



Katzie First Nation

Housing/ Maintenance Department

Weekly updates

Tips: Rodent Issues

Do You Have Mice and Rat Troubles?

We used to have rats around our place too. We found out we had to change a few things.

Don't wait for somebody to come fix the problem, the mice and rats won't wait. Do everything you can as soon as you can. The longer you wait the worse the problem will get. Your home is your fortress and you need to protect it from these ruthless invaders!

There are a few ways to keep mice and rats out of your home. Many of which people overlook.

Keeping your yard clean and clutter free. Especially around the house. Anything around the outside of your home becomes a place for these critters to build a home outside your door, waiting to find a way in and even provides a safe place for them to start digging their way into your home.

Keep everything at least 20 feet from the home this includes:

- Shrubs and trees
- Rose bushes
- All appliance; new and old
- Boards
- Garbage bins
- Old broken down vehicles
- Keep the rest of your yard clean and free of food scents as well. •
- Clean the barbeque immediately following use.
- Do not leave food outside



- Try to ensure only your animals are eating the food you put out for them. This could mean hanging out with them until their food is done and taking the dish away when they are done.
- Clean your gutters, yup they hide in there too!
- Put screens on your windows and doors, to keep them out while you have them open. When you find a hole or how they are trying to get in, fill it with steel wool and secure the hole, by nailing a board over it, sealing them out. Inside your home is just as important to defend from critters and critters like a home full of clutter, with lots of places to hide where they can find food. As such keeping your home tidy and clean will also help.
- Do your dishes daily
- Keep your food sealed and put away in the cupboards
- Keep your clutter away from entrances (doors and windows)

Remember, this does not fall to one person. Everybody who lives in the house can help too! Chores help a person grow and develop a sense of pride. Good luck!



Housing Repair Request Safety Procedures

Housing Maintenance Safety Procedures

The Housing Department will be implementing new safety practices and protocols when performing Housing Repair Requests. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so together we can navigate the complexities of our “new normal”

Here are some procedures we are implementing to help keep our team safe and to support you:

- Repair Request Form is required for any repairs to be Scheduled
- There will be a Covid-19 Screening Questionnaire when Scheduling a Repair Request and follow-up on the Date of the Appointment.
- Our team is required to wear a face mask, hand sanitize and wear gloves upon accessing your home when performing home repairs.

Here are some procedures we expect you to implement to help keep our team and yourself safe:

- Repair Request:
 - * **A Completed Repair Request Form is required to schedule any work orders.** You can forward your completed Repair Request form by Via e-mail to Jamie@katzie.ca and rosannaleon@katzie.ca .
 - * If you need assistance in filling out the form, you can contact Jamie Pierre at the office at 604-465-8961 Ext# 408 and she will gladly assist you in filling out the form *over the phone (promoting zero contact approach due to Covid-19)*
- If you or anyone in the household is sick and/or in isolation please notify Jamie Pierre ASAP at 604-465-8961 Ext# 408
- It is the tenants responsibility to clean and create a safe access to the premises for the Maintenance Team or Contractors
- Wash your hands and sanitize work area prior to the service call;
- Stay at least 6 feet apart when our Maintenance team are repairing
- Be considerate of our Maintenance team or Contractor (remember, we're all in this together)

If you have any questions, please do not hesitate to call Rosanna Leon at (604) 465-8921 ext. 415 or by email: rosanna@katzie.ca.





Process for Maintenance Repair Request

Process for Maintenance Repair Request

1. Head of Household (name on Rental Agreement) are required to fill out the repair request or contact Jamie Pierre, Administration Assistant Housing at (604)465-8961 Ext# 408 or email jamie@katzie.ca to discuss the matter.
2. The service request is reviewed by the Housing Administrator—Rosanna and sent to Maintenance Team—David Florence and Devon Cunningham 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 Administrator
5. If any parts or services are needed—Wait for Housing Manager 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 and 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 a written pre-approval letter from C &C or reimbursement will not be approved.

If you have any questions, please feel free to contact Rosanna Leon at (604) 465-8961 or by email at rosannaleon@katzie.ca





Attention All Housing Tenants

Please be advised, Katzie First Nation no longer accepts cash for rental payments.

Payment Options:

- Interact E-Transfer

Send E-Transfers to payments@katzie.ca

Once we receive confirmation of your payment we will email your receipt.

- Cheque or Money Order

If you wish to pay via cheque or money order, you can deliver your payment to Peggy Florence at the Health & Community Reception. A receipt will be emailed to you on the day of the deposit.

- Preauthorized Debit

If you would like to have your payment withdrawn from your bank on either the 1st or the 15th of each month, please email the finance department at payments@katzie.ca to receive a preauthorized debit form. Note, we will also need a void cheque or preauthorized debit form from your bank. Verbal/Written banking information will not be accepted.



Katzie Housing Department | 604-465-8961 Ext# 415 | rosannaleon@katzie.ca





Preventative Measures: Home Repair

FURNACE

Keep the area around the furnace **clear of any debris, dirt and dust**. Check the filter every six months to **ensure the filter is not clogged** and is able to breathe freely, if the filter is clogged the furnace will start over working then the sensors will start failing. Please make sure the **filter is the correct size** for your furnace: having the wrong size filter could cause the furnace to prematurely wear and malfunction. **If you have a re-usable filter, wash it every six months and make sure that it is 100% dry before placing it back into the furnace**, if the filter is not dry the filter will develop mold. If the pilot light goes out, read the lighting instruction and **follow the step by step instructions to re light**. Check the battery in the thermostat frequently and change frequently, Housing Department do not provide filters or batteries.

Electrical

Do not overload your outlets. While tripping breakers can be troublesome, more often then not, they are trying to tell you something. A tripping beaker usually indicates that you have **too many appliances or gadgets connected to the same circuit**. It is advisable to configure a few appliances and reset the breaker.





Resources

How Often You Should Clean Everything in Your House

Everyday

- Make Bed
- Clean Coffee Maker
- Clean Dirty Dishes
- Wipe Down Benches
- Do Laundry
- Wipe Down Bathroom Surfaces
- Wipe Down Shower Walls
- Sanitize Bathroom Basin and Kitchen Sink
- Clean Toilet

Every Month

- Dust Blinds
- Clean Dishwasher and Washing Machine
- Empty Vacuum Cleaner
- Clean Vents
- Clean and Dust Lights

Every Year

- Clean Fireplace and Chimney
- Deep Clean Carpet and Upholstery
- Clean Windows
- Clean Dryer and Vents
- Clean Curtains and Blinds
- Clear Out Gutters
- Pressure Clean Paths and Outside of House

Every Week

- Mop Floors
- Clean All Bathroom Surfaces
- Clean Mirrors
- Dust Furniture
- Vacuum Floors and Furniture
- Change Bedding
- Clean Out Fridge and Toss Old Food
- Wipe Kitchen Appliances
- Clean inside Microwave

Every 3 - 6 Months

- Clean Oven
- Vacuum Mattress
- Wash Pillows and Quilt
- Vacuum and Clean Under Furniture
- Descale Coffee Machine
- Clean Rangehood
- Clean Shower Curtain
- Clean Inside Fridge
- Clean Outdoor Furniture and Deck
- Clean Out Freezer



Resources and Reminders



Donate to Big Brother, they accept 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

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

**JUNK REMOVAL, FURNITURE
REMOVAL, CONSTRUCTION
DEBRIS REMOVAL, SCRAP CARS
FOR CASH**



Next Pick Up: Saturday, Nov 20, 2021

Starting: 10:00 AM

Have your bins out before 10:00