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AIR STATION CAPE COD INSTRUCTION M11101.13B

Subj: AIR STATION CAPE COD HOUSING MANUAL

1. PURPOSE. This manual details the rules and instructions pertinent to occupants of Coast Guard Family Housing that is managed by Air Station Cape Cod. This manual will be available to all residents and prospective residents of base housing on the internet.
2. ACTION. All personnel assigned to Air Station Cape Cod housing, regardless of service or status, are subject to the guidelines set forth herein by the Commanding Officer of Coast Guard Air Station Cape Cod and shall ensure compliance with this instruction.
3. DIRECTIVES AFFECTED. AIRSTAINST M11101.13A is cancelled.
4. DISCUSSION. As Commanding Officer, Air Station Cape Cod, I welcome you to your new home in the local military family community. It is the Coast Guard's desire to maintain clean, well-kept units, and a living environment that is pleasant, safe, and suitable for present military occupants, and for future residents. Your active cooperation is needed during occupancy in order to meet these objectives. The intent of this manual is to provide guidance and quick access to the procedures used at Coast Guard Air Station Cape Cod, in conjunction with orders and guidelines set by this command and/or higher authority.
5. CHANGES. Major changes incorporated in this edition include (1) prohibition of trampolines and swimming pools, and mandatory helmet requirements for riding apparatus with wheels (Section 2.5), (2) pets are prohibited in Unaccompanied Personnel Housing (Section 4.5.4.1), and (3) loitering of minors in common areas after dark is prohibited (Section 4.5.5.2.3). Future changes and updates to this manual will be published online. All requests for changes to this manual shall be submitted to the Housing Officer.
6. FORMS/REPORTS. Forms and reports required by this manual are listed within the individual sections covering their use.


E. J. GIBBONS

**INFORMATION FOR RESIDENTS OF FAMILY HOUSING
UNITED STATES COAST GUARD
AIR STATION CAPE COD, MASSACHUSETTS, 02542**

PURPOSE: The Purpose of this manual is to acquaint you with basic information relative to Family Housing Occupancy and to create an understanding between you and the Coast Guard. This manual contains many helpful hints that, if followed, will help make your stay in Coast Guard Family Housing at Air Station Cape Cod pleasant and safe.

CHAPTER 1 – Cancelled.

CHAPTER 2 - HOUSING RULES AND REGULATIONS

2.1 Businesses

The Housing Office must approve all businesses conducted on base. Residents are responsible for any damages or necessary repairs to government property caused by this business. Residents are not authorized to solicit for business off Air Station Cape Cod nor to conduct a door-to-door or telephone solicitation on base.

2.2 Firearms Registration and Possession (The Massachusetts Gun Law)

Under the current Massachusetts Law, a one-year prison sentence is mandatory for any person found carrying a firearm away from his home or place of business without a valid license to carry (handguns) or a firearm identification card (long guns). Possession of a handgun, even if not carried away from a person's home, subjects the owner to the requirement to have a Firearm's Identification Card (FID). A person who is domiciled in another jurisdiction but who maintains a home and is stationed in Massachusetts is treated under the "Gun Law" as a MA resident, and is obliged to conform to its provisions. Military personnel, while engaged in the performance of official duties, carrying service weapons, are exempt. Personal firearms (rifles, pistols, shotguns, and air pistols and air rifles) are authorized in the housing area provided the owner complies with all applicable Federal, State and Local laws, ordinances and regulations. All firearms should be registered with the housing office. Personal firearms may not be fired or discharged in the housing or housing support areas.

2.3 Fireworks and Explosives

2.3.1 Fireworks. Except for command-controlled displays, the possession of explosives and fireworks (for sale, storage or use) are prohibited in the Housing area. Fireworks do not include paper caps or highway flares.

2.3.2 Explosives. Black powder is prohibited in Family Housing and other areas not approved for storing NFPA Class B explosives. Up to 20 pounds of smokeless powder may be permitted in Family Housing if stored in accordance with MFPA requirements and approved by the Fire Inspector.

2.4 In-Home Family Day Care

A Family Day Care Home is defined as any private residence, which, on a regular basis receives children for temporary custody and care during part, or all of the day. A "Family Day Care Home" shall not mean a private residence used for informal cooperative arrangements among neighbors or relatives or the occasional care of children with or without compensation.

Residents of Coast Guard owned property may operate a "Family Day Care Home" provided that the Family Day Care Provider and any assistants meet the requirements of the state in which the property is located. The Family Day Care Home must be licensed, certified, approved and carry the minimum liability insurance as required by the state. A Family Day Care Home can have no more than six children including the caregiver's own.

2.5 Personal Safety and Security

- Carry identification while in Base Housing at all times in the event an ID is requested.
- Do not interfere with the normal flow of traffic at any time.
- Reflective tape on clothing and the use of flashlights are recommended at night.
- Joggers and walkers should use running paths and sidewalks whenever possible.
- Helmets are mandatory while riding any apparatus with wheels, including motorcycles, bicycles, scooters, roller skates, and skateboards.
- Trampolines and swimming pools are prohibited in base housing. Kiddie pools are authorized that meet all of the following requirements:
 - Water depth of 18 inches or less
 - Hold no more than 100 gallons of water
 - Must have no filtration system, be drained within seven days, and not use any chemicals
 - Must have responsible supervision

2.6 Mail Delivery

Postal regulations provide that “delivery service may be temporarily withdrawn when animals interfere with delivery.” Sidewalks must also be cleared in inclement weather for mail delivery.

2.7 Possession of Government Property. Possession on housing premises of government property without permission is a blatant violation of the UCMJ.

Appropriate disciplinary action including termination of occupancy will be taken when “prima facia” evidence exists to support a charge of possession on housing premises of government property without permission.

2.8 Speed Limits

Posted speed limits shall be observed. The Commanding Officer has given the Massachusetts State Patrol the authority to issue speeding tickets. Air Station Cape Cod housing is a high-density community with many small children who may wander into the streets. **DRIVE CAREFULLY!**

2.9 School Bus Regulations

State law requires that vehicle operators must come to a complete stop for school buses loading or unloading passengers when red lights are flashing.

2.10 Through Streets

Lee Road, Curtis Boulevard, and Vandenburg Drive are designated as through streets. These streets contain few intersecting driveways or houses. All other roads are designated as local travel only. These streets are not through streets and are for the use of residents living along the street. Using the streets appropriately will improve the safety of housing residents.

CHAPTER 3 – HOUSING

3.1. ON BASE HOUSING

3.1.1. Quantity

There are 625 government-owned family quarters on base, managed by the Coast Guard. The 625 active units managed by the U. S. Coast Guard are apportioned for occupancy in the following ratio:

U. S. Coast Guard	472
Temporary Quarters	12
Department of Defense	141
(USAF – 65, USMC/USN – 25, USA – 25, NOAA- 1, ANG –25)	

3.1.2. Types and Sizes



Townhouses (E-1 through E-6) Flattop (E-7 through E-9) Ranch (O-1 through O-6)

There are three types: single ranch style with a garage, single flattop with a carport or garage, and multi-plex with a carport. There are three styles of multi-plexes: duplex, 4-plex and 6-plex.)

<u>TYPE</u>	<u># OF BUILDINGS</u>	<u># OF UNITS</u>	<u>SIZE</u>
Single Ranch	72	72	1228 – 2720sf
Single Flat Top	77	77	1228 – 1600sf
Duplex	37	72	1024 – 1251sf
3-Plex	2	6	1024 – 2200sf
4-Plex	92	362	1024 – 1251sf
6-Plex	6	34	1024 – 1251sf

There are a total of 10 (2 to 4-bedroom) conversion units, 2200sf each.

3.1.3. Designations

4 Bedroom Senior Officer	10
4 Bedroom Officer	14
3 Bedroom Officer	48
4 Bedroom Enlisted – Senior	06
3 Bedroom Enlisted – Senior	70
4 Bedroom Enlisted	34
3 Bedroom Enlisted	345
2 Bedroom Enlisted	98

The above designations are subject to change as missions and assigned grade structures change.

3.2 OFF BASE HOUSING

These sites are solely for personnel stationed in these areas.

- North Kingstown, RI

Situated on the West Side of Narragansett Bay, the Signal Rock Housing site is comprised of 11 single-family ranch style homes. The Newport Navy Base is the closest military unit offering medical facilities and other support activities.

- Nantucket, MA

Located 20 miles off the coast of Cape Cod, the Coast Guard maintains 27 housing units on the island. The Gouin Village housing site is comprised of 18 townhouses and one ranch style, near Brant Point. In addition, 8 ranch style houses are located at Siasconset on the island's southern tip. The island has a full service hospital and school system, including a high school.

- Martha's Vineyard, MA

Located 9 miles off the coast of Cape Cod, the Coast Guard maintains 9 housing units. They vary in design and location, but all are freestanding homes located on the northern portion of the island. The island boasts a full service hospital and school system, including a high school.

- Harwich, MA

Located near the elbow of Cape Cod, the Driftwood Circle site is comprised of 7 ranch style homes. The town has a full school system. The nearest hospital is located in Hyannis.

- Provincetown, MA

Located on National Park Service land, the Tin Pan Alley site is comprised of two bungalow style houses (ISSA with the Park service).

- Miscellaneous

In addition, the Coast Guard utilizes the lighthouse at Nobska Point in Woods Hole for senior officer's quarters. In Rhode Island the lighthouse at Warwick Neck is used as family housing for personnel assigned to Coast Guard Units within the commuting area.

3.3 ASSIGNMENT, INSPECTION AND OCCUPANCY OF QUARTERS

3.3.1 General

The Coast Guard Family Housing COMDTINST M11101.13C contains additional instructions, information and guidance for the assignment, occupancy and termination of

Government family housing. You may examine COMDTINST M11101.13B and other pertinent directives, which are available at the Housing Office.

3.3.2 Assignment

With the exception of Command Quarters, assignment of family housing is by grade/rate, family size and date of arrival from previous duty station, within available quotas. The housing personnel use the DD Form 1747 or CG-5267 to annotate your assignment to quarters. Upon assignment, the sponsor will be required to sign a statement that a copy of the Family Housing Manual has been received, that the manual will be read and that contents will be complied with.

3.3.3 Relocations/Intrastation Moves

Once adequate government quarters have been assigned and remain adequate, a move for the individual's convenience will be at the housing authority's discretion and at the member's expense. Such moves will not be a basis for altering the normal maintenance schedule for quarters involved. All relocations are subject to a pre inspection before authorization for selection to upgrade is permitted. See the Relocation Rules in Appendix 3A.

3.3.4 Initial Inspection of Quarters

The incoming occupant and the Coast Guard Housing Inspector will inspect quarters concurrently within 10 days of quarter's assignment utilizing AF Form 227, "Quarters Condition Inspection Report". This form will be completed in the presence of the resident and the Housing Office Inspector. Within 14 days after initial occupancy, if the resident discovers additional conditions that have not been noted by the Inspector, an appointment must be made to have the premises re-inspected within 30 days after initial occupancy. After the expiration of 30 days, the contents of the AF 227 will remain firm.

3.3.5 Occupancy

3.3.5.1 Subletting. A resident may not sublet government quarters. The Comptroller General has ruled (35 comp. Gen. 362, Decision B-125578 of 15 Dec. 1955) that a Federal Government employee who is assigned government quarters which are required in the performance of duty and considered in fixing compensation, may not sublet a portion of the assigned quarters, and that the collection of shelter rent by the employee violates the provisions of 5 U.S.C. 5536 which prohibits employees from receiving any compensation or prerequisites beyond the salary allowed by law. Accordingly, personnel assigned to government quarters are not permitted to sublet units or receive reimbursement for shelter from other persons who reside in the quarters.

3.3.5.2 Occupancy by more than one Family. Social visits by military personnel, their dependents or by civilians, as guests of persons who are assigned to military family quarters will not change the quarters allowance status of the resident or the visitor. However, if a military member and/or dependents reside on a non-

temporary (excess of 30 days) basis in military family quarters assigned to another individual, this fact must be reported to the Authorized Certifying Officer for determination of quarters allowance and entitlements. Tenants may not allow any other person to reside on the premises in excess of 30 days without securing the prior written consent and application. The Housing Officer must approve all overnight guests in writing. See APPENDIX 3B.

- 3.3.5.3 Dependent or Eligibility Changes. Sponsor is required to notify Housing Office of any change in number of dependents, rank, duty assignment, or any change in eligibility status.

APPENDIX 3A

RELOCATION RULES

Read and sign below that you have read and understand the rules concerning relocation.

1. The Housing Officer approves relocation requests.
2. Relocation is at member's expense unless directed to move by the Housing Office. All others will be assigned by date of application.
3. Medical and directed moves have first priority.
4. An E-7 has first priority on relocation list for Senior Enlisted Quarters.
5. Relocations will be allowed by submission of another housing application and then by date of that application.
6. Member is responsible for scheduling a pre inspection and passing a final inspection on previous unit. Member will have only ten (10) days to move and clean quarters after new quarters are assigned.

Member's Signature: _____ Date: _____

APPENDIX 3B

GUEST REGISTRATION FORM		
AIR STATION CAPE COD HOUSING MANUAL APPENDIX 3A		
NAME (LAST, FIRST, MI):	RANK/RATE:	SOCIAL SECURITY #:
DUTY STATION:	WORK PHONE:	HOME PHONE:
ADDRESS (STREET, CITY, STATE, ZIP CODE)		
LIST OF GUEST		
GUEST	NAME (LAST, FIRST, MI)	RELATIONSHIP:
FIRST GUEST		
SECOND GUEST		
THIRD GUEST		
FOURTH GUEST		
DATES TO VISIT		
FROM:	TO:	
MEMBER'S CERTIFICATION		
<p>I shall be responsible for the actions and activities of my guest (s) while they are residing with me. I understand any departure from the normal behavior of Coast Guard housing residents shall be grounds for termination from government housing.</p> <p>This guest registration is valid for 30 days.</p>		
MEMBER'S SIGNATURE _____ / DATE _____		
HOUSING OFFICE _____ / DATE _____		

CHAPTER 4 - MAINTENANCE

OCCUPANT RESPONSIBILITIES

4.1 Routine

As a general rule the resident is responsible for routine cleanliness, maintenance and servicing of the living unit, government owned equipment and furnishings, and immediate grounds and landscape, as would be expected of a careful, prudent homeowner. Furthermore, the resident is responsible to provide all supplies, materials and equipment necessary to keep quarters and surrounding environment clean and orderly. Routine resident(s) responsibilities include the following:

- Lawn, landscape and ground care.
- Litter pick-up.
- Cleaning window wells.
- Cleaning kitchen range, refrigerator and exhaust fan.
- Replacement of incandescent and fluorescent lighting.
- Plumbing care, including outside water faucet.
- Maintenance of oak hardwood flooring and kitchen/bathroom resilient flooring.
- Storm windows, screens and storm door care.
- Replacement of broken or cracked glass unless beyond the control of the occupant.
- Pest control, except termites.
- Snow removal from assigned driveways, carports, walks and sidewalks. (See Section 6.2.1 (3) also.)
- Window shade/mini blinds repair as necessary.
- Smoke detector care.
- Interior door care.
- Wall, cabinet and trim care, including proper hanging and removal of wall decorations.
- Family Fire Prevention--Briefing, annual fire inspections, See Section 6.2.1. (7) And APPENDIX 8A-D.
- Replacement of damaged siding due to using grills too close to the unit, holiday decorations, and other personal items that were affixed to the outside of the unit (flagpoles, flower boxes, etc.).
- Washing mildew off of exterior surfaces of housing unit.
- Other items specifically identified in this manual.

4.2 Personal Property Insurance

Personal property, such as furniture, clothing, recreational equipment, vehicles and other valuables, should always be adequately insured for protection against possible losses. Renters insurance can be purchased through your car insurance provider, usually for a small monthly fee. A claim can be filed with the Government if the damage to the personal property was the Government's fault. Contact Supply at 508-968-6521, for more details.

4.3 GUIDE TO RESIDENT RESPONSIBILITIES - INDOORS

4.3.1 Furniture, Furnishings and Appliances

Government Issued furniture is available only to unaccompanied personnel. Government owned stoves and refrigerators are “forced issue” and are considered installed property. Under no circumstances can the occupants relocate them from the installed position. The exception being that a private refrigerator may be installed in the kitchen with the advance written self-help approval from the Housing Office. Approval will be based on the Housing Office’s opinion that the Government Issue refrigerator will be properly removed, stored, cared for and returned to the kitchen upon checkout.

4.3.2 Appliance Care

4.3.2.1 Kitchen Range.

4.3.2.1.1 General. Your kitchen range is more than just another appliance. It’s the basic tool of every homemaker. It has an expected in-use time of 10 years. Spend a little time reading the booklet provided in each range. The booklet contains instructions and suggestions relative to safety, cleaning and cooking. Get in the habit of cleaning the range on a daily basis. Remove all dirt, grease and spillovers promptly. If allowed to remain on the finish, grease or spillovers on parts of the range subject to high heat will turn to hard carbon and be difficult to remove. Wipe up at once any acid food (vinegar, fruit juice, tomato, milk, and fruit pie filling) spilled on porcelain to avoid permanent stains. To clean enamel parts use warm soapy water or cleaning powder that will not scratch the surface. Keep burner head ports clean for proper ignition and efficient use of the burners. To be sure the ports are kept open use a soft brush to clean away loose soil. If there is still soil in the ports, clean them with a thin wire or hairpin. A faint gas smell is common during start up for the kitchen ranges. If the gas smell persists or is very strong, then turn off and contact Maintenance Control at 968-6488 or dial 911. Refer to section 4.3.3 on Natural Gas for more detailed information

4.3.2.1.2 Getting Behind the Range. Upon quarters’ termination, ranges and adjoining areas must be thoroughly cleaned. Some gas ranges and adjoining areas must be thoroughly cleaned. Some gas ranges are easily moved away from the wall as these ranges are connected to the gas supply with double-wall, semi-rigid flexible tubing. Care must be exercised, however, to insure that the range is moved very slowly and then a distance no more than the connection tubing will safely allow. Other gas ranges are connected with rigid piping. In these units government maintenance personnel will disconnect the range for cleaning by occupants. Call Maintenance Assistance 24 to 48 hours in advance for gas range disconnect.

- 4.3.2.1.3 Pilotless Ignition. Gas ranges installed since mid 1978 have pilotless ignition. The “ticking” sound you hear when you turn the top burner to the “light” position is normal. It is the electronic igniter, and will “tick” until you turn the knob to another position after the burner flame comes on.
- 4.3.2.2 Refrigerator. Your 2-door refrigerator/freezer is another basic tool of every homemaker. It has an expected in-use time of 15 years. Spend some time reading the use and care instructions provided. Preclude overheating by defrosting regularly, before ¼ inch frost accumulation. Do not use sharp pointed instruments. Clean the refrigerator and freezer sections at least twice a year. Do not use abrasives. Use warm water and baking soda to 1 quart of water. Rinse thoroughly with clean water and wipe dry. Wash ice trays in lukewarm water only. The water evaporation pan located under the refrigerator should be cleaned periodically. Refrigerators will not be replaced with new ones based on aesthetics and age. As long as broken parts can be replaced and it operates properly, then it will be repaired.
- 4.3.3 Natural Gas

Every housing unit utilizes natural gas for heating and domestic hot water. In multiplex units, the letter "G" is not to be removed. This letter indicates that the gas line is in that particular unit. The gas is odorless; however, a harmless chemical odorant is added to the gas so you and your family may detect even the smallest gas leak. The odorant smells bad...but that's good as a built-in safety signal. If you detect a faint scent of the odorant, please investigate. If possible "follow your nose" to the source. It may be only a stove pilot light that's out or a burner valve partially turned on. Sometimes you can easily and safely correct the situation. If the source of the gas cannot be located or if the odor persists call Maintenance Control Assistance, at 968-6488.

If you smell a strong or persistent odor:

- Outdoors – Call 911.
- Indoors - Leave the premises immediately...don't light a match or switch anything on or off...then go to the nearest telephone and call 911.

4.3.4 Electrical Services.

Circuit breakers or a fuse box protects electrical circuits. These will be located in the basement or in another prominent location. An electrical short will “pop” the circuit breaker and cause an outage. Usually you will find that a short exists in an appliance or lamp of your own. We suggest you purchase surge protectors to protect computers, phone line to computers, and other expensive electronic equipment i.e. TV, VCR, Stereo etc. Disconnecting the appliance and resetting the circuit breaker (it works like a light switch) will normally restore the electrical power. Switch the popped circuit breaker from the neutral position to the “off” position. Then reset to “on” and if the circuit breaker or fuse pops a second time, do not reset it. Call Maintenance control. Light fixtures, (shades, reflectors and globes) should be washed with water and mild

detergent, dried thoroughly and replaced. Replacement of burned-out incandescent or fluorescent lighting is occupant's responsibility.

4.3.5 Smoke Detector Care.

Ionization type smoke detectors are installed in each housing unit. The device, mounted on the ceiling on all levels and in some units in each bedroom, will detect visible or invisible particles of combustion. An instruction placard/brochure should be found in each set of quarters, which describes proper care and maintenance. You should test the detector weekly. New batteries will be provided by Housing upon submission of a self-help request to the Housing Office, or may be purchased at the Base Exchange. The smoke detector is a silent sentinel ready to produce an audible alarm signal so that you and your family may be forewarned of the presence of a fire and evacuate the premises. Instruct your children to its life protection value.

4.3.5.1 General. The major threat from fire in a dwelling is at night when everyone is asleep. Consequently all housing units are equipped with smoke detectors.

4.3.5.2 Maintenance. There is nothing to wear out in the alarm except the batteries. Batteries have an expected life of up to 12 months. The pilot light should pulse every 5 to 10 seconds indicating proper battery strength. When batteries approach the last of their useful life, a low battery signal will produce an audible click every few seconds for a minimum of 7 days. Replacement batteries may be obtained by submitting a self-help request through the Housing Office.

4.3.5.3 Testing and Care. Test the smoke alarm by blowing smoke from a match, cigarette, pipe, cigar, etc., into the side vents until the alarm sounds. To clear the alarm, gently blow or fan the smoke out of the slot area (side vents) until the alarm ceases. For your safety test the alarms monthly and after any absence of three (3) days or more. Do not abuse your fire/smoke detector by painting or rough handling. The detector is not a toy. Once a year clean it by holding the nozzle of a vacuum cleaner to the side slot openings. Remember that it could save a life - YOURS AND YOUR NEIGHBORS.

4.3.5.4 Fire Safety and Prevention. See Appendix 8A for recommendations

4.3.6 Plumbing Care.

4.3.6.1 General. You can prevent most plumbing stoppages by using your own good judgement. Do not place toothbrushes or other objects on toilet tanks or on shelves above commodes. Such items may fall into the commode and stop it up. If they do fall in, remove prior to flushing the commode. Remove hair and other debris from washbowls, bathtubs, etc. Don't wash anything down the drain. Periodic flushing with a commercial product is helpful, but only when used in accordance with instructions on the container. A "plumbers helper" (plunger) is available for assistance in reducing sluggishness in drains. Learn the working of the water closet, faucets and showerhead. Small replacement parts (such as

washers, ballcocks) may be issued to you on a “self-help” basis. Note: Trip lever in the water closet is left hand thread. Use a plunger when toilet is backed up. Continuous flushing can cause the toilet to overflow. It is recommended that each resident obtain a plunger to unclog drains or reduce sluggishness. Everyone will be expected to make a first attempt to unclog the drain prior to calling in a work order.

- 4.3.6.2 Shower curtains. To preclude floor and other structural damage always have your shower curtain inside the tub when showering. Splashguards are available through a self-help work order.
- 4.3.6.3 Hot Water Heaters. Report problems to Maintenance Control. Do not attempt your own maintenance and do not under any circumstances attempt to light the pilot light. Set the temperature control to the 110-degree range to prevent burns.
- 4.3.6.4 Hose Bibs (outside water faucets). Prior to freezing weather, generally late fall, outside water faucets must be shut off from inside the house, the pipe will then be safe from freezing. Find out where the faucet shutoff and drain are and attach a single tag to it for identification. The Housing Inspector will point out the inside shutoff at time of assignment. If the basement interior shutoff valve cannot be activated, telephone Maintenance Assistance. Do not under any circumstances secure dogs or other pets to outside plumbing fixtures. During winter period, disconnect and remove any garden hoses from the hose bibb (faucet).

4.3.7 Energy Conservation and Utilities

- 4.3.7.1 General. The United States uses more energy per capita than any other nation in the world. Much of this energy is wasted or squandered because of our traditional proclivity for both waste and comfort. While we represent only 6% of the world’s population, we consume 30% of the world’s energy. More than half of the energy used in family housing goes to heating. Heating water takes about 15%. Lighting, cooking, refrigeration and operating appliances account for the rest.
- 4.3.7.2 Energy Conservation. Energy conservation is a key element in our country’s effort to become “energy sufficient”. Everybody wins with energy conservation. By using less energy we save money year after year. Every unit of energy saved helps. A good rule to follow in energy conservation is, “use utilities as if you were paying the bill.”
- 4.3.7.3 Policy. Please practice energy conservation and avoid waste by abiding by energy conservation methods, policies or procedures issued by the Housing Office. The following basic policies are established with the understanding that we can conserve and reduce energy consumption without sacrificing comfort:
- 4.3.7.4 Heating.
 - Set thermostat at 68 degrees during the day and 60 degrees at night.

- When away for extended periods set your thermostat at approximately 55 degrees.
- Assure that supply registers and re-circulating grills are not covered.
- Make an effort to keep doors and windows closed when your furnace is operating.
- Make sure storm doors and windows are properly installed.
- Clean permanent furnace filter(s) monthly by washing or vacuuming. Replace disposable furnace filter(s) a minimum of twice during the winter months. Furnace filters are available through the self-help program.

4.3.7.5 Water.

- Watering of lawns is permitted as long as water supply is adequate. When the water supply is low, watering of lawns should take place at night, early morning, or early evening.
- Do not leave water devices on overnight.
- Report leaking plumbing fixtures such as faucets immediately.
- Use cold water whenever possible instead of hot water.

4.3.7.6 Other.

- Make an effort to turn off all unneeded lighting.
- Lighting intensities (wattage) should match intended purpose of use.
- Report broken or cracked windows.
- Clean refrigerator regularly by using warm water and baking soda. Clean the rubber gasket weekly to prevent mold build up.
- Check drip pan and bottom of grill area for dust and pet hair build up.
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4.3.8 Hanging and Removal of Wall Decorations (Pictures and Mirrors)

Wood screws or spikes are not allowed when hanging pictures, mirrors and other wall decorations into the gypsum board wall surfaces, masonry walls, cement block walls, wood trim or doors.

- 4.3.8.1 Gypsum Dry Wall. Pictures and other decorative devices will be mounted using regular picture hooks only. This type of hanger can be purchased at the Base Exchange or the local hardware store. No wood screws or adhesive backed hangers are to be driven or affixed to gypsum board wall surfaces. Care should be exercised to ensure that the weight capacity of all hooks equals or exceeds the weight of the object to be hung.
- 4.3.8.2 Wood Doors, Trim, etc. Pictures, towel racks, mirrors, etc. will be mounted on wood surfaces using “Bull Dog” type hooks or fine wood screws only.
- 4.3.8.3 Masonry or Cement Block Walls. Nails, spikes or wood screws shall not be driven into masonry, cement blocks or mortar joints. Adhesive, glue-on type, picture hanger hooks, or a “Hard-Wall picture hanger” hook may be used. If decorating schemes require hanging mirrors or other heavy items on masonry

and/or cement block walls, such projects cannot be undertaken until written permission and explicit instructions have been received from the Housing Office. However, such permission, if granted, does not relieve the occupant of the responsibility to restore the wall to its original configuration, color and texture upon departure and prior to termination of housing.

4.3.8.4 Removal of Picture Hooks, Wood Screws, Adhesive Hangers and etc. If properly removed, picture hooks, wood screws and adhesive hangers need not create excess damage to wall surfaces. In addition, proper patching procedures will return the surface to its original state. The following are suggested procedures and restoration of surfaces to the original configuration, texture and color is the responsibility of the occupant.

4.3.8.4.1 Gypsum Board. Remove the nail from the wall and with a small blunt instrument, slightly larger than the nail hole; tap lightly to indent and reseal torn gypsum board paper. Use a putty knife and force Spackle into the hole sparingly. Immediately remove excess putty with a damp sponge. A second coat of Spackle may be needed after drying. Touch up the spot with interior paint.

4.3.8.4.2 Wood Screws. Follow the above procedure using wood colored putty.

4.3.8.4.3 Adhesive/Cloth Backed Hooks. Carefully peel the cloth backing from the wall starting in one corner. To remove the remaining adhesive, soften it with a clean cloth and white gasoline or uncolored lighter fluid only. Do not use turpentine, lacquer thinners or other solvents. When the adhesive has been softened, it will ball up and come off when rubbed briskly with a dry cloth. Wash the area with a detergent and a clean sponge.

4.3.9 Floor Maintenance

4.3.9.1 General. As in any house, it is the floors that receive the greatest wear. Thus it is important to take care of the oak hardwood and resilient (linoleum or tile) floors found in each housing unit. As a general principal keep in mind that water in any form should never be used on an oak floor and excessive damage to linoleum and tile floors will result from water spillage in the kitchen and bathroom areas.

4.3.9.2 Oak Hardwood Floors. With proper care hardwood floors will easily last a lifetime, and will retain their beauty and distinction. Caring for oak floors is neither difficult nor mysterious. Routine care will keep them good looking and clean. Water in any form should be used sparingly. You should spot clean when possible. It can seep through the finish, mar it and ruin the wood's grain. Note: Rugs on floors that become wet from pets will turn the oak floor black. Basic care involves dusting with a dry or chemically treated mop or vacuum cleaning. Mop or vacuum with the grain. Do not wax hardwood floors.

4.3.9.3 Caring for the wood floors. The wood floors in housing have been refinished and coated with polyurethane, this finish should stay shiny and clean if you follow this care guide:

- Vacuum/Dust mop regularly.
- Keep doormats clean.
- Wipe up spills promptly with a dry cloth or dry paper towel. Use slightly moistened cloth for sticky spills. Wipe dry quickly.
- For general cleaning, add ¼ cup of white vinegar to 4 quarts of warm water. Use a clean cloth or sponge mop and wring nearly dry. Wipe dry as you clean the floor.
- Move rugs occasionally and drape or shade large windows in direct sunlight. (This will keep an even shine on the floors and prevent dull spots).
- Put fabric-faced (or felt) glides on the feet of the furniture this will allow furniture to be moved easily without scuffing the floor. Avoid any type of plastic caster.

4.3.9.4 Resilient Floors. Most kitchen and bathroom floors are covered either by linoleum, vinyl tile or ceramic tile. The following daily and periodic care is recommended:

4.3.9.4.1 Linoleum. Dust mop and spot mop daily. Periodically damp mop as required. Avoid high alkaline cleaners, detergents with free alkali and ammoniated cleaners. Never flood linoleum with water. Keep wet cleaning frequencies as low as possible. All types of waxes are safe to use on linoleum, even solvent type paste waxes.

4.3.9.5 Interior Door Care. Room doors for the most part are of the hollow-core type covered with veneer plywood. Care should be exercised so as not to puncture, scratch or otherwise damage the veneer on these doors. Holes or other damage considered in excess of fair wear and tear will require occupant repair or reimbursement.

4.3.9.6 Walls, Cabinets and Trim Care; Hanging/Removal of Wall Decorations. One of the recurring maintenance concerns is the condition of interior walls, ceilings, cabinets and trim. A fully washable paint has been used to paint these surfaces by government painting contracts. A scheduled repaint will not relieve the departing tenant of this responsibility. Washing of walls, etc., is necessary to ensure a good repaint job.

4.3.10 Storm Windows/Screens and Doors

Residents are responsible for the seasonal removal, placing and fitting of storm windows, screens and storm door inserts. Handle storm windows/screens with care; do not bend edges or lips, which can cause difficulty in fitting them into grooves at the tops of the sashes. Maintenance of storm doors has been a continual problem due to wind and neglect. If door closures, safety chains and latches do not work properly and you are not able to remedy the problem, replacement parts may be issued to you on a

“self-help” basis, see Section 9, or call Maintenance Assistance, 968-6488. Damaged and/or ripped screens are the responsibility of the resident to get repaired. Screens must be repaired and put back in place before a resident leaves the unit permanently. Keep in mind that screen repairs can take some time and must be taken care of before the pre-inspection visit.

4.3.11 Glass Windows and Doors

The labor and material cost to repair/replace broken or cracked window or door glass shall be borne by the occupant. Occupants are required to notify Maintenance Assistance, telephone 968-6488 within 24 hours, of a broken or cracked window (including storm). Maintenance Assistance will instruct the resident of replacement procedures. Residents are required to seal window breaks or cracks with suitable material such as heavy cardboard or wood until repairs are made. The government will replace breakage beyond the reasonable control of the occupant.

4.3.12 Basements

Basements are considered a storage area and are low maintenance. Any alteration/additions you make must be requested through the self-help program and approved through the Housing Office. All material is at the owner’s expense. Basements are not waterproof and can flood in inclement weather. Flooding can also occur from a washing machine or hot water heater. Residents should have renter’s insurance to cover any damage to belongings if used for storage. The Coast Guard will not replace items lost to flooding because you are forewarned that flooding can occur.

4.3.13 Ceiling Fans

Ceiling fans are not approved for installation due to the lack of a brace to support it. This is a safety concern for residents.

4.3.14 Pest Control

Except for termites, residents are responsible for control and eradication of insect infestation. Safe insecticides are available in local stores. Follow carefully the instructions with the product. In a case where persistent infestations occur, and the control measures that a prudent homeowner would employ are not effective in their control, the Housing Office will ask the Medical Department for assistance in evaluation of the housekeeping practices or other reasons for re-infestation.

On request to the Housing Office (Maintenance Assistance), qualified personnel of the Medical Department or other qualified Departments will make a courtesy evaluation of an apparent insect problem. When a resident vacates quarters, the Housing Inspector will ascertain if there is an infestation of insects. If a significant infestation is discovered (other than termites) the quarters shall be sprayed by contract with an approved combined residual and quick-acting insecticide spray before quarters are terminated. If the infested quarters are a part of a multi-unit building and if the

infestation is severe the entire building will be commercially treated. Costs will be charged to the departing resident if sufficient facts so warrant.

4.3.15 Heavy Weather Conditions

Heavy weather conditions include any severe storms. Keep yourself advised of predicted rainfall, snowfall, and geographic area involved. Be prepared to cooperate with local authorities, military or civilian, as practicable. Be aware of your military department's requirements. Plan for protecting your family, personal property and housing unit by taping an X on your unit's windows with masking tape. Listen to local media announcements. In predicted heavy wind conditions police the grounds around your unit and store and/or secure your personal property.

4.3.16 Housing Advisory Board

A Housing Advisory Board has been established for discussion of housing and housing related concerns. Meetings are open to all the residents and are held at the call of the chairman. For additional information call the Housing Office at 968-6505.

4.3.17 Spring/Fall Clean-Up

A semi annual spring/fall clean up of the housing area is usually planned for April and September. This clean up affords you an opportunity to dispose of large household items not normally picked up by the garbage contractor. **WARNING!** Please plan ahead during your transfer year to utilize this service for disposal of big items. If you fail to get large items out for spring clean up it will be solely your responsibility to transport the items to the construction dumpsters that are located behind the Facilities Engineering Building, 5215.

4.4 GUIDE TO RESIDENT RESPONSIBILITIES - OUTDOORS

4.4.1 Car Washing

Cars may be washed in the vicinity of an occupant's home. Select a paved site that will drain readily to prevent an unsightly and muddy area. Please conserve water and be reasonable in the manner and frequency of your car washing. Cars shall not be parked on the grass so that a vehicle can be washed.

4.4.2 Carports

Carports have only one use: The parking of registered vehicles. Carports shall not be used for the following:

- Children's play area.
- On-ground or off-ground storage of personal property
- Attaching an animal leash or line.

Do not under any circumstances attach or secure anything to the carport structure, roof beams or columns.

4.4.3 Lawn, Landscape and Grounds Care

4.4.3.1 Tools. For your own gardening and grounds care convenience, try to obtain the lawn and garden tools listed. You will use them whether you occupy Government of private housing. They are the tools of the prudent homeowner and will make the work easier.

Shovels, round end	Small garden hand tools
Shovels, square end	Garden hoses (50' minimum)
Grass/leaf rake	Nozzles and sprinklers
Bow rake	Ladders
Lawn mower	Grass shears
Hoe	Spreader
Shovel for snow removal	Spading fork

4.4.3.2 Grass Mowing. Your responsibility for mowing grass extends to a minimum of 50 feet from your quarters and includes removing grass growing in sidewalks or street gutters. Roads and Grounds are responsible for areas outside the 50 feet limit although you are encouraged to cut in these areas also. If 50 feet is not available, please divide between your self and your neighbors. This includes crossing over front sidewalks. From time to time, generally in spring and fall, Housing will make available on a first come – first served basis, grass seed, topsoil (loam), lime and fertilizer. Announcements and instructions are published in Housing Bulletins and Channel 3.

4.4.3.2.1 Lawn Mower Storage. Follow the following procedures for storage of lawn mowers and gas snow blowers etc. after seasonal use:

- Drain the gas from the tank.
- After draining the gas from the tank, run the engine until gas is gone.
- Wipe the mower down to remove any oil and spilled fuel.
- Pull the spark plug wire.
- Store away from any combustible material.

4.4.3.3 Trees. Relocation or cutting of existing trees and shrubs is strictly prohibited, whether they have been privately installed or installed by the U.S. Government. Trees should not be used for the following:

- Children climbing
- Building tree houses
- Attaching animal leash or lines of any kind.

Call the Housing Office to discuss your concerns.

4.4.3.4 Flowers. You are encouraged to plant flowers (bulbs and plants) and to beautify and brighten up your landscape. Colorful annuals are easy to find, plant and maintain and quite inexpensive. When planting flowers or bulbs, do not remove existing topsoil, loam or grass from around the foundation. Removal of the grass and topsoil prevents positive drainage away from the house foundation and therefore may result in water seepage into the basement during rainy periods.

4.4.3.5 Gardens. See Section 6.3.3.

4.4.3.6 Litter Pick-up, Upkeep of Yard Gear. Litter pick-up of yards, walks and adjacent open or wooded common areas is the resident’s responsibility. Children and adults should set aside some time on a weekly basis to insure these areas are policed. Essential yard gear such as picnic table, lawn chairs, and lawn mower may be kept in yard area providing neat and orderly conditions are maintained. Children’s bicycles and other toys are not to be left in the street or in carport areas but are to be kept neat and orderly in yard areas.

4.4.3.7

4.4.3.8 Window Wells, Cleaning. You are responsible for keeping basement window wells clean and free of rubbish, leaves, grass cuttings, paper, rags, organics, wood, etc. Every six (6) months you should inspect and clean out each well. This will insure satisfactory drainage, preventing water from building up and entering your basement through the window area. Cleaning the window wells will also remove breeding areas for insects.

4.4.3.9 Exterior of the Unit. To preclude structural or water damage and to maintain the overall appearance of the housing area, exterior walls shall not be used for attaching such items as dog runs, hose racks, clothes lines, blinds, flower boxes, vegetation growth (vines, plants, etc) and fences.

4.4.3.10 Snow Removal. Residents are responsible for the removal of snow from assigned driveways and carports, from walks, and from sidewalks. Average area snow fall is as follows:

November	0.3 inches	February	9.0 inches
December	7.8 inches	March	8.6 inches
January	10.2 inches	April	1.1 inches

4.4.4 Lumber

Building projects, such as lumber obtained by the resident for personal use, shall not be stored in the yard, carport or common open areas. Lumber for self-help approved fences cannot be stored for periods exceeding two (2) weeks.

4.4.5 Playground Equipment

Government owned playground equipment is fixed in place and is not to be removed, relocated, changed or altered in any way. Resident owned playground equipment may be erected, providing that the equipment and landscape are maintained. It must not

interfere with access to the unit and it must not encroach on neighbors' yards. The resident is responsible for the erection, maintenance, removal and disposal of any resident owned playground equipment. Attachment of basketball backboards is not authorized on carports, garages or unit structures of any kind.

4.5 GUIDE TO RESIDENT RESPONSIBILITIES - GENERAL

4.5.1 Motor Vehicles

Gas fueled vehicles are NEVER allowed inside a housing unit.

4.5.1.1 Registration of Motor Vehicles. Every individual, military or civilian assigned, attached or residing at Air Station Cape Cod and owning or operating a motor vehicle on base must register their vehicle with Coast Guard PERSRU located in building 3163. Each owner must complete an appropriate Certificate of Compliance, Private Vehicle Registration. The Commonwealth of Massachusetts has compulsory insurance coverage laws, which are subject to change, and compliance is mandatory for Base Registration. A current state inspection certificate from the state in which the vehicle is registered (if required) must be displayed. All vehicles must maintain at minimum, liability insurance. All motor vehicle accidents will be reported to the Police Desk Sargent, and also to the Commanding Officer of the individual(s) concerned.

4.5.1.2 Unregistered, Abandoned, Improperly Parked, Inoperable Motor Vehicles. Unregistered, abandoned, improperly parked, or inoperable motor vehicles (cars, trucks, and the like) are not allowed in the housing area. The Base Police, Housing Inspector or other designated personnel will identify and attempt to notify violators. After ten days the Housing Inspector or other designated personnel will make arrangements for commercial towing. The owner, if known, will be assessed towing charges. Violations will be cause for occupancy termination.

4.5.1.3 Maintenance of Motor Vehicles. Minor maintenance of personal motor vehicles is authorized in the base housing area. All major overhaul work such as engine/transmission removal, major body/frame work, or painting is not authorized. Used oil can be disposed of at the Three and One. Anti-freeze can be disposed of at the Roads and Grounds (BLDG 5215). Contact Environmental, Health and Safety at (968-6690) with any questions.

4.5.1.4 Road Use of Motor Vehicles. Only those motor vehicles complying with appropriate state law regarding vehicle registration and operator licensing are allowed to operate on the roads and streets within the Housing/Community areas.

4.5.1.5 Parking of Motor Vehicles. In this context motor vehicles include cars, trucks, moving vans, motorcycles, trail bikes, go-carts, mopeds, utility trailers, buses, snowmobiles and house trailers.

4.5.2 Boats, Trailers, Pop-up Campers, Canoes and Camper Bodies

4.5.2.1 Trailered. Boats, pop-up trailered campers, unmounted camper bodies, motorhomes, trailered recreational vehicles and utility trailers may be temporarily parked in the housing area at the resident's home under the following conditions:

- Temporary is defined as 24 to 48 hours for maintenance and cleaning.
- Vehicle must not restrict normal and customary vehicular traffic movement.
- The vehicle must be fully operational and registered.
- The vehicle must not damage landscape.
- The vehicle must not be an "eyesore".
- The vehicle must not be a safety hazard.
-

4.5.2.2 Un-trailered. Small un-trailered boats such as canoes, prams, row and sailboats may be kept in the housing area at the tenant's quarters under the following conditions.

- The vehicle must be stored off the ground in an upright position.
- The vehicle must rest on wood supports 2 feet off the ground.
- The vehicle must be fully operational.
- The vehicle must not damage landscape.
- The vehicle must not infringe upon common areas or parking areas.
- The vehicle must not be an "eyesore".
- The vehicle must not be a safety hazard.

4.5.2.3 Guests. Houseguests with an operational, registered recreational vehicle may park the vehicle in the housing area for 24 to 36 hour periods. Extensions may be granted for extenuating circumstances. This must be requested and approved by the Housing Office. See Appendix 3B.

4.5.2.4 Storage. Beaman Road (behind the Grocery Store) and at the corner of Guenther Road and South Outer Road are outdoor storage areas available for recreational vehicles. For arrangements contact the Housing Office.

4.5.3 Other Vehicles

4.5.3.1 Motorcycles. They must be registered with Base Police and operated according to Commonwealth of Massachusetts's law. Motorcycles must be parked in designated parking areas only.

4.5.3.2 Trail Bikes and Go-Carts. There are no specifically designated "trail bike" areas in the Housing area. The only authorized operating area is the Coast Guard controlled wooded area to the west of Curtis Boulevard to Vincent Circle. They shall not be operated in any other areas. They are to be walked or trailered to the authorized operating area. You may not travel through another resident's backyard without their approval.

4.5.3.3 Mopeds. Mopeds must also be operated according to the Commonwealth of Massachusetts's law. This includes registering the vehicle at the Registry of Motor Vehicles. There are no specifically designated "moped trails" in the Housing area. Mopeds are authorized to use the streets and roads of the Housing area. Mopeds are to park in designated parking areas only.

4.5.3.4 Moving Vans. Moving vans are not allowed to park on any areas other than designated paved parking areas.

4.5.4 Pets

4.5.4.1 General Policy. No pets are allowed in Unaccompanied Personnel Housing. For other housing units, no more than 2 domestic pets are permitted per household. Fish, parakeets, gerbils or mice that are continually caged and confined within the house, need not be included in this count. Exemptions may be requested through the Housing Office and will be approved on a case-by-case basis.

4.5.4.2 Registration and Vaccination. All dogs and cats regardless of their age must be registered at the Housing Office within 7 days from the date the resident moves into housing or within 7 days from the date the pet is acquired. Proof of immunization for rabies for dogs and cats must be provided at the time of registration. If, when acquired, a dog is not four months old, proof of immunization is required within 7 days of the dog becoming four months old. The Housing Office will provide a metal, numbered, tag for each registered pet. Each pet must wear a collar with the registration tag affixed to it. Cats, in addition, must wear a small bell to protect wildlife. See APPENDIX 4B.

4.5.4.3 Pet Runs, Houses and Leashes. All dogs must be restrained from running at large by being fenced in or on a leash or line. Pet runs must not infringe on a neighbor's yard. Pet runs, leashes or lines may not be attached to tree limbs, tree trunks, or attached to any part of a housing unit. Doghouses must be maintained, kept sanitary and located away from the housing unit.

4.5.4.4 Vicious or Nuisance Pets. Pets that are vicious or nuisances will not be permitted within the housing area. A pet that injures, bites or attacks a person or another animal without provocation is considered to be vicious. A pet that is not restrained from running at large, chases cars, damages government property or otherwise annoys the residents of the neighborhood is considered to be a nuisance.

4.5.4.4.1 An animal is also considered to be a nuisance when the owner or household fails to keep the grounds clean of animal feces. In addition, where unpleasant, offensive animal odors emanate from or within a yard or house, the animal will be considered a nuisance

4.5.4.5 Disciplinary Actions. The first written incident relative to a pet being vicious or a nuisance, if deemed valid by proper authority, will be cause for a written

warning. A second written incident report deemed valid within 6 months of the first, will be cause to have the animal removed from the housing area within 48 hours. Failure to remove the animal at that juncture will constitute grounds for evicting the family from base housing.

- 4.5.4.6 Impoundment. All animals picked up by designated personnel will be replaced in a suitable animal pound and held for a minimum period of time. Every effort will be made to contact the owner. Identification will be facilitated if the animal is wearing the Air Station Cape Cod registration tag. If the animal is not claimed after a minimum period of time the animal will be disposed of.

4.5.5 Personal Behavior

- 4.5.5.1 General. Vandalism, rowdiness, malicious damage to property, assault and the like will not be tolerated. You can assist in curtailing and preventing this negative activity by reporting incidents and observations to the OOD.

- 4.5.5.2 Specific. To protect government property and to promote the general welfare the following policies are in effect.

4.5.5.2.1 Schools. Areas surrounding the school are off limits outside of normal school hours. Areas surrounding the vacant schools are off limits at all times.

4.5.5.2.2 Otis Memorial Park. The park is off limits to all persons 18 and under during daylight hours unless accompanied by an adult. The park is off limits to all persons during the hours of darkness. The park is a memorial to service members who gave their lives to this country. It is a peaceful place to visit and learn the history of these people. It is not a playground and should not be treated as such.

4.5.5.2.3 Loitering. Minors unaccompanied by parents are not permitted in any common area between sunrise and sunset.

- 4.5.5.3 Disciplinary Actions. The Massachusetts State Patrol is authorized to place under apprehension any person or persons committing an offense on the base. They also have the authority to have the offense entered into the local civil court system.

- 4.5.5.4 Children. Parents of children found committing an offense will be given one warning. Any subsequent occurrence will be reason for eviction.

- 4.5.5.5 Off Limits Areas. The same rules previously stated will apply for anyone found trespassing in off limit areas.

4.5.6 Quiet Hours

Quiet hours are designated from 2200 through 0700. During quiet hours, there shall be no music or noise generated outdoors, and noise generated indoors shall be at a level that cannot be heard from adjoining units or outside at a range of 50 feet.

4.5.7 Occupant Absences

When departing on leave or going away for the weekend, help authorities combat burglaries and emergencies by following the below procedures.

- Cancel all daily deliveries.
- Notify a neighbor as to the date of your departure and return.
- Close and lock all doors and windows.
- Arrange to have your lawn cut.
- Arrange to have your neighbor hold your mail for you.
- Leave shades in a normal position, not completely closed.
- Arrange with your neighbor to periodically check your quarters for fire hazards, broken water lines, broken windows, vandalism, overheated furnaces and etc.
- If you will be gone for an extended amount of time notify the Housing Office.

In the event of an emergency the proper authorities may have to enter your home. Circumstances would include when health, safety and general welfare is in doubt. Except for dire emergencies, in most cases every effort will be made to pre-notify the residents. Pre-notification, however, cannot be guaranteed. The Government (USCG) will enter with a master key; inspect, change, alter, repair or otherwise remedy the health, safety or general welfare concerns. A note will be left to identify who was there, why and what action was taken.

4.6 GOVERNMENT FURNISHED SERVICES

4.6.1 Refuse Removal

- 4.6.1.1 General items. Refuse removal in family housing areas is accomplished by annual contract. Refuse includes all garbage, rubbish and other similar waste material. Pick up is conducted once a week in the winter and twice a week in the summer months. The Housing Inspector will indicate the location of your pickup station upon occupancy. One (1) large trash can on wheels is provided. The refuse removal contractor is not required to remove any refuse that may cause damage to the compaction machinery of the refuse vehicle. This includes rocks, bricks, logs, large metal items, scrap lumber, and Christmas trees. You are responsible for removing these items. In addition, the trash contractor will remove a **small** amount of packing boxes or crates (broken down) generated by newly arrived occupants. The commercial mover upon request should remove large amounts of boxes. Cardboard is now a recyclable item, call the Housing Office for further details.
- 4.6.1.2 Large items. Contact FED for where to dispose of large and miscellaneous items such as appliances, tires, lumber, scrap metal and household hazardous waste. During fall and spring clean up, (typically April and September) FED conducts house-to-house service for disposal of these large items. **AT ALL OTHER TIMES YOU ARE RESPONSIBLE FOR TRANSPORTING THESE ITEMS TO THE PROPER DISPOSAL SITE YOURSELF.** If you do not have a vehicle with the ability to transfer these items you are expected to borrow one to accomplish this.
- 4.6.1.3 Recycle Items. Upon acceptance of your quarters you will be provided one 12 gallon blue recycling bin. Your recyclable items should be placed on the curb every Thursday. Housing will provide you with a recycle schedule. Household Recycling Program, recyclable materials which still have useful physical chemical properties after service or use for their originally intended purposes can, therefore, be recycled for the same or other purposes are collected every Thursday by our recycling contractor. Recyclable materials include, glass containers, plastic jugs, tin/steel cans, aluminum cans and newspaper. Tie milk cartons together with string to avoid blowing everywhere. Tie newspapers with string or contain in a brown paper bag.
- 4.6.1.4 Decomposable Items. Brush, grass clippings and any other decomposable material may be disposed of in wooded areas (away from housing units).

4.6.2 Pest Control (Termites)

As indicated in Section 4.3.12, except for termites, occupants are responsible for control and eradication of insect infestation. Eradication of termites is the Government's responsibility.

Facilities Engineering does not respond to calls concerning wild or domestic animals that pose a threat. Tenants must call Base OOD at 508-968-6331 for assistance. Wild or domestic animals that do not pose a threat should be ignored or shooed away. **DO NOT FEED ANY WILD ANIMALS.**

A word about termites: Termites are social insects that live in nests, or colonies in the ground. Each colony is made up of three forms or castes – reproductives, workers and soldiers. The worker is the insect that destroys wood and is the one usually seen when a piece of infested wood is examined. Large numbers of winged reproductive termites emerging or swarming from the soil or wood may be the first indication of the presence of a termite colony. Even though the actual flight of these adults is not observed, the presence of their discarded wings is very good evidence of a well-established colony nearby. The presence of flattened, earthen, shelter tubes over the surfaces of foundation walls is another sign of the termite infestation. These tubes are from one-fourth to one-half inch or more wide. Termites use them as passageways between the wood and the soil from which they obtain essential moisture. Most termite infestations in buildings occur because wood touches or is close to the ground. From time to time re-treatment may be necessary. Call Maintenance Assistance (968 6488) if you suspect termite infestation. A representative of Facilities Engineering or the Medical Department will make identification for you. Treatment, if necessary, will be by government contract. Every reasonable effort will be made to give you as much advance notice as possible before quarters entry. However, master keys will be used for entry if no one is at home when the contractual exterminator is scheduled, and prior occupant notice has been given.

4.6.3 Snow Plowing

The maintenance, repair, sweeping, pavement sanding and snow plowing of streets and roads are a government responsibility. While every attempt will be made to keep streets and roads plowed well and sanded, winter traveling can be very hazardous. Use common sense when attempting to transit roads that are not clear to the pavement. Except in critical emergencies, government personnel are not authorized to assist in removing stuck vehicles. Chidlaw (between Stone and Otis Memorial Schools) is very difficult to keep open in winter and it is preferred that another route be taken to schools.

During snow removal operations occupants are required to remove all vehicles from the street. Detailed instructions will be issued at a time appropriate to this parking restriction. In the fall of each year, vertical snow markers are placed along pavement edges, entrances to driveways, parking lots, etc. These are to aid later snow removal operations. Please ensure that children do not remove these markers.

4.6.4 Painting

Interior and exterior re-painting is accomplished by annual government contract according to established specifications.

4.6.4.1 Interior Painting. Is scheduled by government contract when the unit is vacant.

4.6.4.2 Exterior Painting. It is scheduled on an “as-needed” basis in order to maintain water tightness and to prevent metal and wood surfaces from deterioration.

4.6.4.3 Self-Help Painting. No paint will be issued. Elective painting is the responsibility and at the cost of the tenant.

4.6.5 Floor Refinishing

Is scheduled by annual government contracts when the unit is vacant according to established specifications.

4.6.6 Television Reception

4.6.6.1 Television Reception Antennas. If your television audio or video reception is poor, first check and assure that the fault is not with your television. Repair and/or adjustment of your television is your responsibility. The contractor is not authorized to inspect or work on your individual TV set.

4.6.6.1.1 Additional TV Outlets. Occupants sometimes request additional TV outlets. The occupant must obtain prior written approval from the Housing Office. Unless properly designed (type/size/location if splitter: length/type/size/rating of cable) additional TV outlets could adversely affect reception for you and for adjacent neighbors.

4.6.6.2 Cable Television. As of July 31st, 2000 Adelphia became our local cable provider. Please call 508-833-2394 for rates and information.

4.6.6.3 Satellite Dish Regulations. This is a Self-Help project. Installation of a satellite dish must conform to the regulations as stated in Chapter 6. A self-help request must be received and approved by the Housing Office before installation. Damage to the unit due to satellite installation is the responsibility of the resident.

4.6.7 Fire Protection

4.6.7.1 Initial Move-In Inspection. Upon occupancy of quarters you are required to make an early appointment (within 10 days) with the Housing Office 968-6505 for a “Fire Prevention” briefing. This is a mandatory requirement. See Appendix 8A-D for important information on fire prevention.

4.6.7.2 Annual Inspection. The Base Fire Department conducts a fire inspection of every family housing unit yearly. An inspection checklist is used and follow up inspections are conducted as necessary. Inspections are mandatory; therefore occupants are expected to cooperate with the fire officials conducting the inspection. If you fail to make the mandatory annual fire inspection appointment, the Housing and Fire Inspector will enter and hold a fire inspection in your absence. The Housing Office will brief you on your annual Fire Inspection Schedule.

4.6.8 Maintenance Assistance

For other than routine normal maintenance tasks expected of a careful, prudent homeowner, the Maintenance Control Division of the Facilities Engineering Department (FED) operates a service call desk for the purpose of receiving and scheduling requests for real property maintenance assistance. You may call in requests for real property maintenance assistance by utilizing the following table:

TYPE OF CALL	DAY AND TIME	TELEPHONE #
Routine	Monday – Friday 0730-1200 and 1230-1600	(800) 673-1056 968-6488
Emergency	All other hours including Holidays	(800) 673-1056 968-6500

4.6.8.1 Necessary Information: When calling after hours or leaving a message the following information is required for timely processing of your request:

- Address – A work order ***cannot*** be processed without your address
- Telephone number
- Description of the problem
- Designate if the technician has Permission to Enter while you are not home.

**Note: If Permission to Enter is not granted the technician will call first. If the technician cannot reach you after two attempts, then the work order will be cancelled.*

4.6.8.2 Accuracy of Information. It is of the utmost importance that complete and accurate information concerning the maintenance assistance request be given to the Maintenance Control Clerk. It is the only means to enable the clerk to decide whether a call is an emergency, urgent or routine. Typical service calls for maintenance assistance are described as loss of heat, gas interruptions, government-furnished appliance failures, faulty wiring, fire hazards, power failures, serious plumbing conditions, flooding and the like. Emergency calls are those requiring an immediate response to preclude loss of life or loss of property.

4.6.8.3 Follow-up. Each request for maintenance assistance is assigned a work order number. You may follow-up on the status of your request for maintenance assistance by calling 968-6488 during normal duty hours. Bear in mind that maintenance assistance responses are geared to those tasks that one maintenance person may normally accomplish in about 45 minutes. Because of austere staffing more lengthy projects must frequently be accomplished by outside contractual labor after preparation of suitable contractual documents. In general, occupants should not accept a higher level of maintenance or quicker response than is common for comparable privately owned community housing.

4.6.9 Police and Security

Police protection is provided by the Massachusetts State Patrol from 8am to 5pm. After hours protection is provided by a contracted security service.

APPENDIX 4A

AREAS OF MAINTENANCE RESPONSIBILITY

ITEM	FED	TENANT	NOT ALLOWED	REMARKS
ANTENNA/SATELITE DISH		X		
APPLIANCES				
Stove	X			
Refrigerator	X			
Hot Water Heater	X			
Smoke Detector	X			
Batteries		X		
Washer/Dryer		X		
220 Volt Outlet	X			
Gas Hook-up	X			
Vent and Cover	X			
Vent Hose		X		
Air Conditioner		X		
ELECTRICAL				
Power Outage	X			Performed by Air Force
Power line maintenance / repair	X			Performed by Air Force
Repair outlets or switches	X			
Street lights out	X			Performed by Air Force
Blown fuses / reset circuit breakers		X		
Replace light bulbs		X		
Replace fluorescent tubes		X		
Install additional outlets		X		Self-Help Request Required
FURNISHINGS				
Window blinds	X			Tenant responsible for picking up at FED

ITEM	FED	TENANT	NOT ALLOWED	REMARKS
Shower Curtain		X		
Curtains, Drapes and Accessories		X		
GROUND				
Refuse Removal	X			
Regular Garbage	X			
Garbage Can(s) – Provided	X			
Packing boxes and crates		X		
Rocks, bricks, logs, large metal items, scrap lumber and misc. items		X		Except during Spring\Fall Clean- Up.
Clothes Line		X		
Fence		X		Self-Help Request Required
Fertilizer		X		Provided by FED
Flowers		X		
Garden		X		Self-Help Request Required
Grass Seed		X		Provided by FED
Water Hoses		X		
Lawn Mower		X		
Litter pick-up		X		
Patio Construction		X		Self-Help Request Required
Sidewalk Repair	X			
Shed	X	X		Provided by FED, put together by you. If available.
Snow Removal	X	X		Tenant responsible for driveways, carports, walks and sidewalks.
Streets	X			
Trees		X		Self-Help Request Required
Tools, garden		X		
PEST CONTROL				
Ants		X		

ITEM	FED	TENANT	NOT ALLOWED	REMARKS
Ants – Large infestations	X			
Bees, transient in area		X		
Bees, hives or infestation	X			
Birds, inside walls / eaves of unit	X			
Centipedes		X		
Flees, flies, gnats		X		
Rats and mice		X		Rodents inside the unit will be evaluated case by case.
Roaches	X	X		
Spiders		X		
Ticks		X		
Termites	X			Each case evaluated before treatment
Worms		X		
Other common household insects		X		
PLUMBING				
Broken water lines	X			
Fixtures and piping	X			
Plugged lines	X	X		Try a plunger first.
Winter hose bibbs		X		
Downspouts damaged or missing	X			
Broken toilet seat	X			
STRUCTURAL				
Alteration to interior or exterior			X	
Basements, minor improvements		X		Self-Help Request Required
Basements, construct playroom			X	
Breezeway enclosure			X	
Cabinets, provide additional or remove			X	Self-Help Request Required
Cabinets and shelf repairs	X			
Doorbell, installation and repair	X			

AIRSTAINST M11101.13B

ITEM	FED	TENANT	NOT ALLOWED	REMARKS
Doors, installation and repair	X			
Doors, cut			X	
Doors, remove			X	
Floors, repairs	X			
Floors, refinishing	X			
Lockers, shelving, storage units		X		
Mailbox, repair	X			
Material for Self-Help		X		
Painting of interior and exterior	X			
Painting, touch up		X		FED will supply paint
Paint, for self-help projects		X		
Roof, repairs	X			
Screens, repair		X		Call Maintenance Control for procedure
Shower rod, repair or replacement	X			
Towel racks repair or replacement	X			
Window glass, broken	X			
Window, new installation			X	
Window frame repairs	X			
Work bench, installation		X		
MISCELLANEOUS				
Locked out of the house	X			968-6488 (During working hours)

CHAPTER 5 – TERMINATION OF QUARTERS

5.1 Termination of Quarters

In most cases termination of quarters is as a result of permanent change of station, resignation, inactive status, or change from active to retired status. Termination requires advance notification, pre-inspection and final inspection. A notification of intention to terminate quarters must be made to the Housing Office in person. This visit by the resident must be made at least thirty (30) days prior to the estimated date of termination or two days following receipt of official notification of a military directed move, if less than 30 days to termination. A personal visit is necessary in order to develop inspection schedules and to be briefed on proper termination procedures. At this time you will be required to submit a written notice of intent to vacate, including your unit number, intended date of vacating, dates unit will be ready for inspections, reason for vacating and forwarding address (see Appendix 5A). Should you desire to have your quarters cleaned by contract, the Housing Office maintains a list of personnel available for this work, which will be done entirely at your expense. However, the responsibility for meeting termination standards and requirements is yours, not the contractors.

5.1.1 Possible reasons for termination.

- When the service member departs on PCS.
- When the member changes from active to retired or inactive status.
- When the permanent duty station of the military member ceases to be in the geographical area serviced by the Housing Office.
- When the Housing Office determines that termination is required due to unusual circumstances, such as the necessity for repairs and improvement to the unit. The reason for such termination will be fully explained to the tenant as far in advance as possible and the tenants will be assisted in finding other suitable housing.
- When a change occurs in the number of your dependents due to divorce or voluntary separation, you are required to notify the Housing Office. A temporary trial separation period is not recognized as a change in your dependency status.
- When the member no longer performs duties of the position that entitled the member to such quarters.
- When the Housing Office determines that there has been unacceptable care or destruction of the housing unit assigned or related property.
- When the personal conduct of the member or member's dependents so warrant.
- When the member or member's dependents are in repeated violation or non-conformance with the rules, regulations and standards contained herein.
- When the member is deceased.
- Unauthorized removal of a smoke detector.
- When in cases not covered by the above, termination is determined to be in the best interest of the health, morale and discipline of the overall community.

5.2 Pre-Inspection

The Housing Inspector will make a “pre” termination inspection at the time and date specified. The purpose of the inspection is to ascertain the overall conditions of the quarters including exterior yard areas. A “Pre-Inspection Action Request Form” is utilized in this inspection. The Housing Inspector will furnish you a copy. To accommodate the inspection all rugs shall be rolled back so that the condition of your floors can readily be seen (see Appendix 5B).

5.3 Final Inspection

Final inspection will be conducted on your exact date of termination. Final inspection will normally be scheduled to follow the pre-inspection by approximately ten days. The Housing Office will give you an exact date and time. Quarter’s inspections will be scheduled during normal duty hours between 0800-1130, Monday through Friday, with the exception of holidays. All quarters must be completely empty of personal items and furnishings with the exception of major appliances furnished by the Government.

- All window shades and mini-blinds need to be in place.
- All light fixtures need to contain workable bulbs. There should be no more than a 100-watt bulb in a single socket fixture and no more than a 60-watt bulb in a multiple socket fixture.
- All broken or cracked glass replaced [see Section 4.3.11].
- All baseboard heating panels and heat registers should be in their proper place.
- Depending upon season, all screens or storms to be in place.
- Smoke detectors, Fire Extinguisher and Carbon monoxide detector are to be in place.

The Housing Inspector will secure the quarters upon final clearance.

5.4 Standards of Cleanliness

Residents shall be required to turn over quarters and immediate premises in a clean, sanitary and orderly condition suitable for immediate reassignment (see Appendix 5C). Failure to meet the requirements of inspection standards may delay your termination of your departure from Air Station Cape Cod. It will surely delay a reestablishment of BAH eligibility. To preclude remaining over a weekend due to failing quarter’s inspection, it is recommended that your quarters be critically re-inspected by yourself or a neighbor prior to the arrival of the Housing Inspector. If additional information is desired, call the Housing Office.

5.5 Inspection of the Exterior Structure and Grounds

In addition to assignment and termination inspections, the Housing Office Inspectors and other inspectors appointed by competent authority will cover an assigned area on a weekly or monthly basis, manpower permitting, to assure proper upkeep of the housing area. Each inspector will be provided a checklist, which will be annotated, for

discrepancies, such as uncut lawns, excess trash, fences in disrepair, or other deviation from standards. The inspection report will be filled out in duplicate. One copy will be sent to the resident and the other copy to the Housing Office. The resident's copy must be returned to the Housing Office within seven days after receipt indicating date corrective action was taken, see Appendix 5D.

5.6 Liability for Damage or Loss

5.6.1 General. Residents of family housing are responsible for the proper care and use of the property (dwelling, equipment, and grounds) from the time of assignment/occupancy. They shall be held responsible for loss or damage arising from their own willful or malicious acts, negligence and for the willful or malicious acts or negligence of their dependents, guests and pets.

5.6.2 Restoration or Settlement of Damages. A resident may voluntarily repair or replace the damaged item, or the resident can be billed for necessary repair or replacement work done. The Housing Office prefers that the resident exert every possible effort to repair or replace lost or damaged Government property. The quickest way is to repair or replace it personally, to the satisfaction of the Housing Office. The repair or replacement, however, shall be of like kind or comparable quality and workmanship and shall be paid for by the resident. When the resident is unable to make repairs or replacement, the Housing Office through the Housing Inspector, will institute collection procedures utilizing forms and cost list as described in Appendix 5E and 5F.

5.7 Action under the UCMJ

The Housing Office may recommend action under the UCMJ whenever damage beyond what can reasonably be termed fair wear and tear is negligently or willfully done to government quarters, equipment, furnishings or grounds by the member or by the dependents, guests or pets.

5.8 Denial of Future Quarters Assignment

Where restitution for damage to quarters remains unsettled upon transfer of a member, the Housing Office shall notify the housing officer at the new assignment of all damage claims outstanding against the member. For Coast Guard personnel, when restitution has not been made the authorities at the new station may deny the member quarters (leased or owned) until damage claims from the previous station have been satisfactorily resolved.

APPENDIX 5A

COAST GUARD AIR STATION CAPE COD
HOUSING MANUAL
APPENDIX 5A

Housing Office
Coast Guard Air Station
Cape Cod, MA 02542

Date: _____

NOTICE OF INTENT TO VACATE

- 1. Notice is given of intent to vacate quarters number: _____
- 2. Intended date of vacating is: _____
- 3. Dates unit will be ready for inspection are:
 - a. Pre-Inspection: _____
 - b. Final Inspection: _____
- 4. Reason for vacating is: _____
- 5. Forwarding address is: _____

Signed: _____

APPENDIX 5B

**PRE-INSPECTION ACTION REQUEST – TERMINATION OF MFH – (OUTLINE ONLY)
AIR STATION CAPE COD**

TO: (CURRENT RESIDENT)	UNIT NUMBER:	DATE:
------------------------	--------------	-------

The following items listed below under Action Request outline items to be accomplished by you (present resident), in preparation for your termination of quarters from Military Family Housing (MFH). A **complete Termination checklist** can be found in your Housing Manual.

<u>ITEM</u>	<u>ACTION REQUEST</u>
<u>FLOORS</u>	CLEAN HARDWOOD FLOORS WITH ¼ CUP VINEGAR TO 4 QUARTS WATER & DAMP MOP OR OIL SOAP. STRIP OLD KITCHEN TILE OF WAX, CLEAN NO-WAX & BATHROOM FLOORS WITH MILD SOAP. SWEEP AND MOP BASEMENT FLOORS (PET OWNERS USE CLOROX).
<u>PAINT</u>	* FILL ALL HOLES IN WALLS AND SAND/ WIPE SMOOTH WITH WET SPONGE OR CLOTH. WASH AND RINSE ALL WALLS AND CEILINGS
<u>KITCHEN CABINETS</u>	WASH AND RINSE ALL CABINETS INSIDE AND OUT * REMOVE SHELF PAPER, WALLPAPER, BORDER; CLEAN THEN PAINT A PRIMER OVER STENCILING THRU- OUT. THOROUGHLY CLEAN REEFER & STOVE AND LEAVE OUT FOR INSPECTION.
<u>OTHER</u>	* REPLACE ALL BURNT-OUT LIGHT BULBS INCLUDING APPLIANCES * CHECK SMOKE DETECTORS- REPLACE BATTERIES, IF NECESSARY. * CLEAN ALL WINDOWS INSIDE AND OUT. * THOROUGHLY CLEAN TRASH CAN (S) AND RECYCLING BIN (S) INSIDE AND OUT AND STORE IN GARAGE OR FRONT ENTRANCE WAY FOR LARGE TRASH CAN AND BSMT FOR RECY BIN UNLESS YOU HAVE A SHED THEN PLACE IN THE SHED. * REMOVE ALL HEATER VENTS, CLEAN INSIDE, DUST VENT, AND REPLACE. * CLEAN ALL BLINDS WITH A MILD SOAP.
<u>EXTERIOR</u>	* EXTERIOR GROUNDS WITHIN A 50 FOOT DISTANCE OF QUARTERS MUST BE NEAT. * GRASS CUT AND TRIMMED ALONG BUILDING LINES, HOLES FILLED AND SEEDED, WALKS SHOVELED AND STONES REMOVED FROM YARD. CLEAN WINDOW WELLS OF LEAVES/DEBRIS. * SHEDS MUST BE SWEEPED AND CLEAN.

*** RESIDENT RESPONSIBILITIES**

- DO NOT UNPLUG OR TURN OFF REFRIGERATOR!
- CALL 968-6488 TO DISCONNECT GAS STOVE.
- ALL SCREENS ARE TO BE REPAIRED BEFORE TERMINATION. CLEANING CONTRACTORS ARE NOT RESPONSIBLE FOR SCREEN REPAIR OR OTHER DAMAGED OR MISSING ITEMS. CALL 968-6488 FOR INSTRUCTIONS.
- ALL FURNACES ARE TO BE CLEANED AND FILTER CLEANED OR CHANGED IF NECESSARY.
- MOVING TRUCKS ARE NOT ALLOWED ON SIDEWALKS OR GRASSED AREA.
- PET OWNERS ARE TO SET OFF FLEA BOMBS (3), 1 ON EACH FLOOR (BASEMENT, MAIN & UP IF APPLICABLE)
- SHOULD YOU DECIDE TO HIRE A CLEANING CONTRACTOR, YOU ARE STILL RESPONSIBLE FOR ANY DAMAGE TO GOVERNMENT PROPERTY NOTED ON YOUR FINAL INSPECTION.
- SHOULD YOU ELECT TO CLEAN THE UNIT YOURSELF, YOU ARE RESPONSIBLE FOR CALLING THE HOUSING OFFICE AT 968-6505 OR 6506, TO MAKE ARRANGEMENTS FOR YOUR FINAL INSPECTION. HAVE SOME CLEANING PRODUCTS AT THE FINAL. SUGGEST: SOS PAD, GREEN PADDED ONE SIDE SPONGE, SPRAY CLEANER, PAPER TOWELS AND/OR RAG.
- DO NOT LEAVE WOOD OR METAL AT TRASH AREA OR CURB FOR THE TRASH COLLECTOR. YOU WILL BE BILLED IF FED HAS TO PICK UP. CALL 968-6488 TO MAKE ARRANGEMENTS IF YOU HAVE OTHER THAN HOUSEHOLD TRASH (GARBAGE) TO DISPOSE OF. DUMPSTERS ARE AVAILABLE FOR SPECIFIC ITEMS.
- CLEAN OUT THE DRYER VENT AND STUFF IT WITH NEWSPAPER, RAG OR PUT TAPE ACROSS HOLE.

*- **BOLD**- RESIDENTS RESPONSIBILITY WHETHER CONTRACTING A CLEANER OR CLEANING YOURSELF.

SIGNATURE (INSPECTOR) _____

ESTIMATED DEPARTURE DATE: _____

APPENDIX 5C**STANDARDS OF CLEANLINESS EXPECTED OF OCCUPANT
UPON TERMINATION OF QUARTERS**

The sponsor must be present for termination inspections and the Housing Inspector will have a copy of the AF 227 form completed upon assignment to quarters. The Housing Inspector will utilize and furnish a copy of "Pre-Inspection Action Request Form". This will further assist you in the final inspection requirements and procedures.

BASIC STANDARD. The sponsor shall be required to turn over quarters and immediate premises in a clean, sanitary and orderly condition suitable for immediate reassignment.

GENERAL. In general terms, all government (stove, refrigerator, exhaust fan) require thorough cleaning. All window shades require cleaning or repair/replacement if necessary. All broken or cracked glass windows require replacement. All glass surfaces require cleaning, inside and out. All walls, floors and ceilings including basement areas require thorough cleaning. The yard area requires policing, with grass cut and fences, sheds, doghouses, etc., removed. All holes have to be filled in, and all barren areas planted with grass seed or sod.

SPECIFICS**1. LAWN AREA**

- o Cut, trim and water lawn within three days of final inspection during the growing season. Re-seed or sod garden areas.
- o Remove snow/ice from sidewalks, carport, driveway and patio as applicable.
- o Weed flowerbeds and mow or pull weeds in other areas.
- o Resident must dispose of other than household trash. Wood and plastic must go to the recycling center. Grass and brush put in the woods.
- o Items such as picket fences, lumber, furniture, barbecues, etc. cannot be placed in refuse cans. The residents must dispose of these items. Check with the recycling center.
- o Clean out window wells.
- o Fill in fence holes with **SOIL** (not sand) and seed. Soil is available next to bldg. 5215.

2. GARAGES, CARPORTS, PATIO AND STORAGE AREA

- o Wash all windows and screens inside and out as appropriate.
- o Sweep, clean and wash down patio, steps, walkways, and decks.
- o Sweep and remove oil and grease from garage or carport floor and driveway.
- o Remove and dispose of all trash from garage, carport and storage areas.

- o Remove all mud, dirt and marks.
- o Remove all cobwebs and pull nails out of walls.
- o Replace all burned out light bulbs.

3. INTERIOR

- o Walls and woodwork. Wash and remove all marks. Fill in holes with Spackle and smooth by wiping with a damp cloth or sanding.
- o Baseboards – wash.
- o Windows – wash inside and out.
- o Window ledges – wash inside and out.
- o Doors – clean inside and out. Remove marks and polish with wood oil.
- o Storm and screen doors – wash inside and out. Repair hole in screens.
- o Mini-blinds – clean and repair/replace if necessary.
- o Closets – clean shelves, clothes bar and floor.
- o Heat vents – remove and clean using the vacuum cleaner. Replace.
- o Light fixtures – remove globes/shades. Clean and replace.
- o Ceilings – remove all cobwebs.
- o Wood floors – use an oil-based product to clean or vinegar/water solution.
- o Tile floors – wash with a mild detergent and dry. Remove black marks.
- o Replace all burned out light bulbs.

4. BATHROOMS

- o Shower – clean with non-abrasive cleaner.
- o Shower curtain rod – clean and polish.
- o Toilet – clean bowl. Remove toilet seat, run under hot water (nut and bolt area), wipe base and reinstall.
- o Sink – clean and polish fixtures.
- o Medicine cabinet – clean inside and out.
- o Towel racks, Toilet Paper holder, Soap dish – clean and polish.
- o Replace all burned out light bulbs.

5. KITCHEN

- o Cabinets, drawers – wash inside and out, remove shelf paper, clean knobs and handles. Polish outside surface.
- o Sink – clean, remove stains and polish fixtures.
- o Counter tops and edges – clean and wash. Do not use abrasives.
- o Light fixtures – remove, clean and replace.
- o Exhaust fan(s) – clean grease from fan blades, housing and cover.
- o Refrigerator – clean inside, outside, behind and underneath. All parts such as racks, trays, pans, under doors, etc., should be removed and cleaned. Leave connected and operating on lowest setting.

- o Range – clean inside, outside, behind and underneath. All removable parts will be removed and cleaned. The entire range will be free of all grease and stains. If commercial oven cleaners are used, make sure all traces of the cleaner are wiped off.
- o Hood and vent – if unit has range hood, clean filter of grease and dirt and clean entire hood.
- o Replace all burned out light bulbs

6. ALL OTHER AREAS

- o Furnace – change air filter in forced warm air systems.
- o Hot water heater – in those units with individual hot water heater, clean outside surfaces if heater is accessible. Turn operating control to lowest setting.
- o Unfinished basements – sweep floors, vacuum rafters.
- o Finished areas – sweep, clean and wax floors.
- o Drains – clean.
- o Basement windows – clean inside and out.

7. KEYS

- o All keys issued must be turned over to the Housing Inspector when final inspection is completed. Please check each key to assure that it properly operates the appropriate lock.

8. TRASH CAN AND RECYCLE BIN

- o Trash Can – clean
- o Recycling Bin - clean

APPENDIX 5D

Department of Transportation U. S. Coast Guard Air Station Cape Cod Housing Manual APPENDIX 5D	EXTERIOR AREA INSPECTION NOTICE COAST GUARD AIR STATION CAPE COD	
Use of From: This form is used by the Housing Office to notify residents of discrepancies located within their assigned area.		
Name (Last, First, MI)	Unit:	Date:
Quarters Address:	Area: <input type="checkbox"/> Front Yard <input type="checkbox"/> Back Yard <input type="checkbox"/> Drive Way <input type="checkbox"/> Side Yard <input type="checkbox"/> Other:	

NOTICE TO RESIDENT

An inspection of the housing area was conducted today. In order to improve the appearance of the housing area, maintain health and safety standards for all residents, and to comply with Housing Manual policy, it is requested that you remedy the following item(s) within 7 days of this notice. Your area will be re-inspected after 7 days to ensure corrective action has been completed. All deficiencies appear to lie within your area(s) of responsibility however, if this is not the case please contact the Housing Office immediately:

- | | |
|--|---|
| <input type="checkbox"/> Clean up trash area.
<input type="checkbox"/> Mow/Edge yard.
<input type="checkbox"/> Clean up animal waste
<input type="checkbox"/> Remove packing/crating material | <input type="checkbox"/> Remove vehicle from unauthorized area.
<input type="checkbox"/> Remove unregistered vehicle from housing area
<input type="checkbox"/> Trim hedges.
<input type="checkbox"/> Other: |
|--|---|

Your cooperation in maintaining the housing area is greatly appreciated. Please call the Housing Office if there are any questions regarding this notice, the telephone number is 508-968-6505

Inspector's Signature:

Date:

HOUSING OFFICE USE ONLY

Unit Re-Inspected by (Housing Management Signature)

Date:

Action taken:

-
- Discrepancy rectified
-
-
- Discrepancy not rectified. Notify LHO, file form in Tenant Record

Comments:

APPENDIX 5E**APPROXIMATE COST LIST**

SEE * BELOW

ITEM		MATERIAL AND LABOR COSTS
Doors	Exterior wood, solid core	180.00
	Interior wood, hollow core	50.00
	Louvered wood (closets)	100.00
	Sliding wood (closets)	65.00
	Garage wood, per section	50.00
	Aluminum storm door	188.00
Screens	Repair mesh	12.00
	Replace, frame and mesh	25.00
Glass	Small door	18.00
	Large door	23.00
	Picture window	Minimum 55.00
	Double hung window	Minimum 24.00
	Steel casement	Minimum 30.00
Bathroom	Toilet	90.00
	Sink/console	65.00
	Toilet seat	9.00
	Soap dish, recessed	25.00
	Mirror	15.00
Refrigerator	Crisper cover	10.00
	Ice tray	4.00
	Door liner	40.00
	Freezer liner	35.00
	Vegetable tray and cover	30.00
	Meat tray (rack) and cover	25.00
Stove	Elements (burners)	10.00
	Knobs	10.00
Lighting	Ceiling fan	120.00
	Glass shades / globes, each	15.00
	Fixture, each	34.00
Blinds	Mini blinds, per blind	15.00 to 35.00
Floors	Oak hardwood floors, refinish	1.35 per square foot
	Oak hardwood floors, replace	5.00 per square foot
	Vinyl floor tile, replace	3.50 per tile
Other	Repaint	0.25 per square foot
	Roof repairs	5.00 per square foot
	Kitchen counter, repair or laminate	5.00 per square foot
	Walls, sheet rock, repair, replace	3.00 per square foot
	Vinyl siding	3.50 per square foot
	Trash container	30.00
	Recycling bin	12.00
	Carbon Monoxide Detector	55.00

*Member will be charged actual cost of repair or replacement (includes labor).

APPENDIX 5F

COAST GUARD AIR STATION CAPE COD HOUSING MANUAL
APPENDIX 5F

DEPARTMENT OF TRANSPORTATION – U.S. COAST GUARD

AIR STATION CAPE COD DAMAGE NOTIFICATION/RESTORATION REPLY RECORD (MFH)

TO: RESIDENT	FROM: HOUSING DEPARTMENT
QUARTERS ADDRESS:	DATE OF INSPECTION:
REF: COAST GUARD HOUSING MANUAL	
<ol style="list-style-type: none"> 1. Inspection of the above quarters revealed damage to Government property beyond fair wear and tear. As the responsible individual, you are required to make arrangements to restore the property to its original condition, or to pay for repairs IAW reference (a). 2. You may accomplish the necessary repairs or restoration yourself, if you are competent to accomplish professional work standards, or by a private contractor. These repairs MUST BE INSPECTED and APPROVED by a Housing Department Inspector prior to termination of Government quarters. 3. A description of the damage(s) and ESTIMATED repair costs are listed below. Please indicate the method of your proposed restoration and return this form with the FIRST ENDORSEMENT completed and SIGNED BY YOU to the Housing Department. 	

ITEM:	DESCRIPTION OF DAMAGE:	ESTIMATED COST		TOTAL ESTIMATED COST
		LABOR	REPAIR MATERIAL	

REMARKS: PAYMENT MUST BE IN THE FORM OF CASHIER'S CHECK OR BANK MONEY ORDER AND MADE PAYABLE TO " U. S. COAST GUARD."	
SIGNATURE (HOUSING DEPARTMENT):	DATE:
FIRST ENDORSEMENT:	
FROM RESIDENT:	TO: HOUSING DEPARTMENT
METHOD OF PROPOSED RESTORATION (USE REVERSE SIDE, IF MORE SPACE IS REQUIRED)	
SIGNATURE (RESIDENT):	DATE:

CHAPTER 6 – SELF-HELP

6.1 General

Residents are not permitted to make any physical or structural changes to quarters, grounds or landscape. Alteration, construction of, or tampering with electrical, plumbing, heating, air conditioning or other utility equipment or systems is prohibited.

6.2 Approval

Self-Help or do it yourself improvements to quarters, grounds or landscape may be approved on an individual basis. The Housing Office must approve self-help requests in writing in advance. You may submit your request by using the Housing Alteration/Improvement Permit form available from the Housing Office. Be thorough and detailed in your description of the work to be done. Please include a drawing or sketch if appropriate.

Self-Help requests are subject to detailed scrutiny by the Housing Office to insure the proposal is compatible with existing materials and construction. To ensure that utility systems will not be affected, common areas are not encroached upon, the appearance of the area is not adversely affected and the government's long-term investment is protected. In addition, approval of a self-help request implies:

- The self-help will conform to the Housing Manual standards.
- You are committed to the financial investment.
- You have the available time to accomplish the work.
- You have the ability to do the work.
- The workmanship will reflect a high degree of quality.
- Housing Office personnel will inspect the work.
- At termination, the quarters will be returned to original configuration unless authorized otherwise by Housing.

6.3 Typical Self-Help Projects and Standards

6.3.1 Fence. A wood or vinyl picket fence may be erected at the occupant's expense.

6.3.1.1 Materials. Wood and other materials must be in good condition and of commercial quality. Scrap wood and unsightly lumber cannot be used.

6.3.1.2 Construction. All pickets must be 3 ½ to 4' high, rounded or flat at the top, spaced 3" apart and all pickets, posts and sections must be plumb and in alignment. Except for posts, the fence shall not contact soil or ground. The fence shall not be attached to any portion of the house structure and there must be a minimum of 3" between the fence and the house. The fence must have a gate with a minimum opening of 2'9". The fence must be painted white, at the owner's expense.

For townhouse units, a 6' high solid or shadow style privacy fence will be permitted between the units. There needs to be a tapered transition piece constructed to merge into the 3.5' – 4' picket fence. The specific details of the tapered portion of the fence must be outlined in the members self help submission request.

6.3.1.3 Location. The fence must not block public walkways and the fence cannot extend more than 50 feet and cannot exceed the sidewall width of the quarters. In some locations, the backyard abuts the street and in that case the Housing Office will determine the specific fence location.

6.3.2 Antennas and Satellite Dishes. Before erecting an antenna or dish, you must submit a self-help form, and the Housing Officer must approve it. You are completely responsible for the antenna or satellite dish. This includes, but is not limited to, erection, maintenance and tear down of the items. In addition the item is not to interfere with neighbors' television reception.

6.3.2.1 Antennas. Installation of antennas in some areas of housing will not be allowed due to the proximity of electrical distribution lines.

- Cannot be located in the front yard.
- Must be installed within your unit's boundaries.
- Must not use trees, chimneys, roof or marquees for the base.
- Must not exceed 15 feet in height.
- Guy wires are not permitted.
- The mast or pole must be of a sturdy galvanized or non-corrosive material and must be able to withstand heavy ice and high winds.
- The mast or pole must be securely supported with a minimum of 2 galvanized standoff clamps. These clamps must not be fastened to the building.
- The system, mast and lead must be grounded with a 4-foot copper clad grounding rod, lightning arrester, clamps and a minimum number 8 aluminum conductors.
- The signal cable should enter the house through a drilled hole in the sill plate or ledger board (Government will help locate area to be drilled.). A rigid insulation tube should be inserted into the hole and caulked at each end of the hole. Form a drip loop in the cable.
- You must securely attach the signal cable to the mast or the galvanized stand offs. Do not use nails, staples, etc. on wood, vinyl or aluminum siding.

6.3.2.2 Satellite Dishes.

6.3.2.2.1 A self-help request must be received and approved by the Housing Office before installation.

- 6.3.2.2.2 Contractor Installation. A specific proposal from the contractor stating where and how the installation will be performed and where the cable is going to enter the house is required.
- 6.3.2.2.3 Self-Installation. If you are performing the installation, then you must provide specifics as well as the following requirements:
1. The dish shall not be mounted to any part of the house. The dish shall be free standing in the yard with cable buried beneath the sod. The dish may not be located in the front yard.
 2. The cable should enter the house through the sill plate into the basement. All openings into the basement shall be completely sealed to weather after installation. Drilling through window frames and vinyl siding shall not be permitted.
 3. The cable shall not be attached to vinyl exterior siding.
 4. Upon termination of quarters, the dish and all associated cabling shall be removed and the cable entrance into the house completely sealed and weather tight.
- 6.3.3 Gardens. Small vegetable gardens are encouraged. When submitting the self-help request form indicate the size of the garden and location from the house.
- 6.3.3.1 Location. Gardens should be far enough away from the house to insure that maintenance and emergency vehicles have access. 300 square feet is the maximum size that will be approved.
- 6.3.3.2 Border. You may border your garden with 10” to 18” high commercial or homemade painted fence. Do not use scrap wood.
- 6.3.3.3 Care and Presentation. It is recommended that if you have never had a garden before, start small. You will be responsible for keeping your garden presentable in all seasons. Upon quarter’s termination, the garden area must be returned to grass or you will be required to reimburse the government for sodding at 25 cents per square foot.
- 6.3.4 Painting. Residents may be granted approval for self-help interior painting at resident’s expense. Approval will normally be granted in response to the submission of a self-help request, within the following parameters:
- Resident may paint only the walls and ceilings.
 - Window trim, natural wood cabinets and woodwork will remain white, off white or natural finish, as it currently exists.
 - Only fully washable, low luster latex interior paint will be allowed.

- Only off white color or certain selected pastel colors will be authorized, only the lightest color chips are approved.
- All costs for selected pastel colors will be the responsibility of the resident. Additionally, prior to moving out you may be required to return the paint to the original color. This cost will also be the responsibility of the resident.
- The Housing Office will inspect your home after self-help painting has been completed.

6.3.5 Storage Sheds. Storage sheds will be issued on a self-help basis. To obtain a shed fill out the self-help request located at the back of this manual. Once completed, bring the request to the Facilities Engineering Department located above the Housing office and a work order will be issued for a shed. The shed will be delivered to the resident unassembled and it will be the resident's responsibility to assemble it.

**Note: Receipt of a shed will depend on the inventory at the time of the request.

6.3.6 Wall-to-Wall Carpeting. Wall to wall carpeting may NOT be installed. Residents are liable for any damage to the hardwood/concrete floors or walls as a result of installation. Cutting of the doors to accommodate carpeting is not allowed. It is recommended to have Personal Property (Renter's) Insurance to cover damage to property due to water, fire, etc.

6.3.7 Wallpaper, Contact Paper and Decals

6.3.7.1 Wallpaper. The use of strippable wallpaper is authorized after submitting a self-help request to the Housing Office. The self-help request must be submitted for approval with a sample of the wallpaper attached. Prior to moving out the resident must remove all the wallpaper and return the walls to original condition. The resident will incur the cost of the wallpaper; it's installation and the return of the wall to original condition.

6.3.7.2 Contact paper and decals. The use of contact paper and decals is not allowed and they should not be attached to walls, doors, cabinets, ceilings, drawers, windows or fixtures.

6.3.7.3 Waterbeds. Waterbeds are authorized through a self-help request with proof of Personal Property (Renter's) Insurance.

6.3.7.4 Window Curtain Rods. Curtain rods and brackets may be installed and should be affixed to wood trim surfaces only.

CHAPTER 7 – ENVIRONMENTAL CONCERNS

The MMR is an extremely sensitive environmental area as it sits above the primary future water supply of the entire Upper Cape region. This is important because future growth of Cape Cod is directly linked to the availability of clean drinking water. The MMR is also a Superfund Site defined under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA). As a result of past storage and disposal activities, seven plumes (contaminated groundwater) have been identified from sources on the MMR. It is important to note that the pollution is under the ground and not on the surface. None of the source areas emanate from the housing community of Coast Guard Property.

Given the local media attention to the environmental issues on the MMR, it is quite natural to be concerned about the health and well being of our families. The Air Station is committed to ensuring our operations do not have an adverse impact on our environment and that our community is maintained in a safe condition. If you have any question or concerns regarding any environmental issues at the MMR, please feel free to contact our Environmental Health & Safety Office located at Building 3162 (968-6690).

7.1 MMR Drinking Water

Drinking water is the greatest concern of our residents due to the ongoing groundwater clean-up program. The US Department of Defense (DOD) developed the Installation Restoration Program (IRP) to identify and remediate hazardous waste areas from past storage and disposal activities at the MMR. The Air Force Center for Environmental Excellence manages this restoration action, while the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection monitors the program. Some residents have expressed concern about potential exposure to contaminants by drinking base water. The MMR has centralized water distribution network, currently connected to Water Supply Well “J”. Well “J” is not impacted by groundwater contamination associated with any study area or areas of concern. Furthermore, Well “J” is routinely tested (all results are submitted to Massachusetts Department of Environmental Protection and Air Station Environmental Health and Safety Office) for water quality. If any contamination is discovered, an alternate off base water supply will be used. Any new wells that may be installed on the base will be located outside areas of groundwater contamination. Therefore, our community does not have an exposure to contaminated groundwater and our water supply consistently ranks as one of the best on Cape Cod, and is safe to drink.

7.2 Lead and Asbestos.

In the early 1990’s, we conducted surveys in family housing identifying the locations of lead-based paint (LBP) and asbestos containing materials (ACM). As a result of these surveys, we coordinated with the Massachusetts Department of Public Health and Massachusetts Department of Labor and Industries to develop a plan to remove these materials. For the past five years, Facility Engineering has been removing surfaces that contain LBP and ACM. We have worked closely with state agencies ensuring

compliance with their regulation while removing these potential hazards. To date we have spent in excess of two million dollars removing LBP and one million dollars in asbestos removal. These projects are 95% complete. We just completed the removal and replacement of all mini-blinds in housing which contained lead. LBP does exist in our housing area but only on some exterior surfaces at very low concentrations. It is important to note that the presence of LBP and ACM does not constitute a hazard or a requirement for removal. The condition of the material and potential for exposure (ingestion & inhalation) are the parameters used to prioritize abatements. Our goal is to eventually remove all LBP and ACM regardless of the condition of the material or the potential exposure.

7.3 **Superfund Source Areas**

Most of the industrial activities associated with past military use occurred in the southern portion of the reservation. Source areas include aircraft runways, aircraft and vehicle maintenance shops, landfills and the fire training area.

7.4 **Base Schools**

Though located on the MMR the schools are owned and operated by the Town of Bourne. At the request of Bourne Officials the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection (Sept. 1995) performs air and soil sampling at all the schools located on the MMR. As a result of this survey MADEP and Town Officials concluded that the Memorial, Stone and Lyle schools were safe for use.

7.5 **The Impact Area**

The impact area located in the training area of Camp Edwards is approximately 2200 acres sitting above the Sole Source Cape Cod Aquifer. For the past fifty years the impact area has received munitions from live fire during military and law enforcement training exercises. The Army National Guard has just commissioned a study to determine the effect of this training on groundwater. The USEPA has ordered a cease-fire until the study is completed showing no adverse impact to our water supply.

APPENDIX 7A

U.S. COAST GUARD AIR STATION CAPE COD HOUSING ENVIRONMENTAL HEALTH HAZARDS DISCLOSURE LETTER

Lead Warning

Housing built before 1981 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children under age seven and pregnant women. The Coast Guard shall disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling before assigning personnel to pre-1981 housing. Personnel assigned to pre-1981 housing must also receive a federally approved pamphlet on lead poisoning prevention.

Coast Guard Housing Disclosure:

Housing units at Air Station Cape Cod were built in the 1950's but were not included in the HRA housing assessment initiated by Coast Guard Headquarters between 1996 and 1998. However, in the early 1990's ASCC conducted representative inspections for lead based paint (LBP) in 200 housing units. The inspections confirmed the presence of LBP on windows, exterior doors, exterior soffits and carpets. During the same time period we surveyed and confirmed the presence of asbestos containing materials in many of our units (floor tiles, pipe insulation). We coordinated with the Massachusetts Department of Public Health and Massachusetts Department of Labor and Industries to develop a plan to abate these materials. Facility Engineering Department through contract labor has removed all asbestos materials that had the potential to be disturbed and replaced all windows, exterior doors that were covered with LBP. FED continues to encapsulate exterior surfaces that contain low levels of lead. We have worked closely with state regulators ensuring the safety of our residents, compliance with their regulations while removing these potential hazards. LBP does exist in our housing area but only on some exterior surfaces, and asbestos exists inside walls and ceilings. It is important to note that the presence of LBP and asbestos does not constitute a hazard or a requirement for removal. The condition of the material and potential for exposure (ingestion & inhalation) are the parameters used to prioritize abatements.

- (a) Records and reports available to housing residents: The Environmental Health and Safety Department has records on the two hundred units inspected for LPP, asbestos containing material removed from housing and drinking water supply reports.
(b) Resident's Acknowledgement (initial)
(1) Resident has received a copy of this Disclosure Letter (signed)
(2) Resident has received the EPA approved pamphlet Protect Your Family from Lead in Your Home.
(c) Certification of Accuracy
The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Signature lines for Housing Representative, Resident, Title, Address, and Housing Site with corresponding Date fields.

CHAPTER 8 – EMERGENCY PREVENTION AND PREPAREDNESS

8.1 Fire Prevention

See Appendix 8A-D.

8.2 Heavy Weather and Hurricane Preparedness

8.2.1 Air Station Cape Cod and the surrounding area are often subject to winds of hurricane force. To minimize or prevent danger when this occurs, it is necessary that certain records and precautions be taken prior to the arrival and during a hurricane period.

8.2.2 **General Procedures.** The following three Appendixes are 3 brochures from the Federal Emergency Management Agency. Please follow their instructions to prepare in case of emergency.

8.2.3 **Hurricanes.** In the event of a Hurricane the base will sound an alert signal that is a 3 to 5 minute steady tone. If you hear this signal please do the following.

- Stay indoors.
- Use caution opening doors and windows.
- Stay clear of unprotected windows.
- Remember that both water, power and telephone failure are possible during hurricanes. Have your emergency equipment ready and available.
- During peak conditions, open a door or window on the side of the house away from the wind to decrease pressure.
- Do not panic, the possibility of injury is remote if you have prepared and followed these instructions.

APPENDIX 8A**OTIS FIRE DEPARTMENT
Fire Safety Briefing Guide**

1. Report gas smells immediately to **9 1 1**.
2. Have and practice a home escape plan.
3. Ensure house numbers are visible from the street.
4. Keep batteries in smoke detectors!! Change annually- test monthly and vacuum annually.
5. Ensure extinguisher and CO detector are serviceable, and in their proper location.
6. Immediately report to maintenance any electrical problems i.e. dimming of lights, frayed wiring or cords, and cracked or uncovered outlets.
7. Use power strips with circuit breakers instead of multiple outlet extension cords and adapters.
8. Turn on no more than one heat producing appliance per circuit at the same time – toasters, curling irons, hair dryers, irons, etc. (should be operated on one circuit at the same time), and unplug them when not in use.
9. Ensure electrical cords aren't run under carpets or rugs, run through holes in walls, ceilings, floors, and doorways or attached to a building.
10. Extension cords are for short-term use such as when using for portable hand tools, electric drills, sanders etc.; disconnect them at the end of the day.
11. Storage of flammables (such as paints, lacquers, gas, propane, etc.) is prohibited in Military Family Housing Units.
12. Keep trash, boxes and combustibles from accumulating.
13. Store combustibles away from electric panel, stairways and not within two (2) feet of the furnace, hot water heater and vent pipes. NOTE: Non-combustibles may be stored under the stairway.
14. Keep items off all pipes.
15. Nothing is to be stored in the window well.
16. Keep the filter in the furnace clean.
17. Clean clothes dryer, lint collector and dryer hose before lint build up.
18. Kitchen – Remove combustibles from cooking area.
19. Keep kitchen hood vent clean.
20. Keep matches and lighters out of reach of children.
21. Attend to candles, cooking, and sterilizing at all times.
22. Other Comments:

INSERT “YOUR FAMILY DISASTER PLAN” AS APPENDIX 8B

PAGE 2 APPENDIX 8B

PAGE 3 APPENDIX 8B

PAGE 4 APPENDIX 8B

INSERT “EMERGENCY PREPAREDNESS CHECKLIST” AS APPENDIX 8C

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INSERT “YOUR FAMILY DISASTER SUPPLIES KIT” AS APPENDIX 8D

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