



# THE NAVAJO NATION

Division of General Services

www.nnehp.navajo-nsn.gov  
eehousing@frontiernet.net  
Employee Housing Program

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

BEN SHELLY  
PRESIDENT

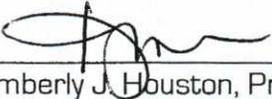


REX LEE JIM  
VICE-PRESIDENT

## MEMORANDUM

EHP012-020

TO: All Navajo Nation Employee Housing Tenants  
Employee Housing Program

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

DATE: November 30, 2011

### SUBJECT: Preparation and Winterization Information

This memorandum will serve as notification to all the Navajo Nation Tenants to keep your thermostat at 70 to keep your home at a warm temperature during the cold winter days; this will help from your water freezing.

Those that live in mobile homes keep your water dripping during the cold winter days and night, so that your water lines don't freeze and cause a water line breakage.

Make sure that you notify someone when you are out of town on travel for a couple days or more. That will also help in assisting with cold winter days/nights from your water lines breaking.

Reminder; on weekdays after 5:00 pm and on weekends please call the Stand by telephone number at (928) 309-8769 or the front desk telephone number at (928) 871-7684. And program the stand by telephone number; so you are not calling around on weekends.

Also, use your alarms when away from home, at night and even while at home during the day.

Your communication, coordination, and cooperation are appreciated. Any questions, regarding winterization you may contact the Employee Housing Program at (928) 871-7684. Thank you.

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