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CHAPTER 4 Cleanliness Standards and Maintenance

CHAPTER 5 Cleaning Instructions

Welcome to Navy Region Northwest Bachelor Housing (BH). We trust you will enjoy your time here.

Eligible personnel will report to the Front Desk for assignment of quarters to Bachelor Housing. Within five working days after check-in, the building manager/representative will meet the new resident for housing occupancy review and familiarization brief. At this time, the resident and building manager will conduct a joint inventory of furnishings and dwelling condition inspection. Resident will have a grace period of 14 days to submit a list of any additional discrepancies missed during the initial inspection. A Dwelling/ Furnishings Condition Inspection Report and Resident Room Discrepancy Report will be kept in your resident file. You will be provided a copy for your own records.

Upon acceptance, you are responsible for the cleaning, care and maintenance of your room. You will also be held liable for losing, damaging or destroying, beyond normal wear and tear, any BH property. For procedures in placing trouble calls, please refer to Chapter 4.

It may be necessary to enter your room when no one is there. BH management personnel may enter without your consent under the following conditions:

- Suspect room is abandoned
- Suspect room is damaged
- Suspect unsanitary conditions
- Emergency situation that may cause damage to the room or disruption to neighbors
- Unable to contact resident for emergency repairs or preventative maintenance
- Avoid delay of contracts
- Command inspections

A notification indicating the date, time and reason for the inspection will be left in the room.

Residents are required to keep the Front Desk informed of any changes in rate or rank, duty station, projected rotation date, military status, marital status and contact phone numbers.

Service members must provide the Front Desk with a copy of Permanent Change of Station (PCS) orders, as commands and disbursing offices do not notify BH management of changes in status of military members nor provide copies of required documentation.

Assignments and Acceptance of Bachelor Housing

Access to Rooms

Changes in Status

**Deployment/Temporary
Absence**

In order to retain eligibility for BH, you may not be absent from quarters more than 90 consecutive days. Personnel deploying for a period in excess of 90 days (except two-crew submarine personnel and Homeport Ashore Program members) must vacate rooms. This requirement may be waived if adequate inventory exists to meet installations Homeport Ashore needs.

When leaving your room for more than a few days, remove trash, dispose of all food items that may spoil during your absence and unplug your personal electrical/electronic equipment. Do not unplug refrigerator.

Insurance

While BH residents are not required to carry renter's liability insurance, we strongly recommend it for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to the dwelling and personal property in situations where the government is not liable. It will also cover your losses in case of theft or vandalism. The cost of renter's insurance is relatively small and can be a tremendous asset in case of loss or damage to personal property. You would be wise to investigate the insurance coverage to ensure it includes damages to government property, as you may be held financially responsible for damages. In case of fire, the government may reimburse residents for damages only if the fire is determined to be a result of a problem such as faulty wiring, government provided appliance problems, etc.

You are required to carry liability insurance on all vehicles on government installations. For more information on vehicle insurance requirements, contact your Pass and ID Office.

**Resident Advisor
Program**

The Resident Advisor (RA) Program is a leadership resource used to assist management in maintaining good order and discipline in BH. RAs are Geographical Bachelors (GB) and senior enlisted permanent-party residents who volunteer to serve in a leadership role in BH. GBs who accept the RA position are berthed under the "space-required/space-protected" category as long as they serve in this capacity and meet the requirements of their contract.

RAs assume the leadership role of on-the-spot assistant of BH management in maintaining good order and discipline within their assigned BH spaces. They are required to attend BH Resident Advisory Board meetings and address resident concerns. They inspect BH spaces including common areas to ensure housekeeping standards and report building maintenance discrepancies.

**Termination of
Bachelor Housing
Assignment**

Termination of assignment is required under the following conditions:

- PCS Orders: Residents must vacate assigned room on or before the date of detachment from the current command. Personnel

receiving PCS orders within Navy Region Northwest must contact the Front Desk to determine if they are eligible to retain their current room assignment.

- Homeport Change: Shipboard personnel may retain their room up to 15 days after the ship arrives at its new homeport or 15 days after the effective date of homeport change, whichever is later.
- Discharge or Retirement: Eligibility for BH assignment expires on the date of discharge or retirement.
- Authorization to Draw Basic Allowance for Housing (BAH): Personnel residing in BH who desire to draw BAH must vacate within 15 days of receipt of authorization.
- Voluntary Vacate to Live Off Base: E1-E4 personnel who desire to live off base must submit a BAH request in writing to the BH Office, via their chain of command. Personnel requesting to move off base must state that they fully understand they are not automatically authorized BAH by moving out of BH and they may be placed on a waiting list for authority to live off base if their request is not approved at the time of moving. We strongly recommend residents check with the BH Office for BAH approval prior to moving out of quarters. Final BAH authorization will require that member has properly checked out of their BH room.

When vacating a BH room, the following procedure must be followed:

1. Notify your building manager or Front Desk not later than 30 days before date of intent of vacating the room to schedule a pretermination inspection.
2. Your building manager will conduct a joint pretermination inspection with residents. At this time, you will be notified of any damages for which you will be responsible and instructions for your final inspection and check-out. You will also find a list of cleaning instructions in Chapter 4 of this handbook.
3. At the date and time you have scheduled, your building manager will conduct a final inspection of your room to ensure cleanliness and that damages found during the pretermination inspection have been corrected. You will be charged for cleanliness discrepancies not corrected and any damages for which you are responsible.
4. You must check out at the Front Desk with the Resident Room Discrepancy Report signed by the building manager. Payment in full or a signed agreement for reimbursement of any lost or damaged property will be made prior to check-out.

Vacating Bachelor Housing

Alcoholic Beverages

- Alcohol consumption shall be in accordance with state and local laws and be restricted to private rooms and/or Commanding Officer designated lounge, picnic areas and/or common area kitchens. Check with local BH Management for base-specific alcohol consumption restrictions in common areas.
- Personnel under 21 years of age will not consume or possess alcoholic beverages in any BH facility.
- Residents over 21 years of age are allowed to have alcohol in their room. They are responsible for ensuring all alcoholic beverages are secured when they are not present. State law prohibits consumption of alcoholic beverages by anyone under the age of 21.
- In shared rooms with residents under 21 years of age, all alcoholic beverages will be secured when the resident who is 21 or older is not present.
- Drunkenness and/or abuse of alcoholic beverages will not be tolerated
- Use of alcoholic beverages is a privilege and may be revoked.

Appropriate Attire

Clothing which is excessively worn, faded, or may be offensive to others is considered inappropriate. All personnel must be fully dressed while traversing through the BH facility. Sleepwear, including pajamas and bathrobes, are considered inappropriate in common use areas of all BH facilities and shall be worn only in the resident's room.

Bicycles

Residents should park their bicycles in the designated bicycle racks or lockers. Residents are urged to use bicycle locking devices to prevent theft. Bicycles will not be stored in rooms, stairwells, passageways, walkways, or in areas that will block fire exits. Bicycle helmets are required for all cyclists on federal installations including all BH areas. Helmets are highly encouraged for skaters and skateboarders. Contact the BH Office for information on bicycle storage.

Business and Solicitation

Business enterprises and solicitation in BH areas are prohibited.

**Controlled Substances
and Prescription Drugs**

The possession of drug paraphernalia and/or controlled substances other than those prescribed by competent medical authority is strictly prohibited. Prescription drugs must be locked in personal lockers and not stored in nightstands, desk drawers or other common areas.

Cooking in Rooms

Due to the high cleanliness standard necessary to reduce insect and rodent infestation in living spaces in BH facilities, cooking in rooms without kitchens is not authorized except for microwave ovens, hot-air popcorn poppers and coffee makers with automatic shut off. Unauthorized items will be

confiscated. Never leave food cooking on a stove, microwave, popcorn popper, etc., unattended.

Common-use kitchens, where available, are provided for your use. Do not put food on the stove to cook and go to sleep or leave the immediate area. You must clean the area thoroughly after each use and remove all food and trash. Common-use kitchens may be locked or disabled for failure to comply with this regulation.

Residents with evening work hours will not be disturbed by management from 0730-1500 hours. The resident's command must provide written verification of night assignment to the BH Manager. BH management will provide an official notice for posting on room door.

Personnel who are sick in quarters (SIQ) must post their SIQ chit on their door to avoid being disturbed.

Dressing and undressing in view of open windows or doors is prohibited. Windows facing thoroughfares or other buildings will have the blinds/curtains closed when residents are changing clothes.

Upon BH assignment, residents agree to comply with energy and water conservation policies. Turn off all electrical items when not in use. Keep doors and windows closed in heated or air-conditioned areas. Personal air conditioners are prohibited. Floor and table fans are authorized. Report all hot or cold-water leaks immediately.

Gambling is prohibited in BH facilities.

Guests are defined as people invited into Bachelor Housing by a BH resident. Guests are permitted in BH provided that they do not interfere with good order and discipline or are an inconvenience to other residents. All guests must be checked in at the Front Desk or logged in by the Duty Manager.

- In-room visitation may occur between 0900 – 2200 hours, Sunday through Thursday and 0900 – 2300, Friday, Saturday and the night before all federal holidays, unless local base policy states otherwise.
- The military sponsor is responsible for guests' actions, including financial responsibility for any damages caused by guests.
- Permission of all room residents present must be obtained before bringing a guest into a multiple occupancy room or one with a shared head facility.

Common Use Kitchens**Day Sleepers and Sick in Quarters****Dressing and Undressing****Energy Conservation****Gambling****Guests and Visitor Policy**

- Family Guests:
- All guests must be accompanied by the resident at all times.
- Persons ages 10 and above must have a valid military dependent ID.
- Non-family member in-room guests must be at least 18 years old and have a valid photo identification card in their possession. The registered resident/sponsor is responsible for guests' actions and must accompany them at all times.
- Overnight guests are restricted to immediate family members only and must have prior approval from the BH manager.
- Quiet hours will be observed between 2200 and 0800 hours unless local base policy states otherwise.

Violations of the Guests and Visitor Policy may result in punitive action at either Non-judicial Punishment or court martial.

Laundry Facilities

Washers and dryers are available for BH residents only. Contact the BH staff if any machine becomes inoperative or unsafe. If BH staff is unavailable, please utilize the laundry message board in each laundry facility, by filling out the "Repair Form" and placing the form in the provided slotted box. Repairs are normally fixed within 24 hours. If you would like to be contacted regarding the repair of the machine you reported on, please ensure you leave contact information on your "Repair Form" and one of our BH staff will contact you.

Be advised that laundry left over 24 hours will be removed to a storage area. It is your responsibility to retrieve your laundry from the storage area. Any laundry left over 15 days will be disposed of. BH is not responsible for any lost or damaged items.

Use of Bleach: Due to extensive damage to carpets, upholstery, etc., chlorine bleach, liquid chlorine bleach, or liquid products containing bleach are prohibited in all CNRNW BH facilities (i.e. laundry rooms, bathrooms). Powdered (dry) bleach-alternatives are the only acceptable bleach products allowed in BH facilities.

The Navy Exchange provides laundry and dry cleaning services.

Lockouts

Residents who are locked out of their room will be provided a single use key after providing appropriate identification to the Front Desk.

Lost Keys

Report lost keys to the Front Desk immediately. Issuance of a duplicate key will incur a non-refundable charge.

Residents should treat other residents/roommates with common courtesies. Following rules will apply:

- The playing of music (including car stereos) and televisions should be kept to a low volume so as not to disturb others.
- Room/party noise should be kept to a minimum.
- Residents experiencing difficulties with neighbors should first try to settle the problem peaceably. If all efforts fail, a complaint may be filed in writing to the BH management.
- Quiet hours will be observed between 2200 and 0800 hours unless local base policy states otherwise.

Pets of any type are prohibited.

Smoking is not authorized in rooms, common areas or anywhere inside BH buildings. Smoking areas are designated outdoors by placement of approved smoking receptacles. Cigarette butts are to be placed in provided receptacles only. Smoking receptacles are not to be moved by residents or guests for any reason.

Garbage receptacles have been provided in designated spaces throughout BH. Please assist us in maintaining an attractive, clean living environment by refraining from leaving garbage in passageways, laundry rooms, lounges and kitchen areas, or places not intended for trash. Room trash must be taken to dumpsters or placed in trash chutes (if applicable) on a daily basis.

Use recycling containers where available.

Telephone and cable television service are available at your expense. Individuals must make service arrangements with the appropriate providers. Specific information is available at the Front Desk or from your building manager.

Depending upon the situation, any of the following actions may be taken when BH residents violate the rules and regulations:

- The service member will be contacted by BH management and a report will be written and filed in the resident file.
- The service member's command will be notified.
- The BH Office will coordinate with the service member's command to resolve any issues or problems.
- Eviction.

Noise and Consideration of Other Residents

Pets

Smoking

Trash Disposal

Telephone and Cable Television Service

Violation of Bachelor Housing Rules and Regulations

Barbeque Grills

Only BH installed barbeque grills are authorized for use in/around Bachelor Housing buildings. Use of any other grills, hibachis, etc., is prohibited. Barbeque grills should not be left unattended when in use or while still hot.

Combustibles

Combustible hobby-type fluids, paint and gases (i.e., butane/propane for lighters) will be purchased in small (one pint or less) quantities and kept in their original containers. Gasoline, Coleman fuel, charcoal, or other flammable and toxic fluids and gases are not permitted within BH.

Cooking

Cooking is authorized only in rooms equipped with kitchens or in community kitchens. In non-kitchen rooms, Underwriters Laboratories (UL) approved microwave ovens, hot-air-style popcorn poppers and automatic shut-off coffee makers are the only authorized cooking appliances. Do not put food on the stove or in the microwave to cook and go to sleep or leave the immediate area.

- Do not try to remove a burning pan of grease or food from the stove.
- First, smother the fire by using a cover then turn off the burner beneath the pan.
- Call 911 to report the fire; Fire Department will check for hot spots in overhead exhaust units.
- Wait for the pan to cool before removing.

Diving Tanks

Diving tanks with a residual pressure above 14 PSI will not be stored in the room. Limit one tank per resident for tanks under 14 PSI.

Firearms and Weapons

Firearms, ammunition, any projectile emitting device (paintball guns, soft air rifles, potato guns, sling shots, etc.), daggers, swords, knives and other stabbing instruments, or any other weapon capable of producing bodily harm are prohibited in BH. All firearms or weapons brought on base must be registered with the local Security Office and will be stored at the base armory. See base instruction for guidelines.

Fireworks of any kind are prohibited on government property which includes all BH facilities.

Fire Pits

Fire pits, including free-standing fire pits, Tiki Torches or like items are not permitted.

As a resident of Bachelor Housing, you are responsible for ensuring compliance with all applicable fire and life-safety standards. The safety of all residents demands certain safety precautions must be taken:

- No open-flame devices are permitted. Such materials will be confiscated.
- Flammable materials are prohibited in BH. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.
- Tampering with or modification of any electrical wiring is strictly prohibited. Electrical cords are not authorized to lie across doorways, walkways, or placed under carpets. Grounded UL approved surge protectors are authorized. Any others are not authorized.
- Irons, hair dryers and hair curlers are authorized, but must be unplugged after use. Following their use, these appliances should be left to cool in a safe location.
- Electrical outlets will have no more than two electrical units plugged in at any one time unless using a UL approved surge protector. Do not overload electrical outlets. If any appliance starts smoking, pull the plug and notify the BH staff immediately or call the Fire Department.
- Do not use extension cords as permanent connections. Electrical and extension cords should not be run under carpets, tacked to the wall or run between doorways or through holes in the walls.
- When you leave your premises for any length of time, make sure that the stove, TV, coffeemaker, etc., is turned off.
- Personal space heaters are not authorized for safety and energy conservation reasons. Exceptions must be requested in writing to and have written approval of BH management.
- Residents must be continually aware of fire hazards. Report potential hazards to the BH staff immediately.
- Firefighting equipment is positioned throughout BH facilities. Tampering with smoke detectors, sprinkler systems and firefighting equipment is a federal offense and prohibited. Violators will be prosecuted for entering and exiting through doors marked as emergency exits only.
- Report any malfunctioning equipment to the BH staff immediately.
- The telephone number of the Fire Department and all emergency services should be readily available by your phone. In case of fire, the following steps must be taken:
 - Activate the nearest fire alarm box.
 - Get out of the building immediately. Call 911.
 - Inform Front Desk and BH staff, if possible.

Fire Safety

Suggested tips in case of fire:

- DO NOT PANIC! REMAIN CALM.
- If safe to do so, use Fire Extinguisher to put the fire out.
- Leave the room where the fire started and close the door behind you.
- Activate the nearest Fire Alarm and have all occupants vacate the building.
- Call 911 from nearest phone immediately and notify BH Front Desk.
- After you have left your unit/building, DO NOT return until approval has been given by the Fire Department.

Alternate Plan if you CANNOT leave your unit:

- If door is hot or smoke is seeping in, cover cracks and vents around door preferably with wet towels or other natural (non-synthetic) items.
- Go to a room with an outside window; close all doors between you and the smoke/fire.
- Open a window for air and hang sheet or blanket out to signal for help.

**Navy Region Northwest
Emergency Procedures**

COMNAVREGNW Security Officer has provided the following information in case of a security threat or other emergency.

FORCE PROTECTION CONDITIONS (FPCON)/THREAT LEVEL SYSTEM:

The DOD Terrorist Threat Level System is directed by DIA (Defense Intelligence Agency) and is an intelligence assessment of the likelihood of a threat against Department of Defense personnel, installations or facilities. The four levels are Low, Moderate, Significant and High.

Associated with these are five FPCON which are Normal, Alpha, Bravo, Charlie and Delta.

For current information on the FPCON/Threat Level, contact one of the following Emergency Information Lines:

Naval Base Kitsap: (888) 256-6100 or (360) 315-4636

Naval Station Everett: (425) 304-5665

Naval Air Station Whidbey Island: (360) 279-1080

These numbers may also be utilized to obtain inclement weather guidance for your installation.

CRIME PREVENTION, REPORTING and EMERGENCIES CALL 9-1-1

After a natural disaster, such as a severe winter storm, you may be confined to your room or building. A disaster could cut off basic services - water, electricity and telephone - for a few days. You will best cope with such emergencies by preparing before disaster strikes.

Once an emergency occurs, you may not be able to search for or locate supplies. So plan ahead and be prepared. The basics you should stock are water, food, first aid and emergency supplies. Keep these items in easy-to-carry containers, such as backpacks or duffle bags, in an easy-to-reach place like a closet.

WATER

- Store two gallons of water for drinking and sanitation. Plan for at least a three-day supply.

FOOD

- Store at least a three-day supply of non-perishable foods that require no refrigeration, preparation or cooking, little or no water and are compact and lightweight.

SUPPLIES

- First Aid Kit.
- Flashlight, battery-operated radio or TV and extra batteries.
- Manual can opener and utility knife.
- Whistle.

Since earthquakes cannot be prevented nor predicted, residents must take the following precautionary measures:

EARTHQUAKE PREPARATION

- Review your renter's insurance policy as some damage to your property may be covered without specific earthquake insurance.
- Protect important documents such as wills, insurance policies, contracts, passports, immunization cards, credit card account numbers, an inventory of valuable household goods, important telephone numbers and birth certificates in a waterproof, portable container.
- Choose an out-of-state friend or relative as a "checkpoint" for other friends and relatives to call.
- Heavy and bulky objects should never be stored in overhead areas such as the top of lockers.

Natural Disasters and Emergency Preparedness**Earthquakes**

DURING AN EARTHQUAKE

- Do not panic or run out on the street. Injury may occur by falling glass or building materials.
- Do not use elevators.
- If you are indoors, take cover under a sturdy desk, table or bench, in a doorway, such as to a bathroom or bedroom, or against an inside wall.
- Stay away from windows, glass, outer walls or doors, or anything that could fall, such as lighting fixtures or furniture.
- In a crowded public place, do not rush for the doorway, as other people will have the same idea. Take cover and move away from display shelves containing objects that could fall.
- Be aware that the electricity may go out, or sprinkler systems or fire alarms could activate.
- In a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping a vehicle near buildings, trees, overpasses, or utility wires.

AFTER AN EARTHQUAKE

- Check for injuries. Do not attempt to move seriously injured personnel unless they are in immediate danger of further injury.
- If a person is bleeding, put pressure over the wound. Use clean gauze or cloth. Cover the injured with a blanket to keep them warm.
- Do not use the telephone except in case of extreme emergency.
- Do not smoke or use electrical appliances because of possible gas leaks and electrical shorts.
- Evacuate the complex as quickly as possible for muster and further instruction.
- Be prepared for aftershocks. If trapped, remain calm. Remember that help will come as soon as possible.

Volcanoes

The Puget Sound region is surrounded by mountains created by volcanic eruptions. Mount Baker and Mount Rainier, while currently dormant, do register some volcanic activity and could become active as Mount St. Helens did in the early 1980s. Volcanic eruptions can cause lateral blasts, lava and hot ash flows, mudslides, avalanches, falling ash and floods. Fresh volcanic ash, made of pulverized rock, can be harsh, acidic, gritty, glassy and smelly.

Keep these guidelines in mind:

- Do not visit the volcano site.
- During ash fall, close doors, windows and all ventilation in your room.

All rooms will be secured when not occupied. Lockers will be locked when not in use. Ground-level windows will be secured to prevent unlawful entry.

Smoke detectors and sprinkler systems are provided in most BH rooms and throughout the buildings. If a smoke detector is found to be defective, notify the BH Office immediately. Smoke detectors are installed as safety devices to protect you. Under no circumstances is a smoke detector to be disassembled or disabled. Do not hang anything from the sprinkler system. Your safety is of utmost importance to your BH management.

IMPORTANT: All fires in government quarters must be reported to the Fire Department and BH management immediately, no matter how small or insignificant they may seem.

BH residents are responsible for all smoke detectors and will be held accountable for any detectors found in their space to have been tampered with or disabled.

Reminder: Tampering with smoke detectors is a federal offense and punishable under the Uniform Code of Military Justice.

Although the chances of burglary or vandalism may be lower, it is still a possibility, even on a secure base. For the protection of your property, be sure your room is locked and valuable personal items are secured.

All residents should take the following steps to decrease the opportunity for theft and other criminal activity in BH:

- Keyless cards or room keys should be kept in a safe place.
- Residents are not authorized to loan out their room keys to anyone.
- Money or valuables will be secured in personal lockers.
- Report any vandalism, burglary, theft or other crimes to the appropriate police/security agency and BH staff.

Security of Rooms**Smoke Detectors****Theft Prevention**

Daily Living Standards

BH management is dedicated to providing you with a clean room, in good condition. When you vacate BH, we expect to receive the room back in the same condition. You are responsible for the room and furnishings assigned to you. Treat your room as if you own it, keeping in mind that you will be held liable for damages and cleaning. Residents with shared spaces will all be held accountable for the cleanliness and maintenance of common areas.

These standards are established to ensure health, safety and comfort for all BH residents. Vacuum cleaners and carpet shampoos can be checked out from the BH Office. The following standards apply:

- Rooms, lounges, carpets, window blinds and drapes will be kept free of dust, dirt and mildew.
- Trash cans must be emptied daily to reduce the chance of pest and insect infestation. Plastic trash liners will be used.
- Beds shall be made in a neat and orderly fashion. Linen will be clean and in good condition. For linen exchange, contact your building manager or Front Desk.
- Food items will be kept refrigerated or stored properly in sealed containers.
- Refrigerators must be kept clean and free of mold, spoiled food or grime. Freezer sections will not have excess frost accumulation.

Household Maintenance

BH management shall maintain the rooms in good repair and is responsible for all repairs or replacement of government provided furnishings due to normal wear and tear. You are responsible for reporting needed repairs to the BH Office or your building manager. Resident-caused damages, or those caused by abuse or neglect, will be repaired or replaced at your expense.

Generally, all necessary repairs will have been made before you move in. BH personnel will provide timely assistance and service for all repairs and maintenance items. When contacting your building manager or Front Desk, provide your name, building/room number, telephone number and a brief description of the problem. If your problem is an emergency, such as a power failure, short circuit, broken water line, etc., the contracted maintenance personnel will respond within one hour. For tracking purposes, when requesting service work, please keep a written record of the work authorization number and the date it was called in. The BH or maintenance representative will leave you a notice advising you of entry to your room if you are away at the time of the repair.

There is a difference in response times between emergency and routine service calls. If you feel your service call has not been completed in a timely manner, contact your building manager.

Residents are not to perform any type of maintenance or repairs on government provided appliances. Damages caused by such repairs will be charged to the resident. Government furnishings will not be removed from the room. Residents are responsible for cleaning and any damages. Routine cleaning of the refrigerator will improve efficiency and sanitation.

You are issued a set of bed linen upon room check-in and are responsible for the items received. You may either wash the linen yourself, or exchange it for clean linen. Contact your building manager for linen-exchange schedule and location.

For tile, hardwood and vinyl floors, the following suggestions are offered:

- Lift heavy furniture rather than dragging across the floors to avoid marring.
- Do not let water stand on the surface of the floor. Wipe up any spills or standing water immediately.
- Do not apply wax to no-wax floors.

Carpet should be vacuumed on a regular basis. Vacuum cleaners are provided in most buildings or may be checked out from the BH Office. Carpets should be cleaned at least annually or more frequently if heavily soiled. Carpet shampoos are available for check-out from the BH Office.

To help BH management keep track of government furnishings, do not move these items from resident rooms or lounges. Residents are responsible for room furniture and are liable for damage or loss. All furniture is bar coded and will be verified once a year during inventory and upon check-in/check-out of your room. Furniture must not block fire exits or doorways.

You are expected to attempt to alleviate pest control problems by use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides. The Navy Exchanges and Commissaries stock an assortment of pest control products. If, despite your efforts, the pest problem persists, please call the Front Desk or contact the BH staff. Commercial pest control services are not permitted in BH.

Appliances

Bedding and Linen

Flooring

Furnishings

Pest Control

As a general rule, poor housekeeping is the main factor in pest infestation. Some things you can do to control roaches and other household pests are:

- Deposit garbage in trash cans in plastic bags.
- Dispose of trash on a daily basis.
- Wipe up spilled foods or drinks immediately.
- Properly dispose of empty soft drink cans or bottles.
- Keep soiled clothing in a clothes hamper or other container.
- Wash clothes frequently and do not allow clothing to pile up on the floor.
- Store leftover food in airtight containers .
- Clean as you go.

Plumbing

Occasionally, there is a problem with clogged sewer and plumbing lines. You are asked to ensure objects including toiletries and feminine hygiene products are not flushed down the toilet. Charges may be assessed for the removal of such objects. If a toilet overflows, turn the water off at the valve below the flush tank, then try using a plunger. If you cannot clear the line, call the Front Desk or BH Office.

Utilities

Utilities are provided by the government. It is vitally important that you do not abuse the utilities provided. Such waste will mean a substantial loss of funds that could be used for other purposes. Treat these resources as if you were paying for them and conserve energy whenever possible.

Everyone enjoys moving into a “clean-as-new” room. This list of guidelines has been compiled to ensure we pass your room on to the next person in that condition. At your pretermination inspection, your building manager will give you a complete list of cleaning instructions. In order to pass your final inspection, every item on your cleaning instructions list must be addressed whether or not you have a roommate. This list will help you prepare in advance for your final inspection.

Clean shower and sink thoroughly to remove all dirt, soap film and hair. Clean shower walls thoroughly to remove soap build-up and mold. Remove tub decal, adhesives and stick-on air fresheners. Shower doors and frames must be completely clean. Clean toilets thoroughly. Clean all pipes behind toilet and under sink. Clean medicine cabinets inside and out. All fixtures, including tub/shower and sink controls and faucets, towel and shower rods, toothbrush and soap holders must be cleaned and water spots removed. Wash walls and ceilings and remove any mold. Clean and vacuum all exhaust vents.

Smooth textured ceilings must be clean and free of dust, cobwebs, food and beverage spots and grease. Do not clean “popcorn” textured ceilings except to remove cobwebs.

Carpets are to be vacuumed and free of spots, stains and damage. Carpet cleaning machines may be checked out from the BH Office. Sweep and damp mop vinyl, tile or linoleum floors. Do not apply wax.

Wipe off all parts of baseboard heaters with a damp cloth. Use a vacuum to remove dust and debris from coils. Damp wipe radiators. Clean all heating vents and registers.

Remove any accessible light covers and clean thoroughly with soap and water to remove all dust and debris. Dry completely and rehang. Inset light fixtures and exhaust fan covers must be free of dust and cobwebs. Each light socket must have a working energy-efficient light bulb or fluorescent tube. Refrigerator light bulbs must work and fit appropriately. Replacement bulbs are available from your building manager.

Unplug microwave while cleaning. Clean thoroughly inside and out, including glass tray. Clean folds of rubber seals on the door. Clean all exterior portions, including top.

Bathroom**Ceiling****Floors****Heating Vents/Registers****Lighting/Light Fixtures****Microwave**

Refrigerator	Unplug refrigerator while cleaning and defrosting. Clean thoroughly inside and out. Defrost as required. Do not allow water to drain onto the floor/ carpet. Clean shelves and storage compartments. Remove and clean kick plate. Remove, empty and clean drain pan. Clean in and under rubber seals on doors. Pull refrigerator away from wall and clean all exterior portions, including top. While appliance is pulled out, clean walls, sides of cabinets and floor thoroughly. Vacuum and wipe power cord and coils on back or underside of refrigerator. After refrigerator has been thoroughly cleaned and dried, reconnect cord to outlet and set to normal operation. For units with built-in icemakers, contact your building manager for cleaning instructions.
Screens	Window screens and frames must be vacuumed and be free of dirt, debris, cobwebs, etc. Window channels must be thoroughly cleaned. Do not remove screens from windows.
Walls	Remove all nails, pins, tacks, staples, tape, etc., from walls. Residents will be charged for repair of large holes. Clean all walls with water and cleaning solution. Dirt and other marks must be removed. Clean all electrical outlet covers, light switches, light switch plates and thermostats.
Windows	Clean all interior windows. Window must be free of dirt and streaks. Clean window and frames thoroughly, paying special attention to corners. Window channels must be free of dirt, debris, mold, etc.
Window Treatments	Mini-blinds must be thoroughly cleaned to remove all dust and grime. Vacuum draperies to remove dust and cobwebs. Residents are not required to have draperies dry-cleaned but may be charged for replacement of damaged or stained window coverings and/or hardware.
Woodwork	Clean all doors, door frames, baseboards, window sills, cabinets, closet shelves, closet clothes poles and brackets, etc., to remove dust, dirt, debris, cobwebs, fingerprints and greasy or sticky substances.

These are some of the items we have found that tend to be overlooked or forgotten in preparation for a final inspection. If you take care of these items prior to your inspection and follow these tips, you should successfully pass your inspection:

- Remember to have some cleaning items (spray cleaner, green scrub pad, cleaning cloths, broom, etc.) with you at the final inspection, so you can take care of any rework.
- Run your hand across bathtubs and shower walls. If soap film still rubs off, it needs more work. A clean damp cloth or sponge should do the trick. To remove built-on water spots from chrome bath fixtures, a spray cleaner and green scrub pad will make the job easy.
- After you clean the windows, look through them in the light of different time of day. You'll be able to catch streaks and missed spots.
- Consider having a friend give you a "final inspection." Use the cleaning instructions list as a guideline to check your work.
- 30-45 minutes ahead of inspection time, make one last walk-through with a sponge and spray cleaner in hand just in case you find something you missed or need to touch up.

**Tips to Help You Pass
Your Final Inspection**