

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

DATE	LOCATION	TYPE OF	WORK PERFORMED	REP
<b>Vacant Units</b>				
2/2/2026	2603	Vacant Unit	Sanded drywall and skim coated walls	AO
2/3/2026	2603	Vacant Unit	Coated and sanded drywall	AO
2/4/2026	2603	Vacant Unit	Sanded and coated drywall, cleaned out gravel from planters and between sidewalk and house	AO
2/9/2026	2603	Vacant Unit	Removed shelving in garage, tore off front porch, hauled gravel	AO
2/9/2026	2603	Vacant Unit	Replaced bad outlets and all thermostats, installed lights	SF
2/10/2026	2603	Vacant Unit	Insulated and drywalled new framed area at sliding glass door, wired new lights over dining room, rewired lights in laundry room	AO
2/10/2026	2603	Vacant Unit	Painted walls, doors, and ceilings	SF
2/11/2026	2603	Vacant Unit	Cleaned grease from kitchen cabinets, removed countertop and backsplash from kitchen and master bathroom, touched up paint in bedrooms, painted kitchen, cleaned up and prepped for flooring in bedrooms, helped load trash onto trailer	SF
2/11/2026	2603	Vacant Unit	Installed underlayment in bedroom, painted bathroom, applied mud to drywall near sliding glass door, cleaned up	AO
2/12/2026	2603	Vacant Unit	Cleaned up from construction work	AO
2/12/2026	2603	Vacant Unit	Worked on plumbing washing machine box, replaced rubber washers and supply valves, cleaned shelving parts and cover plates, cleaned up, prepared for flooring	SF
2/13/2026	2603	Vacant Unit	Prepped drywall, moved items around for contractor	AO
2/13/2026	2603	Vacant Unit	Worked on washing machine plumbing	SF
2/17/2026	2603	Vacant Unit	Sanded and applied coat of mud on all new drywall, cleaned up outdoors, removed bad fence boards	AO
2/17/2026	2603	Vacant Unit	Sanded bathroom countertop and prepped for laminate	SF
2/18/2026	2603	Vacant Unit	Patched drywall around new washer box, removed items from walls and ceiling in garage, cleaned up	AO
2/18/2026	2603	Vacant Unit	Worked on plumbing in the utility room, installed laminate on bathroom counters, cleaned up	SF
2/19/2026	2603	Vacant Unit	Cut tile backsplash for kitchen and bathroom, cleaned up	SF
2/19/2026	2603	Vacant Unit	Sanded and applied coat of mud on new drywall, cleaned up garage	AO
2/20/2026	2603	Vacant Unit	Cleaned up garage and home, vacuumed, hauled items to garage, took trash to dumpster	SF
2/20/2026	2603	Vacant Unit	Worked on drywall around new washer box	AO
2/23/2026	2603	Vacant Unit	Prepped for textuing, put items together, installed doors and some knobs, cleaned hardware	SF
2/24/2026	2603	Vacant Unit	Replaced and painted trim on bathroom doors, hung rods and curtains, cleaned up after texturing walls	AO
2/24/2026	2603	Vacant Unit	Sanded, masked, and prepped for texturing walls, cleaned up, began painting kitchen	SF
2/25/2026	2603	Vacant Unit	Cleaned up, prepped for priming and painting, hung pocket door	AO

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2/25/2026	2603	Vacant Unit	Primed drywall texture and worked on painting, cleaned up, cleaned floors in kitchen and utility room	SF
2/26/2026	2603	Vacant Unit	Worked on tile backsplash in kitchen and cleaned up	SF
2/27/2026	2603	Vacant Unit	Finished tile backsplash in both bathrooms, set bath sink, rekeyed all locks	SF
2/27/2026	2603	Vacant Unit	Hung and trimmed out pocket door, hung bathroom door, painted doors, cleaned up	AO
2/17/2026	2616	Vacant Unit	Move out inspection	SF
2/25/2026	2639	Vacant Unit	Loaded remaining trash and hauled to dumpster	AO
<b>Work Orders</b>				
2/2/2026	506	Work Order	Repaired toilet	AO
2/24/2026	512	Work Order	Performed annual inspection	SF
2/18/2026	2601	Work Order	Installed new door sweep, added non-skid for stairs	AO
2/17/2026	2607	Work Order	Repaired stove, replaced tub drain insert	SF
2/23/2026	2624	Work Order	Performed annual inspection	SF
2/17/2026	2628	Work Order	Met with flooring contractor for measurements, replaced living room light fixture	SF
2/8/2026	2631	Work Order	Replaced buzzing GFCI	SF
<b>Routine Activities</b>				
2/2/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/2/2026	Shop	Routine	Cleaned wood shop area, organized work table	AO
2/2/2026	Town	Routine	Took lawn equipment for repairs, fueled van	AO
2/3/2026	Shop	Routine	Filled all gas and diesel cans, unloaded deliveries, cleaned work area, organized van	AO
2/3/2026	Town	Routine	Picked up supplies and paint	AO
2/4/2026	Housing Area	Routine	Picked up rent from elder	KM
2/4/2026	Office	Routine	Completed paperwork	KM
2/4/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/4/2026	Shop	Routine	Performed monthly maintenance on golf cart	KM
2/5/2026	Office	Routine	Added gravel to walking path	AO
2/5/2026	Office	Routine	Completed paperwork	KM
2/5/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/5/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, worked on golf cart maintenance	KM
2/5/2026	Shop	Routine	Loaded and hauled scrap metal from shop and vacant unit	AO
2/6/2026	Office	Routine	Completed paperwork	KM
2/6/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
2/9/2026	Office	Routine	Checked oil in backup generator, took out recycling, did	KM
2/9/2026	Office	Routine	Made phone calls, completed paperwork	SF
2/9/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/9/2026	Shop	Routine	Checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools, cleaned lawn equipment	KM

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2/9/2026	Shop	Routine	Installed battery in box van	AO
2/9/2026	Shop	Routine	Unloaded van	SF
2/9/2026	Town	Routine	Picked up repaired lawn equipment, materials, and supplies	AO
2/10/2026	Office	Routine	Changed doorknob on generator shed, completed paperwork	KM
2/10/2026	Office	Routine	Met with Marcy, completed paperwork	SF
2/10/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/10/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, washed lawn equipment	KM
2/10/2026	Shop	Routine	Loaded supplies	SF
2/10/2026	Shop	Routine	Unloaded delivery truck, cleaned out van	AO
2/10/2026	Town	Routine	Picked up materials	AO
2/11/2026	Office	Routine	Completed paperwork	KM
2/11/2026	Office	Routine	Made phone calls, completed paperwork	SF
2/11/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/11/2026	Shop	Routine	Emptied trash from back of van and golf cart, finished golf cart maintenance tasks, cleaned up	KM
2/11/2026	Town	Routine	Picked up supplies and paint	AO
2/12/2026	Cultural Garden	Routine	Repaired roof of sitting area	AO
2/12/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
2/12/2026	Office	Routine	Completed paperwork	SF
2/12/2026	Office	Routine	Completed paperwork	KM
2/12/2026	Shop	Routine	Built frame for office calendar, organized work area	AO
2/12/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools, cleaned work areas	KM
2/12/2026	Town	Routine	Picked up parts, fueled box van	SF
2/13/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
2/13/2026	Office	Routine	Completed paperwork	KM
2/13/2026	Office	Routine	Made phone calls, completed paperwork	SF
2/13/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/13/2026	Shop	Routine	Emptied trash from back of van and golf cart, checked oil in van	KM
2/13/2026	Town	Routine	Picked up materials and paint	AO
2/17/2026	Office	Routine	Completed paperwork	KM
2/17/2026	Office	Routine	Made phone calls, completed paperwork	SF
2/17/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/17/2026	Shop	Routine	Emptied trash from shop, back of van, and golf cart, put away	KM
2/17/2026	Shop	Routine	Unloaded van, located supplies	SF
2/17/2026	Town	Routine	Fueled van	KM
2/17/2026	Town	Routine	Picked up supplies and materials	AO
2/18/2026	Office	Routine	Completed paperwork	SF
2/18/2026	Office	Routine	Completed paperwork	KM
2/18/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/18/2026	Shop	Routine	Emptied trash from shop, back of van, and golf cart, put away	KM

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2/18/2026	Town	Routine	Picked up materials	AO
2/19/2026	Housing Area	Routine	Crushed items in dumpsters	SF
2/19/2026	Housing Area	Routine	Delivered letters for Resident Services	AO
2/19/2026	Housing Area	Routine	Posted freeze warning door hangers	AO
2/19/2026	Office	Routine	Completed paperwork	KM
2/19/2026	Office	Routine	Made phone calls, completed paperwork	SF
2/19/2026	Shop	Routine	Emptied trash from back of van	KM
2/19/2026	Shop	Routine	Worked on map frames for office	AO
2/20/2026	Office	Routine	Took trash to dumpster, completed paperwork	KM
2/20/2026	Office	Routine	Touched up paint in Anne's office, cleaned up	AO
2/20/2026	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
2/20/2026	Shop	Routine	Built frames for office tsunami maps	AO
2/20/2026	Shop	Routine	Ran compressor and emptied trash	KM
2/23/2026	Office	Routine	Completed paperwork	SF
2/23/2026	Shop	Routine	Unloaded van, put away supplies	SF
2/24/2026	Housing Area	Routine	Delivered pest control notices	KM
2/24/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
2/24/2026	Office	Routine	Completed paperwork	KM
2/24/2026	Office	Routine	Connected frames and hung maps in conference area	AO
2/24/2026	Office	Routine	Ordered dumpster, completed paperwork	SF
2/24/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/24/2026	Shop	Routine	Cleaned up lawn equipment after resident use	AO
2/24/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
2/25/2026	Housing Area	Routine	Delivered statements and notices for Resident Services	KM
2/25/2026	Office	Routine	Completed paperwork	SF
2/25/2026	Office	Routine	Completed paperwork	KM
2/25/2026	Shop	Routine	Emptied trash from back of van and golf cart, recycled cardboard, cleaned restroom	KM
2/25/2026	Shop	Routine	Unloaded van, cleaned painting equipment and tools	SF
2/26/2026	Housing Area	Routine	Filled pothole in road	AO
2/26/2026	Office	Routine	Completed paperwork	KM
2/26/2026	Office	Routine	Made phone calls, attended Board meeting, completed	SF
2/26/2026	Shop	Routine	Cleaned work area	AO
2/26/2026	Shop	Routine	Emptied trash from shop, back of van, and golf cart, put away	KM
2/26/2026	Town	Routine	Picked up supplies, had oil changed in van	SF
2/27/2026	Office	Routine	Researched tools, completed paperwork	SF
2/27/2026	Office	Routine	Took out trash, completed paperwork	KM
2/27/2026	Playground	Routine	Cleaned and restocked restroom	KM
2/27/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
<b>Groundskeeping</b>				
2/2/2026	Housing Area	Grounds	Trash pickup	KM
2/4/2026	Housing Area	Grounds	Trash pickup	KM

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2/5/2026	Housing Area	Grounds	Trash pickup	KM
2/6/2026	Housing Area	Grounds	Trash pickup	KM
2/9/2026	Housing Area	Grounds	Trash pickup	KM
2/10/2026	Housing Area	Grounds	Trash pickup	KM
2/11/2026	Housing Area	Grounds	Trash pickup	KM
2/12/2026	Housing Area	Grounds	Trash pickup	KM
2/13/2026	Housing Area	Grounds	Trash pickup	KM
2/17/2026	Housing Area	Grounds	Crushed items in dumpsters	SF
2/17/2026	Housing Area	Grounds	Trash pickup	KM
2/18/2026	Housing Area	Grounds	Trash pickup	KM
2/19/2026	Housing Area	Grounds	Trash pickup	KM
2/20/2026	Housing Area	Grounds	Trash pickup	KM
2/23/2026	Housing Area	Grounds	Crushed items in dumpsters	SF
2/23/2026	Housing Area	Grounds	Trash pickup	KM
2/24/2026	Housing Area	Grounds	Trash pickup	KM
2/25/2026	Housing Area	Grounds	Trash pickup	KM
2/26/2026	Housing Area	Grounds	Crushed items in dumpsters, pushed up chip pile	SF
2/26/2026	Housing Area	Grounds	Trash pickup	KM
2/27/2026	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
2/2/2026	Town	Admin	Courier run	AO
2/4/2026	Town	Admin	Courier run	KM
2/5/2026	Town	Admin	Courier run	KM
2/9/2026	Town	Admin	Courier run	KM
2/11/2026	Town	Admin	Courier run	KM
2/12/2026	Town	Admin	Courier run	KM
2/19/2026	Town	Admin	Courier run	KM
2/26/2026	Town	Admin	Courier run	KM
2/27/2026	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
2/2/2026			Part day PTO	KM
2/2/2026			PTO	SF
2/3/2026			PTO	SF
2/3/2026			PTO	KM
2/4/2026			Part day PTO	AO
2/4/2026			PTO	SF
2/5/2026			PTO	SF
2/6/2026			PTO	SF
2/6/2026			PTO	AO
2/6/2026			PTO	SF
2/11/2026			Part day PTO	KM
2/12/2026			Part day PTO	KM

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2/13/2026			Part day PTO	SF
2/16/2026			Presidents' Day holiday	AO
2/16/2026			Presidents' Day holiday	SF
2/16/2026			Presidents' Day holiday	KM
2/18/2026			Part day admin leave - 2-hour weather delay	AO
2/18/2026			Part day admin leave - 2-hour weather delay	SF
2/18/2026			Part day admin leave - 2-hour weather delay	KM
2/18/2026			Part day PTO	SF
2/19/2026			Part day PTO	SF
2/19/2026			Part day PTO	KM
2/23/2026			Part day PTO	SF
2/23/2026			PTO	AO
2/26/2026			Part day PTO	KM