



THE
NAVAJO
NATION

Division of General Services

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Employee Housing Program
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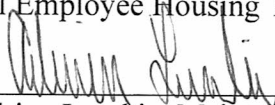
JONATHAN NEZ
PRESIDENT



MYRON LIZER
VICE-PRESIDENT

EHP21-010

MEMORANDUM

TO: All Employee Housing Tenants
FROM: 
Adrian Luarkie, Maintenance Supervisor
Employee Housing Program/DGS

DATE: April 16, 2021

SUBJECT: SPRING MAINTENANCE AND INSPECTION

Spring is upon us once again. The Employee Housing Program maintenance personnel will be performing several services starting Monday, May 10, 2021:

1. Maintenance will be shutting down furnaces for the summer.
2. Maintenance will be servicing units with coolers and window a/c units installed by the Program.
 - Units equipped with coolers (provided by Program) will only be maintained during business hours. If an outage occurs, contact the Program, and submit a work order.
 - If a water leak occurs, turn the water off at the faucet, contact the Program, and submit a work order.
 - Standby personnel will not service coolers after hours, weekends, or holidays. Familiarize yourselves with the coolers. For orientation, contact the Program for assistance. If an outage or break occurs, they will be serviced until the next business day.
 - The Program does not maintain coolers purchased by tenants.
3. The Program will be performing housing inspections.

Due to the COVID-19 pandemic, limited interaction is required. For item 1 and 2, the Program will have limited personnel at each home, they will be outside. However, one personnel will enter the unit to maintenance and shut off the heater. No other issues will be addressed. Item 3 will also be completed with limited interaction by one personnel.

In addition, there are several important issues that are covered in the Employee Housing Rules and Regulations that tenants must comply with is *Maintenance and Upkeep*.

- Keep your exterior yards clean and remove weeds and undesirable plants to deter insects, rodents, and snakes. Please inspect areas before cleaning for snakes.
- The Program does not provide tools or equipment.
- There must be no non-operational vehicles within area of assigned unit.

For the health and well-being of Program personnel, if you have any signs of COVID-19, please comply with all current “Public Health Order” guidelines. Your communication and cooperation is expected and appreciated.