



**ATTENTION KFN Members**  
**REPAIR REQUEST AFTER HOURS/WEEKENDS**

## **Housing Related Issues**

Please refrain from contacting Chief and Council regarding Housing repair issues.

If you require immediate Housing repair assistance please contact the Emergency Repair Line:

**After Hours #: (778) 877-1943**

*(Emergency Repair e.g. heating issue, pipe or roof leak etc.)*





# Preventative Measures: Home Maintenance

## Stove Top/Oven



- ⇒ Clean that grimy oven window. A dirty window actually reduces the efficiency of your stove because you keep opening the door to check the food. To clean the window, rub it with a damp cloth dipped in baking soda.
- ⇒ Clean under the hood. If your stove doesn't have a sealed cooktop, food and grease will fall down under the burners. It's easy to forget about this out-of-view debris, so remember to lift the cooktop to clean beneath it. Follow the owner's manual instructions for lifting the top without damaging it.
- ⇒ Clean coils and catch trays and the grease buildup with a sponge and warm, soapy water or a 50-50 solution of vinegar and warm water.

## Hood Fan



- ⇒ Clean your fan blades on occasion to prevent buildup of dirt and grease. This will help avoid excess stress on your motor and keep it from overheating.
- ⇒ Wash the exposed metal often. Warm suds will usually suffice.
- ⇒ Regularly check the vent to keep air flow unrestricted. If you allow grease to build up, it can pose a fire hazard. Clean the filter frequently as it is the part that will collect grease the fastest.



# Process for Maintenance Repair Request

## Process for Maintenance Repair Request

1. Head of Household (name on Rental Agreement) is required to fill out the repair request or contact Suzanne Fernando, Housing Coordinator at (604) 465-8961 Ext# 406 or email [housingcoordinator@katzie.ca](mailto:housingcoordinator@katzie.ca) to discuss the matter.
2. The service request is reviewed by the Housing Supervisor and sent to the Maintenance Team to assess the issue
3. Before the visit please have the area **CLEANED, ACCESSIBLE AND SANITIZED**
4. Maintenance Crew will go to your house to assess the issue and report back to Housing Department.
5. If any parts or services are needed– Wait for Housing Supervisor approval
6. When Approved:
  - A. Maintenance will purchase/order parts
  - B. If services are needed Housing Admin. will contact vendor to set-up time and date

**Please understand that there is a time delay when it comes to purchasing/ordering parts when Housing Admin have to communicate with vendors.**

7. **\*\*If necessary\*\*** Maintenance team will return to the home to do a repairs/ replacement after receiving the part needed or the technician will be at the house to repair.
8. Service Request Complete.

**Please note that all purchase's or renovations are required with written pre-approval letter from C &C or reimbursement will not be approved.**

If you have any questions, please feel free to contact the Housing Department at (604) 465-8921 ext. 406 or by email at [housingcoordinator@katzie.ca](mailto:housingcoordinator@katzie.ca).



## KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM

**LOCATION:**

- |   |  |
|---|--|
| <input type="checkbox"/> Tenant/Katzie Member   | <input type="checkbox"/> Health and Community Centre |
| <input type="checkbox"/> EYC; Daycare/Preschool | <input type="checkbox"/> EYC; Administration Office  |
| <input type="checkbox"/> Band Office            | <input type="checkbox"/> Lands Department            |
| <input type="checkbox"/> Other                  | <input type="checkbox"/> Youth Centre                |

**Work Location:**

(Office, Kitchen, GYM etc.) \_\_\_\_\_

**CONTACT INFORMATION: (Tenant, Employee)**

FULL NAME	
ADDRESS	
EMAIL ADDRESS:	
DAY-TIME PHONE NUMBER	EVENING PHONE NUMBER

**TYPE OF WORK:**

- |  |                                   |                                       |                                      |
|--|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> GENERAL MAINTENANCE | <input type="checkbox"/> PLUMBING | <input type="checkbox"/> HEAT AND AIR | <input type="checkbox"/> SMOKE ALARM |
| <input type="checkbox"/> ELECTRICAL          | <input type="checkbox"/> GLASS    | <input type="checkbox"/> LOCKSMITH    |                                      |

**DESCRIPTION AND DETAILS OF REPAIR, MAINTENANCE, OR OTHER REQUEST:**

Please be as specific as possible and attach photos or extra page if required.

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**COMPLETE IF APPLICABLE:**

<input type="checkbox"/> Washer	<input type="checkbox"/> Dryer	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Stove	<input type="checkbox"/> Hot Water Tank
<input type="checkbox"/> Gas	<input type="checkbox"/> Electric			
<b>Maker:</b>	<b>Model:</b>	<b>Serial #</b>		

**TENANT INSTRUCTIONS FOR TRADESPERSON/MAINTENANCE TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE:**

# Attention All Housing Tenants



## *Rental payment methods*

- Each tenant is responsible for contributing towards the monthly rent.
- Rent is due on the first of each month.

### Payment Options:

- **Cash**
- **E-transfer:**
  - Send E-transfer payments to **payments@katzie.ca** (include your name and address) Once we receive confirmation of your payment we will email your receipt.
- **Pre-Authorized Debit (PAD):**
  - If you would like to have payments withdrawn from your bank on either the 1st or 15th of each month, please contact Suzanne Fernando to arrange payment plan and to receive a preauthorization debit form. **Note: we will also need a void cheque or pre-authorization debit form from your bank. Verbal/written banking information will not be accepted.**
- **Money Order or Cheques**
  - If you wish to pay via cheque or money order, you can deliver your payment to Finance at the Band Office. A receipt will be emailed to you on the day of deposit. Please make cheque payable to **Katzie Social Housing**
- **Payroll deduction for Katzie Band Employees– please arrange payment plan with Suzanne Fernando, Housing Coordinator.**

We encourage e-transfers or PAD to decrease the risk of COVID-19 transmission.

**Also please remember to contact Katzie Housing Department if your phone number or email address has changes.**





## Resources and Reminders



### Donate to Big Brother, they accepts Clothing and household items .

Each time you make a donation to Big Brothers, you're helping fund important mentoring programs for children in our local community.

**Toll Free: 1.866.521.4393**  
**[pickup@renewcrew.com](mailto:pickup@renewcrew.com)**

### Contact

**Allen Erickson**

Services:

Dead car removal for cash,  
rubbish removal

**Call for more inquiries**  
**604-649-3124**



### PITT MEADOWS RUBBISH REMOVAL

**IT'S Quick...It's Easy...It's Gone!**

**[\(778\) 771-4222](tel:(778)771-4222)**

**JUNK REMOVAL, FURNITURE  
REMOVAL, CONSTRUCTION DE-  
BRIS REMOVAL, SCRAP CARS FOR  
CASH**



**Next Pick Up: Katzie IR #1**

**Monday, November 4, 2024**

**Pick Up Time: 10:00AM**

- Please no banned/hazardous material
- All refuse must be bagged and tied in order to be picked up

