



Pawnee Nation Housing Authority

P.O. Box 408, Pawnee, OK 74058 * Phone: 918-762-3454 * Fax: 918-762-2284
Email: pawneenationha@sbcglobal.net * website: www.pawneenationhousing.org

Effective:

The Pawnee Nation Housing Authority (PNHA) reserves the right in every case to make a determination as to whether maintenance is the obligation of occupant pursuant to the occupant's lease or homebuyer agreement, the Maintenance Policy of PNHA, and the Admissions and Occupancy Policy of the Housing Authority. The following charges apply to the maintenance items and services that are the responsibility of the occupant under the occupant's lease or homebuyer agreement and under the Maintenance Policy and any other policy of PNHA.

As Item prices are subject to change, the PNHA has the right to make adjustments to this fee schedule as deemed necessary.

1. Charges for work performed by PNHA Staff are prescribed by this schedule of maintenance fees. **All responses to maintenance requests are subject to a minimum one (1) hour labor charge of \$25.00 during regular business hours. All responses to after hours maintenance requests are subject to a minimum of three (3) hour labor charge of \$75.00**
2. Charges for services and items not listed here will be billed according to time and materials used by the PNHA maintenance staff and/or according to vendor invoiced amounts.
3. PNHA will select the materials to be used for all maintenance performed by PNHA staff. If the occupant desires materials more expensive than those prescribed in the maintenance fee schedule, below, the occupant must pay the amount of the difference in full in advance of the work being performed.
4. All charges for work performed by outside contractors will be charged to the tenant for the full amount of the bill, plus any time accrued by the PNHA Maintenance Staff.
5. All item prices listed are subject to change based on market price.

MINTENANCE PROCEDURES:

1. Occupant must submit a signed Maintenance Request Form. Maintenance Request Forms are available at the PNHA Office or on the website at www.pawneenationhousing.org, via facsimile by request, via email by request. If maintenance is requested by phone, PNHA will mail a Maintenance Request Form to the occupant, and the occupant must sign and return the Maintenance Request Form to the PNHA Office.
2. PNHA will generate a work order based on the maintenance request and will be in contact with the occupant to schedule the performance of the maintenance.
3. Maintenance charges that are the obligation of the occupant will be established as a maintenance repay in the occupant's account, and the occupant will be notified of the amount of the maintenance repay and the due date with the amount of the monthly installments under the maintenance repay.



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LOCKS

| | |
|---|--|
| Locked out after hours | \$50.00 |
| Door Locks Changed (8-4 PM) [handle lock only] | \$30.00 per lock plus \$25/hour |
| Door Locks Changed (8-4 PM) [deadbolt only] | \$10.00 per lock plus \$25/hour |
| Door Locks Changed (8-4 PM) [deadbolt/handle lock set] | \$35.00 per set plus \$25/hour |
| Door Locks Changed – After regular hours with Management Approval | \$50.00 plus applicable fee listed above |
| Key – Additional | \$3.00/key |

WINDOWS and SCREENS

| | |
|--|---------------------------------------|
| Remount Screen On Unit (when removed other than by PNHA Maintenance) | \$15.00 per screen plus \$25 per hour |
| Replace Window Screen | \$20.00 per screen plus \$25 per hour |
| Replace Window Lock | \$10.00 per screen plus \$25 per hour |
| Replace Broken Window | Vendor-Invoiced Amount |

SCREEN DOORS

| | |
|-----------------------------|-----------------------------|
| Replace Screen | \$30.00 plus \$25 per hour |
| Replace Screen Door Closure | \$20.00 plus \$25 per hour |
| Replace Screen Door Handle | \$15.00 plus \$25 per hour |
| Replace Screen Door | \$130.00 plus \$25 per hour |

DOORS

| | |
|---------------------------------------|------------------------------|
| Replace Storm Door | \$90 plus \$25 per hour |
| Replace Exterior Door | Vendor-Invoiced Amount |
| Replace Interior Door | \$35-\$55 plus \$25 per hour |
| Repair Interior Door | \$25 per hour |
| Replace Door Knob | \$22.00 plus \$25 per hour |
| Replace Door Guard | \$15.00 plus \$25 per hour |
| Repair Exterior Damaged Door | \$25 per hour plus materials |
| Replace Door Sweep | \$15.00 plus \$25 per hour |
| Replace Threshold Complete | \$20.00 plus \$25 per hour |
| Replace Handicap Threshold | \$40.00 plus \$25 per hour |
| Replace Threshold Rubber Strip | \$10.00 plus \$25 per hour |
| Replace Weather Stripping – Bulb Type | \$20.00 plus \$25 per hour |

PAINT and REPAIR WALLS

| | |
|---------------------------------|------------------------------------|
| Wall Protector (round stick on) | \$4.00 plus \$25 per hour |
| Wall Repair | \$25 per hour plus materials |
| Wall Primer | \$15 per gallon plus \$25 per hour |
| Wall Paint | \$25 per gallon plus \$25 per hour |
| Patch-Sand-Paint (6"X6") | \$25.00 plus \$25 per hour |
| Patch-Sand-Paint (12"X12") | \$30.00 plus \$25 per hour |
| Patch-Sand-Paint (24"X24") | \$40.00 plus \$25 per hour |
| Paint Apartment or Room | \$25 per hour plus materials |



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FLOORS

Replace Hard Flooring

\$25 per hour* plus materials
–or- Vendor-Invoiced Amount

Replace Carpet

Vendor-Invoiced Amount

Replace Cover Base (per foot)

\$4.25 plus \$25 per hour

CABINETS

Replace Door, per door

\$45.00 plus \$25 per hour

Hang Door (when off hinges only)

\$25 per hour

Replace Door Hinge

\$5.00 plus \$25 per hour

Replace Drawer (complete)

\$40.00 plus \$25 per hour

Replace Drawer (front only)

\$30.00 plus \$25 per hour

Repair Drawer (wood frame)

\$20.00 plus \$25 per hour

Replace Drawer Slide (single)

\$16.00 plus \$25 per hour

Replace Drawer Slide (double)

\$21.00 plus \$25 per hour

Replace Drawer Glide/Roller

\$8.00 plus \$25 per hour

Replace Counter Top (per foot)

\$20.00 per foot plus \$25 per hour

ELECTRICAL, LIGHT FIXTURES AND BULBS

Electrical Work done by Electrician

Vendor-Invoiced Cost

Replace Wall Switch/Receptacle Cover Single or Double

\$2.00 plus \$25 per hour

Replace Outside Electrical Cover

\$10.50 plus \$25 per hour

Replace Cable Cover

\$4.00 plus \$25 per hour

Replace GFCI Cover

\$2.00 plus \$25 per hour

Replace Light Globe/Shade/Cover Cost of cover plus

\$25 per hour

Replace Light Bulb (60watt)

\$4.00 plus \$25 per hour

Replace Light Bulb (fluorescent)

\$4.00 plus \$25 per hour

Replace Light Bulb (appliance)

\$4.00 plus \$25 per hour

Replace Heat Lamp Bulb

\$6.00 plus \$25 per hour

Replace Fluorescent Bulb (2', 4', or 13wt)

\$6.00 plus \$25 per hour

Replace Attach Light Fixture to Ceiling

\$20.00 plus \$25 per hour

(when pulled away by other than maintenance)

Repair Damage to Electrical System

Vendor-Invoiced Cost

Electrical work requiring an Electrician

Vendor-Invoiced Cost

Replace Smoke Alarm Battery – 9 volt

\$4.00 plus \$25 per hour

Repair/Attach Smoke Alarm to Ceiling or Wall

\$15.00 plus \$25 per hour

(when removed by anyone other than maintenance)

Replace Smoke Alarm (electric with battery backup)

\$25.00 plus \$25 per hour

HEATER and FURNACES

Replace Thermostat (Basic digital thermostat)

\$30.00 plus \$25 per hour

Repair Damage to or Replace Furnace or Air Conditioner

Vendor-Invoiced Cost

Clean or Repair/Replace Duct Work

Vendor-Invoiced Cost

Replace Registers and Vent Covers

Cost of materials plus \$25 per hour



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PLUMBING

| | |
|--|---|
| Clear clogged drain or commode | Vendor-Invoiced Cost |
| Plunge Commode | \$25 plus \$25 per hour |
| Replace Commode | \$120.00 plus \$25 per hour |
| Replace Commode Bowl | \$75.00 plus \$25 per hour |
| Replace Commode Tank | \$50.00 plus \$25 per hour |
| Replace Commode Tank Lid | \$40.00 plus \$25 per hour |
| Replace Commode (complete handicap) | \$200.00 plus \$25 per hour |
| Replace Commode Bowl (handicap) | \$100.00 plus \$25 per hour |
| Replace Commode Handle | \$12.00 plus \$25 per hour |
| Replace Commode Flush Valve | \$21.45 plus \$25 per hour |
| Replace Commode Seat (regular) | \$20.00 plus \$25 per hour |
| Replace Commode Seat (handicap) | \$25.00 plus \$25 per hour |
| Replace Commode Supply Line | \$14.00 plus \$25 per hour |
| Replace Commode Supple Line Cutoff | \$26.00 plus \$25 per hour |
| Replace Commode Wax Seal and Bolts | \$18.00 plus \$25 per hour |
| Replace Commode Flange, Wax Seal and Bolts | \$25.00 plus \$25 per hour |
| Pull Commode | \$25 per hour |
| Replace Commode Flapper | \$5.00 plus \$25 per hour |
| Replace Commode Fluid master | \$20.00 plus \$25 per hour |
| Replace Commode Flush Valve | \$42.00 plus \$25 per hour |
| Replace Bathroom Sink & Vanity (Complete) | Cost of Materials plus \$25 per hour |
| Replace Bathroom sink (only) | Cost of Materials plus \$25 per hour |
| Replace Bathroom Sink P.O. Plug | Cost of Materials plus \$25 per hour |
| Replace Bathroom Sink Drain Pipes | Cost of Materials plus \$25 per hour |
| Replace Bathroom Sink Faucet Set | Cost of Materials plus \$25 per hour |
| Replace Faucet Handles (kitchen, bathroom sink, and tub) | Cost of Materials plus \$25 per hour |
| Caulk Bathtub | \$10.00 plus \$25 per hour |
| Replacement Bathtub Stopper | \$2.00 plus \$25 per hour |
| Replace Tub/Shower Faucet | \$75.00 plus \$25 per hour |
| Replace Tub Spout/Diverter | \$30.00 plus \$25 per hour |
| Replace Bathtub/Shower Surround | Cost of Materials plus \$25 per hour |
| Replace Water Heater | Cost of Water Heater plus \$25 per hour |
| Repair Shower Walls | Cost of Materials plus \$25 per hour |
| Replace Shower Arm, Head, Rod, Bracket and/or Hose | Cost of Materials plus \$25 per hour |
| Replace Medicine Cabinet | Cost of Materials plus \$25 per hour |
| Replace Medicine Cabinet Shelf | Cost of Materials plus \$25 per hour |
| Replace Toilet Tissue Holder | Cost of Materials plus \$25 per hour |
| Replace Towel Bar and/or Brackets | Cost of Materials plus \$25 per hour |
| Replace Faucet Aerator | Cost of Materials plus \$25 per hour |
| Replacement Kitchen Sink Stopper | Cost of Materials plus \$25 per hour |
| Replace Kitchen Sink Basket | Cost of Materials plus \$25 per hour |
| Replace Kitchen Sink Sprayer Head | Cost of Materials plus \$25 per hour |
| Replace Kitchen Sink Sprayer Hose | Cost of Materials plus \$25 per hour |
| Replace Kitchen Sink | Cost of Materials plus \$25 per hour |



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Replace Kitchen Faucet Set
Replace Kitchen Supply Line
Replace Kitchen Drain Pipes
Unstop Kitchen Sink

Unstop Washer Drain
Repair/Replace Pipes

Replace Outside Sillcock (complete)

Replace Outside Sillcock (stem)

Unfreeze pipes

VENT HOODS

Replace Stove Hood Bulb Cover
Replace Stove Hood Vent Screen

REFRIGERATORS

Replace/Repair plumbing to Refrigerator

MISCELLANEOUS

Remove Tires
Remove Trash from Interior and/or Exterior of Property
Trip to Landfill

Pest Infestation
Replace Mailbox
Damage Due to Smoking Within Unit
Packing & Storage of Abandoned Personal Items after Move out
Replace Turbine on Storm Shelter
Paint Storm Shelter Door
Repair/Replace Storm Shelter Door

EXTERIOR

Repair Roof

Replace Roof
Guttering Cost of Materials plus

Siding Repair/Replacement Cost of Materials plus

Cost of Materials plus \$25 per hour
Cost of Materials plus \$25 per hour
Cost of Materials plus \$25 per hour
\$25 per hour* or Vendor-Invoiced
Cost if Vendor is necessary
Vendor-Invoiced Cost
Cost of Materials plus \$25 per hour
or Vendor-Invoiced Cost if Vendor is
necessary
Cost of Materials plus \$25 per hour
or Vendor-Invoiced Cost if Vendor is
necessary
Cost of Materials plus \$25 per hour
or Vendor-Invoiced Cost if Vendor is
necessary
\$25 per hour

\$6.00 plus \$25 per hour
\$8.00 plus \$25 per hour

Vendor-Invoiced Cost

\$25 per hour plus disposal fee
\$25 per hour
\$50.00 + dump fee Cleaning at Move
out \$25 per hour
Vendor-Invoiced Cost
Cost of Materials plus \$25 per hour
\$25 per hour* plus materials
\$25 per hour* plus materials
\$60 plus \$25 per hour
\$12 plus \$25 per hour
Vendor-Invoiced Cost

Cost of Materials plus \$25 per hour
or Vendor-Invoiced Cost if Vendor is
necessary
Vendor-Invoiced Cost
\$25 per hour or Vendor-Invoiced
Cost if Vendor is necessary
\$25 per hour or Vendor-Invoiced
Cost if Vendor is necessary



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Clean Guttering \$25 per hour*
Fireplace and/or Chimney Work

Masonry Work
Foundation Repair
Tree Removal

Cost of Materials plus \$25 per hour
or Vendor-Invoiced Cost if Vendor is
necessary
Vendor-Invoiced Cost
Vendor-Invoiced Cost
Vendor-Invoiced Cost