



THE
NAVAJO
NATION

Division of General Services

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Employee Housing Program

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BEN SHELLY
PRESIDENT

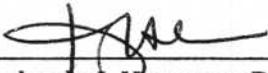


REX LEE JIM
VICE-PRESIDENT

MEMORANDUM

EHP011-058

TO: All Navajo Nation Employee Housing Tenants
Employee Housing Program

FROM: 

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

DATE: June 7, 2011

SUBJECT: Summerization Cooling & Servicing Systems

The Employee Housing Program personnel will be conducting summerization on all Tribal Housing units effective June 13, 2011. The pass key will be utilized to enter the housing units.

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.

The program has 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 is appreciated. Thank you.

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