



THE  
NAVAJO  
NATION

Division of General Services

www.nnehp.navajo-nsn.gov • employeehousing@frontiernet.net

Employee Housing Program

Box 4278, Window Rock, Arizona 86515 • (928) 871-7684 • FAX: (928) 871-6697

BEN SHELLY  
PRESIDENT



REX LEE JIM  
VICE-PRESIDENT

**MEMORANDUM**

**EHP011-091**

**TO:** All Navajo Nation Employee Housing Tenants  
Employee Housing Program

**FROM:**   
\_\_\_\_\_  
Kimberly J. Houston, Program Supervisor  
Employee Housing Program  
Division of General Services

**DATE:** September 23, 2011

**SUBJECT: Winterization of Heating & Cooling Systems**

The Employee Housing Program personnel will be conducting Winterization on heating and cooling systems on all Tribal Housing units effective September 26, 2011 thru October 30, 2011.

The maintenance technicians will start with the Mobile Homes, Bonito Apartments, Manuelito Drive Apartments, Morgan Blvd Apartments, Tribal Hill Drive Houses, Aspen Canyon Drive Houses, and then the housing units with coolers. Tenants are to disconnect their garden hose during cold/freezing weather.

I have given permission to the Maintenance Personnel to use the PASS KEY to enter all tribal housing.

The program has (1) renovation and multiple projects, in addition to work orders; therefore the Maintenance Technicians will be scheduled accordingly.

Please have your dogs tied up during this time or put in a dog kennel as necessary.

Your communication, coordination and cooperation are appreciated. You may contact our office if you have questions related to the Winterization at (928) 871-7684. Thank you.

**XC: DISTRIBUTION**  
Lindsey Mescal, Maintenance Supervisor  
EHP Committee (7)  
EHP Maintenance Technicians (7)  
Chrono File