### 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**

2 3

## **Stove Top/Oven**

⇒ Clean that grimy oven window. A dirty window actually r
duces the efficiency of your stove because you keep opening

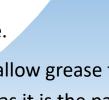
the door to check the food. To clean the window, rub it with a damp cloth dipped in baking soda.

- ⇒ 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-ofview 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.
- $\Rightarrow$  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**

22

#### **Process for Maintenance Repair Request**

- 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 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

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

- \*\*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 preapproval 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.



KATZIE FIRST NATION HOUSING REPAIR REQUEST FORM		
LOCATION: Tenant/Katzie Me EYC; Daycare/Pres Band Office Other	school EY(	alth and Community Centre C; Administration Office nds Department uth Centre
Work Location: (Office, Kitchen, GYM e <u>tc.)</u> CONTACT INFORMATION: (Tenant, Employee)		
FULL NAME ADDRESS		
EMAIL ADDRESS:		
DAY-TIME PHONE NUMBER	EVENING PHONE	NUMBER
TYPE OF WORK: GENERAL MAINTENANCI ELECTRICAL		T AND AIR SMOKE ALARM
<b>DESCRIPTION AND DETAILS OF REPAIR, MAINTENANCE, OR OTHER REQUEST:</b> Please be as specific as possible and attach photos or extra page if required.		
COMPLETE IF APPLICABLE:   Image: Complete if applicable: <t< td=""></t<>		
Maker:	Model:	Serial #
TENANT INSTRUCTIONS FOR TRADESPERSON/MAINTENANCE TO ENTER AND ACTION OR QUOTE ON REPAIR OR MAINTENANCE:		

# **Attention All Housing Tenants**

2 2



### 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 preauthorization 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.







22

22



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

ie First Nax

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



#### PITT MEADOWS RUBBISH REMOVAL

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

### <u>(778) 771-4222</u>

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

Contact

**Allen Erickson** 

Services:

Dead car removal for cash,

rubbish removal

**Call for more inquiries** 

604-649-3124

Next Pick Up: Katzie IR #1

Monday, November 18, 2024

Pick Up Time: 10:00AM

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



