

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

DATE	LOCATION	TYPE OF WORK	WORK PERFORMED	REP
<b>Vacant Units</b>				
3/2/2026	2603	Vacant Unit	Plumbed bathroom sinks, replaced drain pop-ups, touched up paint, painted window sills, installed cover plates, blew out heaters, installed vent covers	SF
3/2/2026	2603	Vacant Unit	Removed all lumber and tools, cut down and rehung bifold doors	AO
3/3/2026	2603	Vacant Unit	Pressure washed driveway and sidewalks	AO
3/3/2026	2603	Vacant Unit	Worked on plumbing, replaced kitchen sink and toilet supply valves, cleaned up, replaced GFCI, patched drywall, replace toilet seats, put things together	SF
3/4/2026	2603	Vacant Unit	Cleaned exterior, installed all closet and pantry shelving	AO
3/4/2026	2603	Vacant Unit	Installed cove base in hall bathroom, textured drywall patches and painted, removed and replaced caulking, cleaned floor, put refrigerator back, repaired drain leak under sink, cleaned up	SF
3/5/2026	2603	Vacant Unit	Installed new smoke alarms, caulked, trimmed out bathroom, replaced garage door bottom seal, put things together	SF
3/5/2026	2603	Vacant Unit	Applied three coats of paint to front door, cleaned out and painted garage	AO
3/6/2026	2603	Vacant Unit	Installed new light fixture on back porch, touched up paint throughout home, painted door trims around garage	SF
3/9/2026	2603	Vacant Unit	Cleaned outside light fixtures, replaced bulbs, cleaned cabinets, stained some areas	SF
3/9/2026	2603	Vacant Unit	Emptied home for cleaning and washing windows	AO
3/10/2026	2603	Vacant Unit	Cleaned all windows, cleaned up yard, raked out dirt	SF
3/11/2026	2603	Vacant Unit	Cleaned up, stained bathroom cabinets, scraped paint from floors, cleaned some windows, replaced outlet	SF
3/11/2026	2603	Vacant Unit	Installed glass units, touched up paint, cleaned up	AO
3/11/2026	2603	Vacant Unit	Prepped unit for cleaning	SF
3/12/2026	2603	Vacant Unit	Cleaned windows	SF
3/12/2026	2603	Vacant Unit	Made and installed new screens	AO
3/13/2026	2603	Vacant Unit	Installed steel crawl hole cover	AO
3/13/2026	2603	Vacant Unit	Lined cabinets, installed rods and curtains for sliding glass door	SF
3/15/2026	2603	Vacant Unit	Worked on cleaning windows, installed vinyl film in front door glass and both bathrooms, vacuumed floors, cleaned out home	SF
3/16/2026	2603	Vacant Unit	Loaded up stuff from garage	SF
3/17/2026	2603	Vacant Unit	Performed move-in inspection	SF
3/25/2026	2603	Vacant Unit	Duplicated keys, checked mail box, delivered key to resident	SF
3/12/2026	2616	Vacant Unit	Met with contractor for scope of work to be completed	SF
3/12/2026	2620A	Vacant Unit	Replaced broken seal glass units	AO
3/11/2026	2650	Vacant Unit	Unloaded cabinets into garage	SF
3/12/2026	2650	Vacant Unit	Replaced broken seal glass units	AO
3/17/2026	2650	Vacant Unit	Checked on cabinet layout	SF
3/17/2026	2650	Vacant Unit	Set vanity cabinets and layout for kitchen cabinets	AO

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3/19/2026	2650	Vacant Unit	Hauled off old cabinets	AO
3/23/2026	2650	Vacant Unit	Began prep for painting tub/shower in hall bathroom, began	SF
3/23/2026	2650	Vacant Unit	Worked on setting kitchen cabinets	AO
3/24/2026	2650	Vacant Unit	Set lower kitchen cabinets, removed extra construction materials	AO
3/25/2026	2650	Vacant Unit	Pressure washed all concrete and exterior of home	AO
3/25/2026	2650	Vacant Unit	Worked on tub and shower, prepped for paint, worked on cabinets	SF
3/26/2026	2650	Vacant Unit	Dug out flower beds, painted bathtub and surround, hauled off old cabinets, reinstalled shelving in closets and pantry	AO
3/26/2026	2650	Vacant Unit	Masked off tub, did final wipe down and first coat of paint on tub, cleaned shower in master bath, worked on shower valve	SF
3/27/2026	2650	Vacant Unit	Painted doors	AO
3/30/2026	2650	Vacant Unit	Began building new kitchen and bathroom countertops	AO
3/31/2026	2650	Vacant Unit	Cut out new countertops, began trimming kitchen	AO
3/31/2026	2650	Vacant Unit	Worked on countertops, prepped shower for painting	SF
3/31/2026	2670D	Vacant Unit	Performed move-out inspection	SF
<b>Work Orders</b>				
3/17/2026	508	Work Order	Performed interior APM inspection, made repairs	SF
3/26/2026	512	Work Order	Spoke with resident, rescheduled interior APM inspection	SF
3/11/2026	514	Work Order	Performed Interior APM inspection, replaced water heater	SF
3/26/2026	518	Work Order	Performed interior APM inspection, made repairs	SF
3/2/2026	704	Work Order	Measured and designed front door landing	AO
3/3/2026	704	Work Order	Built new front porch and step	AO
3/23/2026	709	Work Order	Unplugged bathroom sink	SF
3/5/2026	2607	Work Order	Performed interior APM inspection, measured sliding glass door, spoke with resident about flooring	SF
3/9/2026	2607	Work Order	Removed and replaced water heater, moved appliances from laundry room and hooked back up, replaced window unit in master bath, stained some parts of kitchen cabinets, met flooring contractor for measurements	SF
3/9/2026	2607	Work Order	Worked on repairs from interior APM inspection	AO
3/11/2026	2607	Work Order	Prepped for flooring, removed base trim, looked into issue with dryer not fitting	SF
3/13/2026	2607	Work Order	Measured for materials	SF
3/16/2026	2607	Work Order	Prepped for new flooring, removed and cleaned up base trim, removed carpet and padding, scraped staples	SF
3/16/2026	2607	Work Order	Tore out carpet, installed underlayment	AO
3/17/2026	2607	Work Order	Met with flooring installers	SF
3/18/2026	2607	Work Order	Installed baseboard, pulled out and installed flooring under appliances	AO
3/18/2026	2607	Work Order	Removed base around kitchen, installed new toe kick, moved dryer outlet, hooked up appliances, moved refrigerator out to install flooring	SF

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3/19/2026	2607	Work Order	Installed baseboard trim, cleaned up	AO
3/19/2026	2607	Work Order	Trimmed out cabinets, cleaned glue from floor, replaced cabinet panels, cleaned up, trimmed countertop	SF
3/24/2026	2607	Work Order	Trimmed kitchen base and cabinets, replaced some bulbs in entry and hall, reinstalled cabinet over refrigerator, nailed trim in utility room, cleaned up	SF
3/30/2026	2607	Work Order	Installed trim around front door, caulked and painted spackling holes, painted trim in closet, touched up paint throughout	SF
3/11/2026	2611	Work Order	Repaired toilet, rescheduled appointment	SF
3/25/2026	2611	Work Order	Performed interior APM inspection, made repairs	SF
3/4/2026	2617	Work Order	Performed annual inspection	SF
3/23/2026	2620C	Work Order	Inspected deck to gather needed materials for repair	AO
3/24/2026	2620C	Work Order	Repaired handrail on back stairs	AO
3/2/2026	2624	Work Order	Replaced and cleaned fan motor in master bath, programmed remote	SF
3/23/2026	2624	Work Order	Performed interior APM inspection, made repairs	SF
3/16/2026	2625	Work Order	Performed annual inspection	SF
3/16/2026	2625	Work Order	Performed annual inspection	AO
3/2/2026	2628	Work Order	Met with flooring installers	SF
3/3/2026	2628	Work Order	Met flooring installers	SF
3/4/2026	2628	Work Order	Met with flooring installers, completed employee interview	SF
3/5/2026	2629	Work Order	Removed and replaced refrigerator	SF
3/5/2026	2629	Work Order	Replaced refrigerator	AO
3/4/2026	2638	Work Order	Inspected kitchen sink for leaks, checked floor for rot	AO
3/4/2026	2638	Work Order	Repaired leak under sink, looked into rotten floor issue, replaced shelf brackets on refrigerator door and tightened handles	SF
3/12/2026	2638	Work Order	Repaired damaged floor at kitchen sink	AO
3/12/2026	2638	Work Order	Repaired floor in kitchen	SF
3/24/2026	2646A	Work Order	Performed interior APM inspection, made repairs	SF
3/9/2026	2651	Work Order	Performed interior APM inspection, replaced oven bulbs, checked HVAC unit	SF
3/23/2026	2651	Work Order	Repaired bifold door in master bedroom	SF
3/19/2026	2664	Work Order	Swapped out new stove	AO
3/19/2026	2664	Work Order	Went to look at stove that had oven fire, uncrated and replaced with new stove	SF
3/6/2026	Office	Work Order	Worked on exterior lights	AO
3/17/2026	Office	Work Order	Replaced outdoor lighting on front porch	AO
<b>Routine Activities</b>				
3/2/2026	Office	Routine	Completed paperwork	SF
3/2/2026	Town	Routine	Picked up materials	AO
3/3/2026	Office	Routine	Completed paperwork	SF
3/3/2026	Shop	Routine	Loaded supplies	SF

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3/4/2026	Office	Routine	Completed paperwork	SF
3/4/2026	Office	Routine	Completed paperwork	KM
3/4/2026	Shop	Routine	Performed monthly club car maintenance, emptied trash from back of van and golf cart, put away tools, organized work area	KM
3/5/2026	Office	Routine	Completed paperwork	KM
3/5/2026	Office	Routine	Completed paperwork	SF
3/5/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/5/2026	Shop	Routine	Cleaned out van to haul refrigerator, uncrated and loaded refrigerator	SF
3/5/2026	Shop	Routine	Emptied trash from back of van and golf cart, prepared to begin spraying for weeds, put away tools	KM
3/6/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/6/2026	Office	Routine	Completed paperwork	KM
3/6/2026	Office	Routine	Watered plants, completed paperwork	SF
3/6/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/6/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/6/2026	Shop	Routine	Unloaded van, checked refrigerator	SF
3/9/2026	Housing Area	Routine	Delivered notice for Resident Services	AO
3/9/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
3/9/2026	Office	Routine	Checked oil in backup generator, completed paperwork	KM
3/9/2026	Office	Routine	Completed paperwork	SF
3/9/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/9/2026	Shop	Routine	Loaded up water heater and supplies	SF
3/9/2026	Shop	Routine	Ran compressor, checked fluid in golf cart, emptied trash from back of van and golf cart, put away tools	KM
3/11/2026	Office	Routine	Completed paperwork	SF
3/11/2026	Office	Routine	Completed paperwork	KM
3/11/2026	Office	Routine	Made phone calls, completed paperwork	SF
3/11/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/11/2026	Shop	Routine	Emptied trash from back of van and golf cart, repaired sprayer	KM
3/11/2026	Shop	Routine	Loaded cabinets onto trailer, unloaded van	SF
3/11/2026	Shop	Routine	Unloaded van	SF
3/11/2026	Town	Routine	Picked up glass units	AO
3/12/2026	Office	Routine	Completed paperwork	KM
3/12/2026	Office	Routine	Met with Marcy, completed paperwork	SF
3/12/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
3/12/2026	Shop	Routine	Unloaded and put away tools and supplies	SF
3/13/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/13/2026	Office	Routine	Completed paperwork	SF
3/13/2026	Office	Routine	Completed paperwork	KM
3/13/2026	Shop	Routine	Ran compressor, emptied trash from back of van and golf cart	KM
3/13/2026	Town	Routine	Picked up materials, fueled van	AO

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3/13/2026	Town	Routine	Picked up supplies	SF
3/16/2026	Office	Routine	Completed paperwork	SF
3/16/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/16/2026	Shop	Routine	Loaded up tools, underlayment, and materials	SF
3/17/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/17/2026	Office	Routine	Completed paperwork	SF
3/17/2026	Shop	Routine	Painted trim, loaded van	SF
3/17/2026	Town	Routine	Picked up materials and supplies	AO
3/18/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
3/18/2026	Office	Routine	Completed paperwork	KM
3/18/2026	Office	Routine	Met with Anne	AO
3/18/2026	Office	Routine	Met with Anne, completed paperwork	SF
3/18/2026	Shop	Routine	Painted trim, unloaded van	SF
3/19/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/19/2026	Office	Routine	Completed paperwork	SF
3/19/2026	Office	Routine	Completed paperwork	KM
3/19/2026	Shop	Routine	Cleaned out van, organized work areas	AO
3/19/2026	Shop	Routine	Cleaned out van, put away tools	SF
3/19/2026	Shop	Routine	Cleaned work area	KM
3/20/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
3/20/2026	Office	Routine	Completed paperwork	KM
3/20/2026	Office	Routine	Made phone calls, completed paperwork	SF
3/20/2026	Office	Routine	Patched holes and painted in Marcy's office	AO
3/20/2026	Shop	Routine	Cleaned tools from van, washed mowers	AO
3/20/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/20/2026	Shop	Routine	Repaired door, located cabinet items	SF
3/23/2026	Housing Area	Routine	Assisted with quarterly service of all HVAC units	SF
3/23/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO
3/23/2026	Office	Routine	Completed paperwork	KM
3/23/2026	Office	Routine	Completed paperwork	SF
3/23/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/23/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
3/23/2026	Shop	Routine	Ran compressor, checked fluid level in golf cart	KM
3/23/2026	Shop	Routine	Unloaded van, repaired screen door frame	SF
3/23/2026	Town	Routine	Picked up supplies, fueled van	KM
3/24/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/24/2026	Office	Routine	Completed paperwork	KM
3/24/2026	Office	Routine	Researched parts, completed paperwork	SF
3/24/2026	Shop	Routine	Cleaned out van, put away tools, searched for cabinet parts	SF
3/24/2026	Shop	Routine	Recycled cardboard, emptied trash from back of van and golf cart, put away tools, looked for parts to repair small golf cart battery	KM
3/25/2026	Housing Area	Routine	Picked up lawn equipment after resident use	AO

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3/25/2026	Office	Routine	Completed paperwork	SF
3/25/2026	Office	Routine	Completed paperwork	KM
3/25/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/25/2026	Shop	Routine	Emptied trash from back of van and golf cart, put away tools	KM
3/25/2026	Shop	Routine	Unloaded van, put away tools	SF
3/26/2026	Office	Routine	Attended Board meeting, completed paperwork	SF
3/26/2026	Office	Routine	Completed paperwork	KM
3/26/2026	Shop	Routine	Emptied trash from back of van and golf cart	KM
3/26/2026	Shop	Routine	Searched for parts	SF
3/27/2026	Housing Area	Routine	Delivered notice for Resident Services	KM
3/27/2026	Housing Area	Routine	Dropped off lawn equipment for resident use	AO
3/27/2026	Office	Routine	Completed paperwork	KM
3/27/2026	Office	Routine	Watered plants, made phone calls, completed paperwork	SF
3/27/2026	Playground	Routine	Cleaned and restocked restroom	KM
3/27/2026	Shop	Routine	Cleaned out van	AO
3/27/2026	Shop	Routine	Emptied trash from back of van	KM
3/27/2026	Shop	Routine	Worked on dishwasher, fueled grounds equipment, put away tools and supplies	SF
3/27/2026	Town	Routine	Fueled van and picked up fuel for grounds	SF
3/30/2026	Housing Area	Routine	Dropped off and picked up lawn equipment from resident use	AO
3/30/2026	Office	Routine	Researched parts, completed paperwork	SF
3/30/2026	Shop	Routine	Worked on repairing a refrigerator	SF
3/30/2026	Town	Routine	Picked up paint, fueled van	AO
3/31/2026	Housing Area	Routine	Dropped off and picked up lawn equipment from resident use	AO
3/31/2026	Office	Routine	Completed paperwork	SF
3/31/2026	Shop	Routine	Unloaded supplies	SF
3/31/2026	Town	Routine	Picked up supplies	SF
3/31/2026	Town	Routine	Picked up supplies and fuel for lawn equipment	AO
<b>Tribal Support</b>				
3/25/2026	Omashi	Tribal Support	Helped Culture Department unload canoe and load cedar logs	AO
<b>Groundskeeping</b>				
3/4/2026	Housing Area	Grounds	Trash pickup	KM
3/5/2026	Housing Area	Grounds	Trash pickup	KM
3/6/2026	Housing Area	Grounds	Trash pickup	KM
3/6/2026	Office	Grounds	Spread bark mulch	AO
3/9/2026	Housing Area	Grounds	Trash pickup	KM
3/9/2026	Shop	Grounds	Set up spray tank on golf cart, began spraying weeds	KM
3/11/2026	Housing Area	Grounds	Trash pickup	KM
3/12/2026	Housing Area	Grounds	Trash pickup	KM
3/12/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/13/2026	Housing Area	Grounds	Trash pickup	KM
3/13/2026	Shop	Grounds	Sprayed weeds in yard	KM

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3/16/2026	Housing Area	Grounds	Trash pickup	KM
3/16/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/17/2026	Housing Area	Grounds	Trash pickup	KM
3/17/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/18/2026	Housing Area	Grounds	Trash pickup	KM
3/18/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/19/2026	Housing Area	Grounds	Trash pickup	KM
3/19/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/20/2026	Housing Area	Grounds	Trash pickup	KM
3/23/2026	Housing Area	Grounds	Trash pickup	KM
3/23/2026	Shop	Grounds	Sprayed weeds in yard	KM
3/24/2026	Housing Area	Grounds	Trash pickup	KM
3/25/2026	Housing Area	Grounds	Sprayed weeds in sidewalks and office parking lot	KM
3/25/2026	Housing Area	Grounds	Trash pickup	KM
3/26/2026	Housing Area	Grounds	Trash pickup	KM
3/26/2026	Playground	Grounds	Sprayed weeds	KM
3/27/2026	Housing Area	Grounds	Trash pickup	KM
<b>Admin Support</b>				
3/5/2026	Town	Admin	Courier run	KM
3/6/2026	Town	Admin	Courier run	KM
3/16/2026	Town	Admin	Courier run	KM
3/18/2026	Town	Admin	Courier run	KM
3/20/2026	Town	Admin	Courier run	KM
3/24/2026	Town	Admin	Courier run	KM
<b>Staff Time Off</b>				
3/2/2026			PTO	KM
3/3/2026			PTO	KM
3/4/2026			Part day PTO	SF
3/4/2026			Part day PTO	KM
3/9/2026			Part day PTO	KM
3/10/2026			PTO	KM
3/25/2026			Part day PTO	SF
3/26/2026			Part day PTO	SF
3/30/2026			Part day PTO	SF
3/30/2026			PTO	KM
3/31/2026			PTO	KM