



THE  
NAVAJO  
NATION

Division of General Services

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Employee Housing Program

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BEN SHELLY  
PRESIDENT



REX LEE JIM  
VICE-PRESIDENT

**MEMORANDUM**

**EHP012-112**

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

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

**DATE:** April 25, 2012

**SUBJECT: Summarization - Cooling & Servicing Systems**

The Employee Housing Program personnel will be conducting summarization on all Tribal Housing units **effective May 7, 2012 thru June 8, 2012.** The pass key will be utilized to enter the housing units.

The maintenance personnel 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 rest of the housing units with coolers.

The program has multiple projects, in addition to work orders; therefore the Maintenance Technicians will be scheduled accordingly. Please contact our program if you prefer to have your cooler turned on at a later time.

Please have your dogs tied up during this time or put in a dog kennel as necessary. Note: all tenants with pets are to comply with the Pet Policy under the EHP - Rules and Regulations.

Your communication, coordination and cooperation is appreciated. Thank you.

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EHP Maintenance Personnel  
Chrono File