

**Coquille Indian Housing Authority  
Maintenance Report  
January 2026**

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
1/6/2026	709	Vacant Unit	Installed fire extinguishers, performed move in inspection	SF
1/6/2026	709	Vacant Unit	Performed move-in walkthrough	AO
1/15/2026	709	Vacant Unit	Checked mailbox, duplicated and delivered keys to resident	SF
1/2/2026	2603	Vacant Unit	Checked and secured home after moveout	SF
1/5/2026	2603	Vacant Unit	Began prepping for paint	AO
1/5/2026	2603	Vacant Unit	Prepped for paint, removed blinds and shelving, began installing new light fixtures	SF
1/6/2026	2603	Vacant Unit	Prepped for painting, finished installing light fixtures, met with flooring installer for measurements	SF
1/7/2026	2603	Vacant Unit	Met with contractor to look at work to be done, prepped for paint	SF
1/8/2026	2603	Vacant Unit	Unloaded painting supplies, prepped for paint	SF
1/12/2026	2603	Vacant Unit	Began painting in living room and dining room	SF
1/12/2026	2603	Vacant Unit	Removed wall in pantry for new pocket door	AO
1/13/2026	2603	Vacant Unit	Hauled trash to dumpster, began painting bedrooms	AO
1/22/2026	2603	Vacant Unit	Removed old deck and prepped for new one	AO
1/26/2026	2603	Vacant Unit	Roughed in opening for pocket door frame	AO
1/26/2026	2603	Vacant Unit	Wired lights in living room, cleaned up	SF
1/27/2026	2603	Vacant Unit	Framed and installed opening for pocket door	AO
1/28/2026	2603	Vacant Unit	Crawled in attic to pull up wiring and move outlet, installed new receptacle and junction box in attic	SF
1/28/2026	2603	Vacant Unit	Hung drywall and mudded around pocket door frame	AO
1/29/2026	2603	Vacant Unit	Finished wiring living room lights, installed new switch, worked on electrical in attic	SF
1/29/2026	2603	Vacant Unit	Painted master bath, installed new bathroom fans and lights, painted doors	AO
1/30/2026	2603	Vacant Unit	Wired bathroom fans	AO
1/8/2026	2639	Vacant Unit	Performed move out inspection	SF
1/9/2026	2639	Vacant Unit	Secured unit	SF
1/12/2026	2639	Vacant Unit	Rekeyed all locks	SF
1/12/2026	2639	Vacant Unit	Walked through unit to make list of supplies needed	AO
1/14/2026	2639	Vacant Unit	Loaded dumpster, cleaned up	SF
1/14/2026	2639	Vacant Unit	Loaded dumpster, tore down sheds	AO
1/15/2026	2639	Vacant Unit	Loaded and crushed items in dumpster	SF
1/15/2026	2639	Vacant Unit	Loaded dumpster, cleaned out inside of home	AO
1/20/2026	2639	Vacant Unit	Removed garden planters, met cleaning contractor	AO
1/22/2026	2639	Vacant Unit	Hauled dirt and leveled back yard	AO
<b>Work Orders</b>				
1/5/2026	506	Work Order	Performed interior APM inspection, replaced light fixtures throughout home, installed curtains in bedroom and dining room	SF

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1/20/2026	506	Work Order	Performed annual inspection	AO
1/20/2026	514	Work Order	Performed annual inspection	AO
1/20/2026	518	Work Order	Performed annual inspection	AO
1/5/2026	520	Work Order	Cleaned gutters	AO
1/13/2026	701	Work Order	Dropped off materials for contractor	AO
1/23/2026	701	Work Order	Picked up siding and trash from 701 and hauled to warehouse	AO
1/23/2026	701	Work Order	Worked on mailbox lock and duplicated keys	SF
1/7/2026	704	Work Order	Performed annual inspection	SF
1/29/2026	704	Work Order	Performed interior APM inspection, replaced water heater, worked on kitchen faucet, replaced bulbs	SF
1/7/2026	708	Work Order	Performed annual inspection	SF
1/15/2026	708	Work Order	Performed interior APM inspection, worked on repairs	SF
1/20/2026	2601	Work Order	Delivered cove base for flooring installers	AO
1/26/2026	2602	Work Order	Keyed doorknobs and deadbolts to be installed	SF
1/28/2026	2602	Work Order	Changed out locks on front and garage side doors	SF
1/6/2026	2607	Work Order	Performed annual inspection	SF
1/6/2026	2607	Work Order	Performed annual inspection	AO
1/20/2026	2611	Work Order	Performed annual inspection	AO
1/8/2026	2613	Work Order	Performed annual inspection	SF
1/29/2026	2620C	Work Order	Performed annual inspection, replaced smoke alarm	SF
1/21/2026	2625	Work Order	Performed annual inspection	AO
1/12/2026	2628	Work Order	Performed interior APM inspection	SF
1/16/2026	2628	Work Order	Painted ceiling in hall bath	SF
1/21/2026	2646A	Work Order	Performed annual inspection	AO
1/28/2026	2646A	Work Order	Performed annual inspection	SF
1/21/2026	2651	Work Order	Performed annual inspection	AO
1/30/2026	2651	Work Order	Reprogrammed garage remote	AO
1/13/2026	2670B	Work Order	Performed interior APM inspection	SF
1/13/2026	Office	Work Order	Replaced bathroom faucet in maintenance area, set rodent traps	SF
Routine Activities				
1/2/2026	Office	Routine	Took down Christmas lights, completed paperwork	SF
1/2/2026	Office	Routine	Took out trash, completed paperwork	KM
1/2/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/2/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/5/2026	Housing Area	Routine	Inspected metal roof installations	AO
1/5/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
1/5/2026	Office	Routine	Completed paperwork	SF
1/5/2026	Shop	Routine	Cleaned out van	SF
1/5/2026	Shop	Routine	Worked on Winter Gathering game and display items	AO
1/6/2026	Housing Area	Routine	Took holiday decorations to warehouse, rearranged Tracey's office	AO

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1/6/2026	Office	Routine	Made phone calls, completed paperwork	SF
1/6/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/6/2026	Shop	Routine	Cleaned woodworking area	AO
1/6/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/6/2026	Shop	Routine	Worked on Winter Gathering game and display items	AO
1/7/2026	Housing Area	Routine	Began cleaning trash receptacles around loop	KM
1/7/2026	Housing Area	Routine	Delivered notices for Resident Services	KM
1/7/2026	Office	Routine	Completed paperwork	SF
1/7/2026	Office	Routine	Completed paperwork	KM
1/7/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/7/2026	Shop	Routine	Made list of supplies to be ordered	SF
1/7/2026	Shop	Routine	Performed club car monthly maintenance	KM
1/7/2026	Shop	Routine	Worked on Winter Gathering game and display items	AO
1/8/2026	Office	Routine	Completed paperwork	KM
1/8/2026	Office	Routine	Met with Tracey, Anne, and Matt Jensen, completed paperwork	SF
1/8/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/8/2026	Shop	Routine	Emptied trash from van and golf cart, unloaded and put away tools	KM
1/8/2026	Shop	Routine	Worked on Winter Gathering game and display items	AO
1/9/2026	Office	Routine	Completed paperwork	KM
1/9/2026	Office	Routine	Watered plants, completed paperwork	SF
1/9/2026	Shop	Routine	Cleaned work areas	KM
1/9/2026	Shop	Routine	Finished up Winter Gathering game and display items, loaded van	AO
1/9/2026	Shop	Routine	Painted second coat on stands for Winter Gathering game	SF
1/12/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/12/2026	Office	Routine	Completed paperwork	SF
1/12/2026	Shop	Routine	Cleaned out van, disassembled game, put away items from Winter Gathering	AO
1/12/2026	Shop	Routine	Unloaded van	SF
1/13/2026	Housing Area	Routine	Picked up Christmas trees and hauled to burn pile	AO
1/13/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
1/13/2026	Office	Routine	Made phone calls, completed paperwork	SF
1/13/2026	Office	Routine	Performed roof inspection	AO
1/13/2026	Shop	Routine	Unloaded van, gathered supplies	SF
1/14/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/14/2026	Office	Routine	Met with Marcy, made phone calls, completed paperwork	SF
1/14/2026	Office	Routine	Put together office chair	AO
1/14/2026	Shop	Routine	Worked on door	SF
1/14/2026	Town	Routine	Hauled scrap metal for recycling	AO
1/16/2026	Office	Routine	Completed paperwork	SF
1/16/2026	Shop	Routine	Gathered supplies	SF

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1/18/2026	Office	Routine	Completed paperwork	SF
1/18/2026	Shop	Routine	Unloaded van, put away supplies	SF
1/20/2026	Office	Routine	Completed paperwork	KM
1/20/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/20/2026	Shop	Routine	Cleaned shop, organized work area	AO
1/20/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/21/2026	Office	Routine	Completed paperwork	KM
1/21/2026	Office	Routine	Installed Marcy's desk monitors, hauled old equipment and monitors to shop, removed items from office in prep for Board meeting	AO
1/21/2026	Shop	Routine	Checked oil in van	KM
1/21/2026	Shop	Routine	Cleaned up wood shop area	AO
1/21/2026	Shop	Routine	Emptied trash cans from back of van and golf cart, put away tools, cleaned shop	KM
1/21/2026	Town	Routine	Picked up supplies	AO
1/22/2026	Housing Area	Routine	Changed mailbox lock	AO
1/22/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/22/2026	Office	Routine	Completed paperwork	KM
1/22/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/22/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/23/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/23/2026	Office	Routine	Worked on supply order, completed paperwork	SF
1/23/2026	Shop	Routine	Inventoried supply order	SF
1/23/2026	Shop	Routine	Organized desks at warehouse to locate small one for Debbie	AO
1/26/2026	Housing Area	Routine	Picked up lawn equipment after resident use	KM
1/26/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
1/26/2026	Office	Routine	Changed out desk in Debbie's office and swapped monitor mounts in Marcy's office	AO
1/26/2026	Office	Routine	Made phone calls, completed paperwork	SF
1/26/2026	Office	Routine	Took out recycling, completed paperwork	KM
1/26/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/26/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/26/2026	Shop	Routine	Ran compressor, checked fluid in golf cart	KM
1/26/2026	Shop	Routine	Removed and worked on lock on southeast door	SF
1/26/2026	Shop	Routine	Unloaded delivery from Coos Head	AO
1/26/2026	Town	Routine	Picked up supplies and fuel for forklift	AO
1/27/2026	Office	Routine	Completed paperwork	KM
1/27/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/27/2026	Shop	Routine	Recycled cardboard, emptied trash from back of van, checked oil in van, added water and charged battery	KM

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1/27/2026	Shop	Routine	Unlocked doors, helped locate fire extinguishers	AO
1/27/2026	Town	Routine	Picked up materials and supplies	AO
1/28/2026	Office	Routine	Completed paperwork	KM
1/28/2026	Office	Routine	Installed new locks in Debbie's desk drawers and new undercabinet light in Marcy's office	AO
1/28/2026	Office	Routine	Made phone calls, completed paperwork	SF
1/28/2026	Shop	Routine	Emptied trash from shop, van, and golf cart, unloaded lawn equipment	KM
1/28/2026	Shop	Routine	Met delivery truck, put away supplies, loaded materials	SF
1/28/2026	Town	Routine	Picked up supplies	AO
1/29/2026	Housing Area	Routine	Delivered billing statements	KM
1/29/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/29/2026	Office	Routine	Completed paperwork	SF
1/29/2026	Office	Routine	Completed paperwork	KM
1/29/2026	Shop	Routine	Cleaned out back of van, put away supplies, cleaned tools	SF
1/29/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
1/30/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
1/30/2026	Office	Routine	Completed paperwork	KM
1/30/2026	Office	Routine	Completed paperwork	SF
1/30/2026	Office	Routine	Moved cabinets in Anne's office	AO
1/30/2026	Playground	Routine	Cleaned and restocked restroom	KM
1/30/2026	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart, unloaded trash from office	KM
<b>Groundskeeping</b>				
1/2/2026	Housing Area	Grounds	Trash pickup	KM
1/6/2026	Housing Area	Grounds	Trash pickup	KM
1/7/2026	Housing Area	Grounds	Trash pickup	KM
1/8/2026	Housing Area	Grounds	Trash pickup	KM
1/9/2026	Housing Area	Grounds	Trash pickup	KM
1/20/2026	Housing Area	Grounds	Trash pickup	KM
1/21/2026	Housing Area	Grounds	Trash pickup	KM
1/22/2026	Housing Area	Grounds	Trash pickup	KM
1/26/2026	Housing Area	Grounds	Trash pickup	KM
1/27/2026	Housing Area	Grounds	Trash pickup	KM
1/28/2026	Housing Area	Grounds	Trash pickup	KM
1/29/2026	Housing Area	Grounds	Trash pickup	KM
1/30/2026	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
1/6/2026	Town	Admin	Courier run	KM
1/8/2026	Town	Admin	Courier run	KM

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1/20/2026	Town	Admin	Courier run	KM
1/22/2026	Town	Admin	Courier run	KM
1/28/2026	Town	Admin	Courier run	KM
1/29/2026	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
1/1/2026			New Year's Day holiday	KM
1/1/2026			New Year's Day holiday	AO
1/1/2026			New Year's Day holiday	SF
1/2/2026			PTO	AO
1/5/2026			PTO	KM
1/6/2026			Part day PTO	KM
1/7/2026			Part day PTO	KM
1/8/2026			Part day PTO	KM
1/12/2026			PTO	KM
1/13/2026			PTO	KM
1/14/2026			Part day PTO	SF
1/14/2026			PTO	KM
1/15/2026			PTO	KM
1/16/2026			PTO	KM
1/19/2026			Martin Luther King Jr. holiday	SF
1/19/2026			Martin Luther King Jr. holiday	AO
1/19/2026			Martin Luther King Jr. holiday	KM
1/20/2026			Part day PTO	KM
1/20/2026			PTO	SF
1/21/2026			Part day PTO	KM
1/21/2026			PTO	SF
1/22/2026			PTO	SF
1/27/2026			PTO	SF
1/30/2026			Part day PTO	SF