completed paperwork	KM
12/17/2025	Office	Routine	Rearranged items to prepare for Board meeting	AO
12/17/2025	Office	Routine	Researched products, made phone calls, completed paperwork	SF
12/17/2025	Shop	Routine	Cleaned and put away painting equipment	SF
12/17/2025	Shop	Routine	Cleaned out van and trailers	AO
12/17/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned up	KM
12/18/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
12/18/2025	Office	Routine	Helped move furniture for Board meeting catering	AO
12/18/2025	Office	Routine	Attended Board meeting, completed paperwork	KM
12/18/2025	Office	Routine	Made phone calls, organized desk, completed paperwork, attended Board meeting	SF
12/18/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/18/2025	Shop	Routine	Cleaned work area, went through holiday lights, put away tools and supplies	SF
12/18/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned up	KM
12/18/2025	Town	Routine	Picked up materials and fueled van	AO
12/19/2025	Office	Routine	Completed paperwork	KM

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12/19/2025	Office	Routine	Watered plants, researched products, completed paperwork	SF
12/19/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/19/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart	KM
12/19/2025	Shop	Routine	Set up blower fans	SF
12/19/2025	Shop	Routine	Worked on Winter Gathering game, cleaned out van, organized work area	AO
12/22/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/22/2025	Office	Routine	Completed paperwork	SF
12/22/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/22/2025	Shop	Routine	Emptied trash from back of van and golf cart, unloaded ridge cap	KM
12/22/2025	Shop	Routine	Unloaded and put away supplies	SF
12/22/2025	Shop	Routine	Worked on Winter Gathering game	AO
12/22/2025	Town	Routine	Ordered cabinets, picked up supplies	SF
12/23/2025	Office	Routine	Completed paperwork	KM
12/23/2025	Office	Routine	Completed paperwork	SF
12/23/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/23/2025	Shop	Routine	Emptied trash from back of van	KM
12/23/2025	Shop	Routine	Worked on Winter Gathering game	AO
12/29/2025	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
12/29/2025	Office	Routine	Helped move furniture in Debbie's office	AO
12/29/2025	Office	Routine	Checked oil in backup generator, took out recycling, did paperwork	KM
12/29/2025	Office	Routine	Completed paperwork	SF
12/29/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/29/2025	Shop	Routine	Cleaned out van, spray painted heater vents	SF
12/29/2025	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, put away tools	KM
12/29/2025	Shop	Routine	Worked on Winter Gathering game	AO
12/29/2025	Town	Routine	Picked up supplies and materials	AO
12/30/2025	Housing Area	Routine	Dropped off and picked up lawn equipment after resident use	AO
12/30/2025	Office	Routine	Completed paperwork	KM
12/30/2025	Office	Routine	Worked on supply order, completed paperwork	SF
12/30/2025	Playground	Routine	Cleaned and restocked restroom	KM
12/30/2025	Shop	Routine	Helped clean and organize upstairs storage room, crushed and recycled cardboard, cleaned work area	AO
12/30/2025	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned up	KM
12/30/2025	Shop	Routine	Worked on lock on side door, replaced batteries in door lock and automatic faucet	SF
12/30/2025	Town	Routine	Picked up saw and chains from saw shop	AO
12/30/2025	Shop	Routine	Worked on Winter Gathering game	AO

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DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
12/31/2025	Housing Area	Routine	Delivered siren test flyers	KM
12/31/2025	Office	Routine	Completed paperwork	KM
12/31/2025	Shop	Routine	Emptied trash from back of van and golf cart	KM
Groundskeeping				
12/1/2025	Housing Area	Grounds	Trash pickup	KM
12/2/2025	Housing Area	Grounds	Trash pickup	KM
12/3/2025	Housing Area	Grounds	Trash pickup	KM
12/4/2025	2670	Grounds	Cut limbs from tree in front yard	AO
12/4/2025	Housing Area	Grounds	Trash pickup	KM
12/5/2025	Housing Area	Grounds	Trash pickup	KM
12/8/2025	Housing Area	Grounds	Trash pickup	KM
12/9/2025	Housing Area	Grounds	Trash pickup	KM
12/11/2025	Housing Area	Grounds	Trash pickup	KM
12/12/2025	Housing Area	Grounds	Trash pickup	KM
12/15/2025	Housing Area	Grounds	Trash pickup	KM
12/16/2025	Housing Area	Grounds	Trash pickup	KM
12/17/2025	Housing Area	Grounds	Trash pickup	KM
12/18/2025	Housing Area	Grounds	Trash pickup	KM
12/19/2025	Housing Area	Grounds	Trash pickup	KM
12/22/2025	Housing Area	Grounds	Trash pickup	KM
12/23/2025	Housing Area	Grounds	Trash pickup	KM
12/29/2025	Housing Area	Grounds	Trash pickup	KM
12/30/2025	Housing Area	Grounds	Trash pickup	KM
12/31/2025	Housing Area	Grounds	Trash pickup	KM
Admin Support				
12/1/2025	Town	Admin	Courier run	AO
12/5/2025	Town	Admin	Courier run	KM
12/9/2025	Town	Admin	Courier run	KM
12/15/2025	Town	Admin	Courier run	KM
12/18/2025	Town	Admin	Courier run	KM
12/29/2025	Town	Admin	Courier run	KM
12/30/2025	Town	Admin	Courier run	KM
Staff Time Off				
12/2/2025			PTO	AO
12/3/2025			Part day PTO	KM
12/4/2025			Part day PTO	SF
12/8/2025			Part day PTO	KM
12/9/2025			Part day PTO	KM
12/10/2025			Part day PTO	SF
12/10/2025			PTO	KM

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12/11/2025			Part day PTO	KM
12/12/2025			Part day PTO	KM
12/15/2025			Part day PTO	KM
12/16/2025			Part day PTO	SF
12/17/2025			Part day PTO	SF
12/18/2025			Part day PTO	AO
12/22/2025			Part day PTO	SF
12/23/2025			Part day PTO	KM
12/23/2025			Part day PTO	SF
12/24/2025			Christmas Eve holiday	AO
12/24/2025			Christmas Eve holiday	SF
12/24/2025			Christmas Eve holiday	KM
12/25/2025			Christmas holiday	AO
12/25/2025			Christmas holiday	SF
12/25/2025			Christmas holiday	KM
12/26/2025			Admin leave for holiday	AO
12/26/2025			Admin leave for holiday	SF
12/26/2025			Admin leave for holiday	KM
12/29/2025			Part day PTO	KM
12/30/2025			Part day PTO	KM
12/31/2025			Admin leave for holiday	KM
12/31/2025			PTO and admin leave for holiday	AO
12/31/2025			PTO and admin leave for holiday	SF
12/22/2026			Part day PTO	KM