



THE
NAVAJO
NATION

Division of General Services

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Employee Housing Program

JOE SHIRLEY, JR.
PRESIDENT

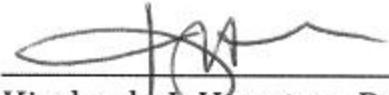


BEN SHELLY
VICE-PRESIDENT

EHMS11-017

MEMORANDUM

TO : All Employee Housing Tenants

FROM : 
Kimberly J. Houston, Program Supervisor
Employee Housing Program/DGS

DATE : January 3, 2011

SUBJECT : **FREEZING WATER LINES - REMINDER**

Please provide Employee Housing your e-mail address. This will be used to disseminate information and for communication purposes.

Employee Housing maintenance personnel have been attending to work orders on frozen waterlines and busted water pipes due to tenants turning off or lowering their heating system (thermostat). Our office is requiring that you set your thermostat between 65° and 70° during the cold weather.

In addition, to prevent water freezing, leave the hot and cold water trickling on very cold nights. If you plan to be away for a few days, make arrangements to have someone check your heating system and water lines on a daily basis.

Please make sure that your smoke alarm has a new battery and do not remove batteries. If your smoke detector is chirping, please change the battery. Your immediate attention and cooperation is appreciated. Thank You.

xc: Virgil Brown, Jr., Acting Division Director/DGS
Charlene Chapman, Program Supervisor, RM/DGS
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