

Subj: OCCUPANCY HANDBOOK FOR JACKSON PARK MILITARY
FAMILY HOUSING

Ref: (a) CNICINST 5009.5
(b) NAVFAC P-930

Encl: (1) Family Housing Handbook

1. Purpose: To publish a Regional Handbook containing rules, regulations, and information governing occupancy of family housing administrated by Commander, Navy Region Northwest.
2. Cancellation: NAVREGNWINST 11101.1A.
3. Scope: The provisions of the Family Housing Handbook applies to all residents of Jackson Park Housing.
4. Information: References (a) and (b) provide policy guidance for the administration and operation of Navy housing. Recommended changes to Housing Occupancy Handbook policies or procedures may be submitted to the local Family Housing Office.
5. Action: Each household in Jackson Park Military Family Housing will be furnished a copy of enclosure (1) for information and compliance.

JAMES A. SYMONDS

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HISTORY

History

The 232 acres of the Jackson Park Housing and Naval Hospital Bremerton properties served as an ammunition depot from 1904 through 1959. First called Naval Ammunition Depot (NAD) Puget Sound, activities included ammunition manufacturing, storage, assembly, and demilitarization. NAD Puget Sound served as the ammunition storage for ships entering Puget Sound Naval Shipyard (PSNS) for repairs from World War II. As a result of past operations, ordinance was improperly disposed of on land and in the marine area thus contaminating soil, groundwater and the marine environment. Environmental reclamation work has been on-going in the Jackson Park and Naval Hospital area since 1993 in an effort to identify and remove hazardous materials.

NAD Puget Sound site facilities included two ordinance handling piers, mooring dolphins for ammunition barges, a railroad system and transfer pier, bunkers, magazines and storage facilities and staff housing. NAD Puget Sound was closed in 1959 and placed in caretaker status. In the mid 1970s, the site was converted to military housing, reassigned to PSNS, and renamed Jackson Park in honor of Washington State Senator Henry “Scoop” Jackson. Construction of over 800 housing units began in the late 1960s and continued through the 1990s. In 1977, approximately 50 acres was transferred to Naval Regional Medical Center for a new hospital. There are 870 housing units in Jackson Park that military families call home.

Management of Jackson Park Housing was the responsibility of Commander PSNS until 1998 when Naval Station Bremerton was established. Commanding Officer, Naval Station Bremerton managed Jackson Park Housing until 2004. Since that time, Jackson Park Family Housing has come under the responsibility of Commanding Officer, Naval Base Kitsap.

Dear Resident,

Welcome to Jackson Park Military Family Housing. I am happy to extend to you my personal greetings. I trust you will enjoy your stay and find your home satisfactory. While fully understanding the right to privacy and freedom of expression of our residents, I am sure you are aware that certain policies must govern such a large undertaking as managing military housing. It is in this spirit that this handbook is presented to you as a resident of Jackson Park Family Housing. The policies and instructions presented are designed to make these communities a benefit to all families, both present and future, and to establish community security and safety. Please read and familiarize yourself with this information. If you have any questions, please feel free to contact your local Housing Office. The Housing staff is dedicated to making your stay in this area a pleasant one.

JAMES A. SYMONDS

Rear Admiral, U.S. Navy
Commander, Navy Region Northwest

TABLE OF CONTENTS

CHAPTER I		
Regulations		
	Assignment	1
	Personal Property and Storage	1
	Vacating Quarters	1
	Conditions for Eligibility & Loss of Military Family Housing	1
	Extensions in Quarters.....	2
	Reassignment of Quarters.....	2
	Changes of Status.....	2
	Community Coordinator.....	2
	Firearms/Weapons	2
	Fireworks	3
	Bicycle/Skating Helmets.....	3
	Theft/Vandalism Protection.....	3
	Traffic Safety	3
	Locked Out of Quarters.....	4
	Insurance	4
	Guests	5
	Renting/Subleasing of Quarters.....	5
	Foster Care	5
	Live-In Help.....	5
	Home Based Businesses.....	5
	Solicitation.....	6
	Daycare/Child Development Homes	6
	TV Crews and Reporters.....	6
	Yard and Garage Sale	6
	Temporary Absence from Quarters.....	6
	Wildlife.....	7
CHAPTER 2		
Neighborhood Rules		
	Children	8
	Occupant Relations	8
	Noise/“Quiet Time”	8
	Fences	8
	Trampolines	8
	Wading Pools/Swimming Pools/Hot Tubs.....	9
	Personally Owned Play Equipment.....	9
	Playgrounds	9
	Automotive Maintenance.....	9
	Washing Vehicles	10
	Parking Regulations.....	10
	Recreational Vehicles	10
	Pets	11
	Right of Inspection	13
	Disciplinary Procedures	13

TABLE OF CONTENTS**CONTINUED**

Household Maintenance.....	14
Grounds Maintenance.....	14
Keys.....	15
Maintenance & Repair Contract Services.....	15
Utilities/Energy Conservation	15
Telephone Line Maintenance	16
Additional Telephone Service.....	16
Cable Television	16
Satellite TV Dishes.....	16
Christmas/Holiday Lighting and Decorations	16
Trash Collection	17
Recycling	17
Disposal of Hazardous Waste.....	17
Plumbing	17
Household Appliances.....	18
Refrigerator.....	18
Range	18
Garbage Disposal.....	19
Dishwasher	19
Water Heaters.....	19
Walls, Woodwork, and Floors.....	20
Pest Control.....	20
Snow Removal	21
Alterations	21
Smoke Detectors.....	22
Fire Evacuation Planning.....	22
Reporting Emergencies.....	22
Fire Prevention	23
Construction Areas.....	24
Ground Fault Interrupter (GFI) Receptacles.....	25
Study Your Home for Safety Hazards.....	25
Window Fall Prevention	25
Earthquakes.....	26
Your Family Disaster Supply Kit	28
Volcanoes	30
Cleaning Instructions.....	31
Tips to Help You Pass Your Final Inspection.....	33

CHAPTER 3**Household
Responsibilities****CHAPTER 4****Safety and
Fire Prevention****CHAPTER 5****Cleaning Instructions for
Vacating Family Housing**

Congratulations on your assignment to your new home in Military Family Housing (MFH)!

Immediately upon your acceptance of quarters, your Navy Housing Office (NHO) staff will stop your Basic Allowance for Housing (BAH) directly with DFAS Cleveland or notify your command Disbursing Office of your date of assignment. *It is your responsibility to ensure your BAH has been stopped.*

Arrangements for storage of excess personal property at government expense may be made with your Personal Property Office. The NHO will prepare the paperwork authorizing storage of excess property if you request it *within 30 days of your assignment date*. This offer is for the initial check-in only and does not apply to reassignment of quarters.

By accepting assignment to government quarters, you agree to remain in MFH for a minimum of six months. When you desire to vacate your housing, call or visit the NHO for vacating procedures. You must give at least 30 days notice to vacate, just as you would a civilian landlord.

Termination of assignment to quarters is required under the following conditions:

1. Permanent Change of Station (PCS) orders: You must vacate quarters on or before the date of detachment from your current command. Call the NHO for information if you have received PCS orders within the Puget Sound area to determine if you are eligible to remain in your current quarters.
2. Homeport Change: You may retain your quarters 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.
3. Discharge or Retirement: Eligibility for housing expires on the date of discharge or retirement, and you must vacate on or before that date. Rent (based upon BAH) may be charged if cleaning is required beyond the date eligibility expires.
4. Dependents or sponsor no longer reside in quarters: When family members or sponsor no longer reside in the quarters for any reason, including voluntary or legal separation, divorce, or court order, the military member is responsible for notifying the NHO as soon as either he/she or the dependents no longer reside in the quarters. At that time, a pre-inspection will be scheduled with a final inspection to follow. You will have a total of 30 days to vacate the quarters. The military member has ultimate responsibility for cleaning, final inspection, and any damages of the quarters.
5. Dependents are away from the quarters or unit is vacant for more than 90 consecutive days. Exceptions may be made for situations involving extended deployment of the military member.

Assignment

Personal Property and Storage

Vacating Quarters

Conditions for Loss of Eligibility for Military Family Housing

6. Voluntary Vacate: After you have satisfied the six-month minimum requirement, contact the NHO for vacating procedures. Failure to remain in MFH at least six months may jeopardize reinstatement of your BAH.
7. Family Behavior and/or Failure to Follow Rules Warrant Eviction: In most cases, 30 days notice to vacate will be given. However, specific time is at the discretion of the Installation Commanding Officer.

Extensions in Quarters

Extensions in Family Housing beyond date of detachment from local commands may be made under certain conditions. Contact the NHO for specific information.

Reassignment of Quarters

You may be eligible for reassignment to larger quarters due to a change in family composition or a promotion from petty officer to chief or enlisted to officer. Contact the NHO for information regarding reassignment.

Because reassignments are for your convenience, the move will be at your expense. Your move must be completed within five working days. You will be responsible for the cleaning of your former unit.

Note: Requests for reassignment due to neighborhood disputes or resident problems are not granted.

Changes of Status

You are required and responsible to keep NHO personnel informed of any changes in rank or rate, duty station, out-of-area schools, Projected Rotation Date, military status, marital status, number of family members, work and home telephone numbers, or people other than immediate family living in your quarters.

You must provide the NHO with a copy of local PCS orders and a current Page II (Record of Emergency Data). Commands and PSD do not notify the Housing Office of changes of status of military members nor provide copies of required documentation.

Community Coordinator

Day-to-day management of Jackson Park and maintenance services are contracted. Your Community Coordinator is employed by the contractor. The Community Coordinator Office is located at the north end of Building 83 at the intersection of Olding and Bye Roads in Jackson Park. The office phone number is (360) 478-0411. Bear in mind, much of the Community Coordinator's time is spent out and about in Jackson Park conducting inspections and addressing residents' needs, so your call may be answered by a recording. Please leave a message, and your call will be returned as quickly as possible.

Firearms/Weapons

The keeping of personally owned firearms/weapons in Family Housing is a very serious matter. Regulations are in place to protect all residents of Jackson Park. ANY violations of the firearms regulations in this instruction and Base Security regulations will result in review for and will likely result in loss of housing privileges.

Personally owned firearms/weapons must be registered with Naval Base Kitsap

(NBK) Bremerton Security, located in Building 433 (across from McDonald's). Firearms and ammunition must be stored separately from each other in locked cabinets or containers which are kept away from children's access. Absolutely no loaded firearms may be kept in quarters for any reason. Weapons prohibited by state and federal laws, such as switchblades, throwing stars, stiletto knives, blackjacks, brass knuckles, and zip guns may not be kept in quarters. All Washington State laws regarding firearm ownership and responsibilities are applicable in Jackson Park. Additionally, federal regulations and restrictions apply.

No concealed or loaded weapons may be carried on government property at any time. Although Jackson Park is not physically located on a military base, it is government property. While Washington State law allows for permits to carry a concealed weapon on the person or a loaded weapon in a vehicle, this law does NOT apply on government property whether physically located on a base or not.

BB Guns, pellet-type guns, bows and arrows, and sling shots are considered firearms. Their use, or use of any other projectile propelling device, is prohibited on government property. Exceptions are limited to use at established ranges or with specific permission of Commanding Officer NBK or NBK Security Police. Children under the age of 18 are not authorized to use, transport, or have in their possession any firearms/weapons except while under the direct supervision of a responsible adult.

Security Police are directed to impound any weapons that are being stored, carried or used contrary to the provisions of these regulations.

There are specific regulations regarding the amount of ammunition you may store in your quarters. For this information and further guidance regarding weapons regulations, contact the Base Police office, located in NBK Bremerton, Building 433, or call (360) 476-7617.

Armories are available for storage of weapons for residents who do not wish to keep their firearms and ammunition in their quarters or who wish to store these items temporarily while away.

Naval Base Kitsap Bangor Armory: Call (360) 396-4580

Marine Corps personnel stationed at MCSFO Bangor may use their command armory for storage.

The use or possession of any and all types of fireworks is strictly prohibited on government property, including Jackson Park. Violation of this regulation is cause for eviction.

Fireworks

Bicycle helmets are required for all cyclists, including children in safety seats on government property, including Jackson Park. Helmets are highly encouraged for skaters and skateboarders.

Bicycle/Skating Helmets

Living in MFH does not make residents immune to theft and vandalism. Consider taking a few extra steps to protect your family and personal property from crime:

Theft and Vandalism Protection

Theft and Vandalism
Protection, cont'd

- Lock your home whenever no one is home and at night.
- Close your garage door when you leave your home. As an extra measure of security, keep the door closed even when you are home.
- Lock your vehicles at all times.
- Do not store items in your carport.
- Place padlocks or combination locks on exterior storage rooms.
- Do not leave toys and bicycles outside and unsecured.

Report theft, vandalism and other criminal activity immediately by calling 911.

Traffic Safety

When driving in Jackson Park, drivers **MUST** observe the posted speed limit signs (15 MPH in most areas but may vary), as children may dart unexpectedly into the street. Remember, it may be your own child you save by slowing down.

The use of cell phones is not permitted while driving on Navy Region Northwest installations, which includes Jackson Park. Signs to this affect are posted at each entrance to Jackson Park. Although cell phone use while driving in the State of Washington is a secondary traffic violation, it is a primary offense on government property.

Parents should constantly supervise small children and must not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, and you should impress this upon your children. Stay with them when they cross a street until you are confident they are old enough to “Stop, Look and Listen” for traffic.

Locked out of Quarters

Residents who are locked out of quarters at any time must call the Service Desk at (360) 396-4341 for access. Be sure to notify the Service Desk operator if you have a small child who is locked the house unattended.

Residents who require assistance with access more than twice per calendar year may be charged for a service call.

Insurance

While Family Housing 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 cover replacement of your personal property. Ensure your insurance coverage includes damages to government quarters, as you may be held financially responsible if your quarters are damaged through accidental, negligent or intentional actions by you, your family or guests.

Your guests are welcome in Family Housing. Our definition of a guest is a

relative or friend who visits in your home for a few hours or perhaps a week or two. Guests in your quarters must comply with all regulations governing Family Housing. You, as the sponsor, will be held accountable for the actions of your guests.

Guests

Guests who are citizens of other countries, including Canada, must be registered at the NBK Bremerton Pass and ID Office prior to the guest's arrival regardless of the length of visit.

If you wish to have a guest remain longer than 30 days, you must submit a request, in writing, to the Housing Director, identifying the guest and explaining the length and purpose of the visit. This request must be submitted at least two weeks prior to the person's arrival. You will be notified in writing of approval or disapproval of your request.

Renting rooms or subleasing quarters is strictly forbidden. Residents found to be involved in such activity face eviction from MFH and prosecution by the government.

Renting/Subleasing of Quarters

Housing foster children is permitted as long as the resulting living conditions are reasonable. The presence of foster children will not increase your bedroom entitlement. Notify your Community Coordinator in writing if you intend to become a foster parent.

Foster Care

Permission for live-in aides and/or childcare employees must be requested in writing via your chain of command to the Housing Director and must substantiate the need for such an arrangement. Requests will be evaluated on a case-by-case basis. Approval of live-in aides is predicated on specific childcare or health care requirements which can be shown to require a full-time, live-in assistant; for example, a single parent attached to a deploying command. A larger unit to accommodate a live-in aide may not be available.

Live-In Help

In order to conduct a home-based business enterprise and/or solicitation in Jackson Park, you must request authorization in writing from Commanding Officer NBK, prior to beginning the enterprise. You will be advised in writing of all conditions then will submit an agreement to the NBK Legal Office. This applies to any resident conducting a private business or selling good and/or services, including by not limited to computer services, cosmetics, household products, cleaning products, tailoring, tax preparation, sewing, etc. Residents operating a home-based business must request permission for interior alterations to the quarters in writing to the Community Coordinator prior to beginning work. Exterior alterations and advertising are prohibited. The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

Home Based Businesses

Door-to-door sales in Jackson Park is not authorized. Commercial advertising

Solicitation

on the bulletin boards throughout Jackson Park is not permitted, even for approved home-based businesses. Flyers or advertisements of any kind are not to be placed on mailboxes or mailbox shelters. It is a federal offense to attach anything to mailboxes. Non-profit organizations such as Girl and Boy Scouts are allowed to sell their products. However, prior approval from the NBK Legal Officer is required. Before scheduling sales representatives to come into the housing area, residents must advise them that they are required to obtain written approval from the base Legal Office in order to demonstrate and/or sell their products in Navy housing areas. This includes consultants for product parties.

Daycare/Child Development Homes

Navy regulations require persons providing in-home childcare in government quarters to be certified as a means of offering a safe, quality child care alternative for parents. Training courses, liability insurance, and background checks are among the requirements for certification. Residents desiring to participate in the Child Development Homes program must be certified by the Regional Program Director. For information regarding Child Development Homes and licensing, please call 1-888-INFOMWR (1-888-463-6697). You must be certified if you perform childcare in your home for more than 10 hours per week cumulatively. That means if you watch 3 children for 4 hours, you have provided 12 hours of childcare, exceeding the 10 hour limit.

Providing unauthorized childcare may be grounds for eviction from Family Housing.

TV Crews and Reporters

Contact the NBK Public Affairs Office at (360) 627-4031 or Base Security if you observe media personnel in Jackson Park and had not been previously informed of their presence via Special Notice or Housing Newsletter.

Yard and Garage Sales

Such sales must be limited to two consecutive days. Items are not to be left outside your quarters overnight, as this invites theft and vandalism. Signs may be posted only on bulletin boards or small sticks in the ground. Signs may be posted no sooner than the day before the sale begins and must be removed by the end of the day of the sale. Do not place sale signs on road signs, power poles, mailboxes, etc. Residents may be charged if signs are not removed at the end of the sale or are posted in unauthorized areas.

Temporary Absence from Quarters

It is very important that you contact the Navy Housing Office if you plan to be away from your quarters more than seven days. While such instances are rare, if an emergency or unexpected issue arises regarding your home during your absence, we may need to reach you. You must also notify NBK Police Department of your absence.

Be sure to lock all doors and windows before you leave. When leaving your home for more than a few days, we recommend you turn off the water supply to all toilets (then flush them) and your washing machine. This will help prevent severe damage to the quarters and personal property in case of burst pipes or water break. If you have a fenced backyard, you must arrange for routine lawn care during your absence. The Community Coordinator may order yard

maintenance services as necessary for yards which become unsightly due to the resident's extended absence and inattention. The resident will be charged for such service.

Pets are not to be left in the quarters or yard while residents are away from home. The Community Coordinator will contact Bremerton Animal Control to have pets removed if left in quarters longer than 24 hours. The owner will be responsible for any associated charges.

One of the charms of living in the Northwest is the abundance of wildlife around our homes. Wild animals such as deer, raccoon, bear, and cougar may live in close proximity to residential areas. It is vitally important to remember these animals ARE WILD and can be very dangerous. Parents much teach their children not to approach wild animals. Do not leave pet food outside overnight, as it is an attractant for raccoons and rodents. Do not put food scraps out for the wildlife nor throw food scraps into the woods. Trash cans should be kept in the garage or fenced area with the lid securely closed.

Birdseed attracts rodents which creates health and safety issues. Therefore, bird feeders of any kind are not permitted. If bird feeders are found by the Community Coordinator, immediate removal will be directed.

Wildlife

Children

Jackson Park is a family community, and many children are part of the community. Residents must be tolerant of children and recognize their natural enthusiasm and exuberance. However, parents are responsible for the actions of their children and must ensure their actions do not exceed the bounds of proper behavior. Always know where your children are. Instruct them in good safety practices, such as not playing in streets, proper of play equipment, and respecting the property and privacy of others. Parents are financially responsible for damages caused by their children. For the safety of the children, normally, children under the age of 12 will not be left at home alone or caring for younger children. Concern of unsafe conditions should be reported to either the NBK Police Department or Child Protective Services. Evaluation of particular situations is on a case-by-case basis and takes into account the maturity of the child and the length of time he/she has been left alone.

Occupant Relations

Use the Golden Rule (“Do unto others as you would have them do unto you”) in dealing with your neighbors. Try to keep your household noise to a minimum, keep your yard clean, know your children’s whereabouts, and don’t let the party get too loud or run too late. If you are experiencing difficulties with your neighbor, try to settle the problem peaceably with the neighbor. If all efforts meet with failure, you may call the Service Desk to initiate a work order to have the Community Coordinator intervene. The Community Coordinator will investigate and attempt to gain resolution to the problem. A report of the investigation, results, and action will be made a matter of record. Residents who are unwilling to resolve problems or who are a source of conflict, disturbing the peace and harmony of the neighborhood, may have their assignment to MFH terminated.

Noise/”Quiet Time”

Out of respect for your neighbors, TV and stereo (this includes car stereo) volume should be kept to a minimum as not to be overheard by your neighbors. “Quiet time” is 10:00 p.m. – 8:00 a.m., Sunday through Thursday, and midnight to 8:00 a.m. on Friday and Saturday. Pay special attention to the placement of TV and stereo speakers and other noise-creating electronic equipment on walls adjoining your home to the unit next door.

Fences

Some yards in Jackson Park have permanent, government-provided backyard fencing. Where government-installed fencing is not provided, residents are NOT permitted to install their own fencing. Immediate removal of resident-installed fencing will be required upon discovery.

Residents are responsible for yard maintenance inside government-provided fencing, including mowing, trimming the inside perimeter of the fence, raking, weeding.

Trampolines

Trampolines are not permitted in Jackson Park, and exceptions will not be granted. Immediate removal will be required upon discovery.

Use of small wading pools is authorized; however, the water must not exceed 12 inches in depth and must be emptied on a daily basis. Wading pools are to be constantly monitored by an adult during use and must not be left unattended while holding water for any length of time. Grounds damaged by the pool must be restored. *Wading pools must be kept in backyard areas where applicable.*

**Wading Pools/Swimming
Pools/Hot Tubs**

Hot tubs, swimming pools, fountains, and ponds are not permitted. Immediate removal will be required upon discovery.

Jackson Park has many age appropriate play areas for residents' use. Therefore, the use of personally owned play equipment is discouraged.

**Personally Owned
Play Equipment**

Resident owned play sets must be commercially purchased and kept in good condition. The equipment shall be in no way anchored in cement. Such equipment must be within a fenced yard. Home built play sets (swing sets, jungle gyms, play houses, etc.), tree houses and tree swings are not permitted. Immediate removal of such equipment will be directed by the Community Coordinator.

Portable equipment such as basketball hoops and tetherball poles are permitted so long as they are stored within the resident's yard area and not in common areas such as streets, sidewalks, cul-de-sacs, and playgrounds.

Unauthorized structures, equipment, and apparatuses found on government property will result in verbal direction by the Community Coordinator for immediate removal.

Although the playgrounds and common areas are cleaned and mowed on a schedule by a grounds maintenance contractor, it is a parent's responsibility to police the area and supervise their children so the area is clean when they leave. No children under six years of age should be allowed on playgrounds without constant adult supervision. For health and safety reasons, pets are not allowed on playgrounds.

Playgrounds

Due to environmental and safety concerns, automotive/vehicle maintenance – including but not limited to changing/adding motor oil and other automotive fluids, major repairs such as transmission repairs and engine overhauls, and bodywork (sanding and painting) - is strictly prohibited in Jackson Park. This includes garages, carports, parking spaces, or streets. Minor adjustments such as tire changes are permitted in garages and carports only. Vehicles are not to be left unattended on jacks, jack stands, or ramps for any amount of time.

Automotive Maintenance

Vehicles shall not be in an inoperative status in excess of 72 hours (3 days). All inoperable vehicles must be removed from Jackson Park or be subject to towing at the owner's expense.

Washing Vehicles

When washing vehicles, use only *plain water* or cleaning solutions identified as safe for the environment. Water used when washing vehicles runs into storm drains and affects the environment. The best alternative is to take your vehicle to a commercial car wash, which is built to properly handle oily water and detergents.

Engine cleaning is not permitted in Jackson Park.

Parking Regulations

All housing units in Jackson Park have either a carport or garage. At most units, parking is provided for up to two cars per household. Occupants who keep more than two vehicles in the housing area may be required to remove excess vehicles if conditions become too crowded and/or complaints are received.

Open spaces will be utilized on a first-come, first-served basis; however, cars must be moved on a regular basis and not parked in the same unmarked spaces habitually. Common courtesy to your neighbors takes precedence. Vehicles left parked on the street for more than 72 hours are subject to towing at the owner's expense.

Under no circumstances shall any vehicle be parked, fully or partially, or driven on lawn areas. Do not park in front of mailboxes. Mail will not be delivered if the box is blocked.

All vehicles in Jackson Park must have license plates with current tabs affixed to them and current Department of Defense decals. Any vehicle parked in Jackson Park with expired tabs, expired or no base decal, or without license plates will be towed and impounded at the owner's expense.

You are responsible for keeping your assigned parking spaces clean of oil and debris. Storage of items other than vehicles in parking areas or carports is not permitted.

There is no parking available for occupant owned or operated commercial vehicles in Jackson Park.

Residents are not permitted, for any reason, to store vehicles for other people or grant permission to other to park in their neighborhoods. This includes service members and/or their family members who do not live in Jackson Park and may be deployed or otherwise out of the area. Such vehicles will be towed and impounded at the owner's expense.

Do not park in driveways or carports of vacant housing units, as this may impede access to the unit by maintenance contractors and housing personnel.

Recreational Vehicles

Due to space constraints, pedestrian safety and aesthetics, permanent parking of recreational vehicles (RVs), including camping trailers, motor homes, camper shells, utility trailers, boats and other watercraft, is not permitted in Jackson Park. Residents may temporarily park RVs in the housing area for a period not to exceed 72 hours within a week's time to prepare the RV for use and unload after use. During that temporary period, the following rules apply:

- a. Absolutely no vehicle maintenance, including body work, is permitted in Jackson Park.
- b. Interior repairs are not allowed.

- c. RVs must not be plugged in to any housing utility.
- d. Flammables such as paints, thinners, and gasoline may not be stored in RVs.

Guests' RVs may not be parked in Jackson Park for any period of time.

Only the usual household pets (domestic dogs and cats, birds, fish, hamsters, and gerbils) are allowed in Jackson Park. Pets such as ferrets, snakes, lizards, and hedgehogs, as well as farm animals such as chickens, pigs, and horses, are not allowed. Certain areas of Jackson Park have pet restrictions and regulations. The keeping of pets, where permitted, is a condition privilege extended to residents who exhibit responsible behavior in the control of their pets. You are financially and legally responsible for your pets and any damage incurred by your pets. Residents must comply with state and local laws regarding pet licensing and shots. Bremerton Animal Control is responsible for enforcing animal control ordinances.

Dog and cat owners must comply with local licensing and immunization laws. By Navy regulation, all dogs and cats maintained on government property **MUST** have a current rabies vaccination. Proof of vaccination must be provided upon request.

For the purpose of this instruction, pets are defined as domestic dogs and cats unless otherwise stated.

Where pets are allowed, a maximum of two pets per household are allowed. This refers to dogs and cats. However, some restrictions on fish tanks, small caged animals such as guinea pigs, hamsters, gerbils, and birds apply.

Neither pet-sitting nor guests' pets are allowed in non-pet or pet restricted areas at any time. Pet-sitting must not cause you to exceed the two-pet limit. Any disallowed pets found in areas must be removed on the day of notification. A letter of warning via the military member's chain of command will be issued immediately. Depending upon circumstances of the situation, maintaining pets in a pet-restricted area or no-pet area could be grounds for eviction. Pets are not allowed to be walked in no-pet areas or on playgrounds.

Pets must be registered with the Community Coordinator on the day quarters are accepted or within seven days of acquiring a new pet. Residents found to have unauthorized, unregistered pets may be required to remove the pets from the housing area immediately or vacate quarters.

Pets are not allowed out of the quarters, except in a fenced yard or when walked on a leash held in the hand of a person capable of properly controlling the pet. This pertains to cats as well as dogs. All stray pets will be turned over to Animal Control for impounding.

Pets will not be tethered or tied out at any time. A pet that cannot be contained within a fenced backyard (where a government-installed fence is provided – see “Fences”) is not a suitable pet for Family Housing. Pets must be under control at all times, even when kept in a fenced yard.

If pets become a nuisance by making loud and/or continual noises (such as barking, growling, whining, howling, meowing) or destroying government-

Pets

owned grounds or structures, the owner will be required to remedy the situation immediately or remove the pet from the housing area. When damage caused by your pet to quarters or grounds is found, you are responsible for immediate restoration of the property and must indicate what measures will be taken to avoid further occurrences. Upon termination of quarters, established repairs to damaged ground must be completed and ready for inspection. If repairs are not satisfactorily completed, you will be charged for the repairs to be completed by the maintenance contractor.

Daily cleanup after pets is required. This includes cleaning litter boxes. Immediate cleanup after pets being walked in the housing area is mandatory.

Pets must never be kept in garages. Pets are not permitted to remain in the housing unit or yard when the resident is away for 24 hours or more. Pets registered with the Community Coordinator may be cared for at neighbors' homes provided the visiting pet does not cause the two-pet per household limit to be exceeded. Pets belonging to guests in your home must not cause the two-pet limit to be exceeded. All rules regarding pets and pet ownership apply to guests in your quarters.

Pet bites must be reported to Base Security and Bremerton Animal Control immediately. Pet bites may result in permanent removal of the pet from Jackson Park and loss of pet privileges. This includes bites within your home and fenced yard.

Administrative action will be taken when residents violate pet regulations. Any of the following actions may be taken:

1. The Community Coordinator or other designated housing representative will counsel the service member, and a memorandum for the record will be made part of the resident's housing file.
2. The service member will be issued a letter of warning from the Housing Director, via the member's command, requiring corrective action and warn that pet privileges will be revoked if further violations occur.
3. The member will be notified in writing by the Housing Director of revocation of pet privileges. The member will be directed to remove the pet from Jackson Park and notify the Community Coordinator in writing that the action has been taken, or file a Notice of Intent to Vacate quarters within 30 days. If the member chooses to vacate quarters, the pet must still be removed from quarters as directed.

Be sure you know if and what type of pets are permissible in Jackson Park PRIOR TO obtaining pets. Exceptions will not be made.

Failure to comply with the pet policy could cause you to lose your pet ownership privileges or your privilege of living in Family Housing. A resident who has been required to remove a pet due to violations of the pet policy will not be permitted to acquire any other pets for the duration of residency.

It may be necessary for Housing personnel to enter your quarters when no one is home, without your consent, under the following conditions:

- a. Suspect quarters are abandoned
- b. Suspect quarters are damaged
- c. Suspect unsanitary conditions
- d. Emergency situation that may cause damage to the quarters or disruption to neighbors
- e. Unable to contact the occupant for emergency repairs or preventive maintenance
- f. Avoid delay of contracts. A notification indicating the date, time, and reason for the inspection will be left in the quarters.

Administrative action will be taken when residents or their guests display disruptive behavior, violate rules, or are involved in misconduct while on the base. Depending upon the situation, any of the following actions may be taken:

- a. The Community Coordinator will counsel the military member. A memorandum for the record will be written and filed in the occupant's file.
- b. The military member will be issued a letter of warning from the Housing Director, via the member's chain of command, detailing the issues at hand. When a military member is deployed or on travel, the spouse will receive a copy of the letter, as well.
- c. The military member will be notified in writing by the Commanding Officer NBK of an Eviction Review Board hearing. The member will have the opportunity to appear before the Board to make a statement and will be encouraged to have a command representative present. The Eviction Review Board will forward a recommendation to the Commanding Officer NBK. The military member will be notified in writing of the decision. In certain situations, an Eviction Review Board may be held regardless of the sponsor's deployment status. The spouse will be notified in writing of the hearing. If eviction is indicated, the spouse will receive written notification and will be expected to vacate quarters as directed.

Right of Inspection**Disciplinary Procedures**

Household Maintenance

Navy policy calls for a continuing program of cost reduction in the maintenance of housing. It is equally important that the value of the Navy's investment in family quarters not diminish because of poor maintenance. That is where you come in. Your Navy Housing Office is dedicated to providing clean, livable quarters for you and your family. We will strive to assign you a unit in "shipshape" condition – but we need your help.

In order to give you a good, clean unit, we need to receive the unit in that condition from the family before you. Likewise, we expect to receive the quarters back in that same condition when you leave, ordinary wear and tear excepted. You are responsible for the quarters and equipment assigned to you. Treat your home as if you own it.

While you are in quarters, you are responsible for housekeeping, maintenance and in some cases, care of grounds, and reporting items which require maintenance and repair. Call the Service Desk to request repairs as needed.

In addition, you are responsible for the acts of your family members, guests, and animals. It is your responsibility to make certain that any loss or damage caused by abuse or negligence is corrected or that the government is reimbursed. For instance, if the child next door throws a rock and breaks your window, you are responsible for replacing the window or paying for it. Even though it wasn't your child, it's your window. The child's parents should be responsible to you, but you are responsible to the government. If a rock hits a window while you are mowing the lawn or you damage a door while trying to open or close it, again, you are responsible. This would be the case if you lived in a civilian rental property.

Improper care or malicious damage to your quarters may be reason for eviction from government quarters. Residents should be aware they are held financially responsible for service calls if the repair is found to be tenant caused, such as a plugged toilet caused by toys or clothing. Questions about repairs should be directed to your Community Coordinator.

The many families who will occupy the quarters after you have moved on to your next assignment will appreciate your prudent care.

Grounds Maintenance

Contractor maintained areas. In Jackson Park, most of the grounds keeping are accomplished by a grounds maintenance contractor. The contractor maintains (mowing, trimming, watering, edging, and tree and shrub trimming) all unfenced yards and planting beds, common areas, and playgrounds. Residents are notified by newsletter or special notice in the spring of the mowing and watering schedules for the upcoming growing season.

Personal belongings such as patio sets, picnic tables, tents, and yard toys *must be removed from OR not be kept in contractor-maintained yard areas* on mowing and watering days. Yards that are not kept free of toys, trash, pet feces and other debris will not be mowed.

Fertilizing and use of herbicides will be done on a periodic basis. Residents will be given notice of upcoming fertilization or herbicide treatment and must remove pets and personal items from the area.

Resident maintained yards. Residents with fenced backyards are responsible for mowing, raking, trimming of grass around fences, and trimming of shrubbery within the fences. Grass height should not exceed five inches. Raking of grass and leaves is to be done as necessary to maintain a healthy and attractive lawn. Shrubs are to be trimmed to maintain their shape and not block windows or doors.

Neither the use nor storage of fertilizers or herbicides on your yard and in quarters is permitted. Plant food for indoor plants and annual bedding plants are the exception. Do not create new planting beds or in-ground vegetable gardens.

Residents are provided at least two house keys and two mailbox keys upon check-in to the quarters. Additional keys may be requested to the Service Desk to provide one for each adult in the household and for children old enough for the responsibility of caring for a key and being home alone.

Quarters are made available to new residents as soon as possible after the previous residents have vacated. Generally, all necessary repairs will have been made before you move in. However, Service Desk personnel will provide timely assistance and service for all repairs and maintenance items. When making calls to the Service Desk, give your name, address, telephone number, a brief description of the trouble, and times you will be available for the work to be accomplished. If your trouble is an emergency, such as a power failure, short circuit, broken water line, etc., the contracted maintenance personnel will respond within an hour. Please make sure you will be home at that time.

For tracking purposes, when requesting service work, please write the work authorization number on your calendar on the date you call it in.

Routine service work will be logged and grouped by type of work and area to reduce travel time between jobs. Due to the unpredictability of emergency work and shortage of personnel, it is not always possible to specify the exact time for routine maintenance and repairs. Routine service calls are responded to within five working days. Emergency calls take precedence over routine calls.

Maintenance and Repair Contract Services employees do not enter your residence for any purpose during your absence, except in situations involving possible loss of life or damage to property or when, after several attempts to contact you without success, preventative maintenance must be conducted. Every effort will be made to contact you, and you will be left a notice advising you of the entry. (Please see “Right of Inspection” on page 13).

Utilities provided by the government to your housing unit include water, gas, electricity, and waste disposal.

All residents agree upon assignment to quarters to comply with energy and water conservation policies. Use the common sense approach by turning off lights when no one is in the room and turning off the stereo or television when you leave the house. Exterior lights are to be turned off during daylight hours. Set your furnace thermostat no higher than 70 degrees.

When watering your lawn, do not let water overflow and run down sidewalks

Keys

Maintenance and Repair
Contract Services

Utilities/Energy
Conservation

or into the street. Adjust sprinklers to prevent overspray. Where automatic sprinkler systems are present, call the Service Desk for maintenance such as broken sprinkler heads and gushing water.

**Telephone Line
Maintenance**

At your check-in inspection, you were given information for telephone service in your neighborhood. Residents are responsible for all costs incurred with the exception of maintenance to the telephone lines. Line problems are rare, but if you encounter a problem in the line, report the problems by calling the Service Desk. Be aware that if the problem is in your telephone you will be responsible for all charges.

**Additional Telephone
Service**

Additional phone outlets or lines are allowed at your expense. You may have additional hookups installed with a limit of one per room with prior written approval. Request forms are available through your Community Coordinator.

Cable Television

Residents are financially responsible for all costs incurred for cable TV service or connection. There are a variety of cable television companies serving the Northwest, and you should have been provided information for your housing area at your check-in. Each housing unit is equipped with at least one cable TV connection. You may have additional hookups installed at your expense with a limit of one per room. Prior written approval is required. Request forms are available through your Community Coordinator.

Satellite TV Dishes

Small satellite dishes are permitted with *prior* approval. Requirements and request forms are available through your Community Coordinator.

**Christmas/Holiday
Lighting and Decorations**

Christmas lighting and decorations are authorized from Thanksgiving Day until the second week in January. Lighting and decorations may only be attached to the structures with the use of gutter clips or other similar devices. Nails, screws, tacks and other such items are not permitted. Gutter clips must be removed prior to vacating quarters.

Roof decorations and lighting above the first floor roof line are not permitted. Residents will be required to remove such decoration immediately upon discovery by housing personnel.

Residents are responsible for any and all liability for damage or injury caused by lighting or other decorations. Residents are held financially responsible for any damages caused to the property.

Canned “snow” or other similar products must not be sprayed on windows, siding or brick facades.

Lighting and decorations for other holidays may be displayed two weeks prior to the holiday and are to be removed one week afterward.

You are provided one trash cart and recycle cart upon check-in to your home,

as well as a collection schedule for both trash and recycling pick-up. You will be notified of any changes to those schedules.

Trash carts and recycling carts must be at the curb by 7:00 a.m. on your scheduled collection day and must be returned to your housing unit and proper storage by the end of the same day. Excess trash that will not fit into the containers and allow the lid to close completely must be taken to the dumpster located on Olding Road in Jackson Park for disposal.

Be aware that items just as toys and bikes left within 5 feet of trash at curbside may be mistaken for garbage and picked up by the collectors.

Large, bulky items such as mattresses, furniture and appliances will not be picked up by the trash collection crews. Proper disposal is your responsibility and must be made at your expense.

Using plastic trash liners, keeping containers covers and routinely washing the containers with soap and wather will minimize odor and pest control problems.

Dumpster hours of operations are provided at your check-in and are posted on the gate in front of the dumpsters. The dumpsters are provided for the convenience and use of Jackson Park residents only. Hazardous waste, large furniture, household appliances and computer components will not be allowed for disposal.

Recycling is strongly encouraged, and in some areas mandatory, for housing residents. Information regarding recycling in your area was provided to you at your check-in inspection. Recycling carts must be properly stored with your trash carts.

Recycling and compost are not picked up by the trash collectors – there is a separate collection.

It is critical that hazardous materials not be included in your trash or recycling. Contact your Community Coordinator for information on suitable locations to dispose of your household hazardous waste. Many items, such as pesticides, paint, and oil may be disposed of free of charge. For information, contact Kitsap County Household Hazardous Waste Collection Facility at (360)337-5777.

Occasionally, there is a problem with clogged up sewer and plumbing lines. Do not allow objects such as diapers, toys, feminine hygiene products, etc., to be flushed down the toilet. Keeping the lid closed will help. 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 your Service Desk. If the trouble occurs during non-working hours and you have a second bathroom, please wait until normal working hours to report the problem.

Residents requesting service for recovering personal items, such as jewelry, from plumbing fixtures will be charged for the service.

Trash Collection

Recycling

Disposal of Hazardous Waste

Plumbing

Household Appliances

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.

Refrigerator

Routine cleaning of your refrigerator will improve efficiency and sanitation. The outside of the refrigerator should be cleaned frequently with a damp cloth and mild soap and warm water or a spray cleaner. Abrasive cleansing powders should not be used on the refrigerator. Vacuuming the coils of your refrigerator increases its efficiency and helps prevent breakdowns. Coils may be on the back or underneath behind the kick plate. Periodic cleaning of the drip pan underneath the refrigerator is recommended as a sanitation measure.

Call the Service Desk if the refrigerator is not cooling or freezing properly, or if any parts are broken. If you are having trouble with your refrigerator, please make these simple tests before calling the Service Desk:

- If the light is not on, check to see if the power cord is plugged in and check the bulb.
- If the plug is secure and the refrigerator fails to operate, plug another appliance into the same outlet to check for power.
- Check the temperature control dial; it may be turned OFF. If the refrigerator still does not operate properly, call the Service Desk.

If you will be away from your quarters for less than a month, leave your refrigerator on with the temperature control at its normal position. For longer periods of absence, turn the temperature control to low. Leaving an open box of baking soda or used coffee grounds in the refrigerator will help to absorb odors. Be sure to discard perishables such as meats, milk, and produce to maintain proper sanitation while you are away from home. Please do not leave the refrigerator turned off or unplugged while you are away for any length of time.

Range

The proper use and care of ranges, ovens, and microwaves will not only save utilities and repairs, it will give better results in cooking and baking and may prevent serious injury or fire. Routine cleaning will make preparing for your final inspection much easier. Here are a few pointers that may help:

- Wash drip pans frequently and wipe spilled food from the burners as soon as they have cooled.
- Burned food on the bottom of the oven or on racks can be removed with a brush or steel wool, or by soaking in water. Commercial oven cleaners also help. Note: Do not use oven cleaners inside self-cleaning ovens.
- Clean underneath the stovetop frequently. Spilled grease and food contribute to fires.
- Pull freestanding ranges out occasionally and clean the floor and surrounding walls and cabinets. Do not attempt to pull out built-in or gas appliances. If you have a self-cleaning range, be sure to read the appliance instruction manual for proper use. If you do not have a manual, call the Service Desk. **DO NOT** use oven cleaner or leave

racks in the oven during the cleaning process. You will be charged for damages. Clean the oven every month or two. The longer the charred food remains on the oven or other parts, the harder it is to remove.

Proper upkeep of your range is important. Many maintenance problems are caused by failure to keep the burners and oven clean.

Note: Refrigerators and ranges removed from the quarters by the maintenance contractor for repair or replacement must be cleaned by the resident prior to removal.

These units are very handy but must be used with care, because they are easily damaged. Never put chemical drain cleaners down the disposal, as serious corrosion and damage will result. To properly operate your garbage disposal, remove the drain stopper, turn on the *cold* water, and keep it going during the entire operation to thoroughly flush the ground wastes through the drain. Start the disposal and feed food wastes directly into it. *Never* put your fingers or hand into a running disposal. Run the disposal until you no longer hear food grinding. *Do not* put bones, meat gristle, onion skins, corn cobs, and other very hard or fibrous foods down your garbage disposal.

If you are having trouble with the unit, check first to determine what you recently placed in it before calling the Service Desk. This will help repair person resolve the problem. Press the reset button on the bottom of the unit, then try the switch again. If you don't know where the reset button is, call the Service Desk and ask for instructions.

Following are some suggestions for using your dishwasher:

- Use dishwasher detergent made only for dishwashers.
- Rinse dishes and remove excess food and debris.
- Arrange dishes so water can run off.
- Some items which should not be washed in the dishwasher are hand painted china, wooden ware, colored aluminum or cast iron pots and pans, and plastic or rubber dishes or utensils not specifically labeled "dishwasher safe."
- Remove paper labels before washing jars or cans.

Do not attempt to adjust temperature or any type of setting or valves on your water heater. Tampering with water heater valves can be dangerous. Leaks, breaks, or non-heating water should be reported to your Service Desk immediately. The space surrounding the water heater should never be used for storage.

While automotive repairs are not allowed in any housing area, it is vitally important that such work not take place in garages where natural gas water heaters are installed. The results could be deadly.

Garbage Disposal

Dishwasher

Water Heaters

Walls, Woodwork
and Floors

To protect walls and woodwork, we make the following suggestions:

- Beds, tables, chairs, and other furniture should not touch the walls.
- Bicycles, large toys, strollers and such items should be moved through doorways with care.
- Supply your children with blackboards or drawing pads to discourage writing on the walls. You will be responsible for cleaning pencil and crayon marks from the walls when you vacate quarters.

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

- Lift heavy furniture rather than dragging across the floors to avoid marring.
- Never flood the floor with water or let water stand on the surface.
- Do not use floor wax. All flooring in Jackson Park are no-wax surfaces. There are certain products on the market which claim to be shining agents for no-wax floors. We encourage you not to use these products, even if specifically made for no-wax floors, as they are difficult to remove and sometimes cause damage to the surface during the removal process. You may be charged for damages to the floor caused by wax, shining agents, or wax removers.

Pest Control

Routine control of normal household pests, along with keeping pets free of fleas, are resident responsibility. The use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides, is expected of the resident. The Navy Exchanges and Commissaries stock an assortment of pest control products. For infestations of pests that are beyond resident capabilities and require professional control measures, call the Service Desk. As a general rule, poor housekeeping is the main factor in cockroach infestation. Roaches thrive on leftover food placed on sink counters and in cupboards, on unwashed dishes, and on food left out for pets. They will also feed on paper and glue products, including shelf paper. Some things you can do to control roaches and other household pests are:

- Deposit garbage in trash cans in plastic bags.
- Wipe up spilled foods or drinks immediately.
- Do not keep empty soft drink cans or bottles under the sink, and rinse them well before placing in recycling bins.
- Keep soiled clothing in a clothes hamper or other container. Wash clothes frequently enough that clothing does not pile up all over the floor.
- Clean up immediately after pets that are not properly housebroken.
- Store leftover food in airtight containers.

Residents are responsible for snow removal on driveways and sidewalks in front of and around their quarters.

Snow Removal

Alterations to quarters must be requested in writing. Approval must be granted in writing prior to starting the work or purchasing materials. Information on some alterations is provided below:

Alterations**AIR CONDITIONING**

Prior authorization required. Approved for medical purposes only. Submit a letter and a doctor's recommendation to your Community Coordinator.

STORAGE SHEDS

Prior authorization required.

PATIO AWNINGS/PLASTIC TARPS

Not authorized

TELEVISION ANTENNAS

Not authorized.

CEILING FANS

Not authorized. Residents will not remove government installed fans where provided.

PAINTING/STENCILING

Prior authorization required.

WALLPAPERING

Wallpaper borders only are permitted. Full wallpapering is not authorized.

CHILD SAFETY GATES

Authorized inside quarters only. Prohibited on exterior stairways such as on apartment building porches.

FIRE PITS/PORTABLE WOOD STOVES/TIKI TORCHES

Not authorized.

CABANAS

Not authorized.

Immediate removal and area restoration will be directed upon discovery.

Smoke Detectors

Smoke detectors are provided in all Family Housing units. Residents should test the smoke detectors on a monthly basis. All smoke detectors are equipped with a testing device. Consider changing the batteries on a particular, easy-to-remember day each year, such as New Year's Day or an anniversary. If a smoke detector is found to be defective, notify your Service Desk immediately. Smoke detectors are installed as a safety device to protect you and your family. Under no circumstance is a smoke detector to be disassembled or disabled by the battery being removed.

Fire Evacuation Planning

The safety of your family is of utmost importance to your Housing staff. We and your local fire department recommend each family member be involved in the planning for emergency actions to be taken if a fire occurs. This planning should include:

- A method of spreading the word of fire to all occupants of your home
- The evacuation of all family members from the residence using several different escape plans
- A predetermined meeting point away from the house
- A plan for notifying the Fire Department

This preplanning and practicing is commonly referred to by the Fire Department as "Operation EDITH," Exit Drills In The Home, a nationally recognized fire safety program. You may contact your local fire department for brochures and further information.

Reporting Emergencies

Residents are to call 911 for fires and other emergencies. Please refer to your *Emergency Information or Important Phone Numbers* list given to you at your check-in inspection for the emergency numbers appropriate for your neighborhood. Practice dialing the numbers with your children on a play phone or by holding down the receiver button while dialing on a real phone. Teach your children this number is for emergencies only. If a fire occurs in your quarters, *before calling 911*, evacuate all occupants of your home, and notify all other occupants of your building as quickly as possible. *Do not call from your home!*

Use a neighbor's phone *in another building* or use the nearest fire alarm box. When phoning 911, state the exact location of the alarm and type of fire or emergency. Give your name, address, and the telephone number from which you are calling. *Do not hang up the telephone* until all pertinent information has been given and is acknowledged by the operator. Go outside to direct the Fire Department to the emergency scene. *Never reenter a burning building!*

Important: All fires in government quarters, no matter how small or insignificant it may seem, must be reported to your fire department or Community Coordinator immediately.

KITCHEN

We are fortunate in that annual fire losses in Family Housing are extremely low. Historically, however, most house fires have begun in the kitchen area and are almost always cooking related. Residents are encouraged to purchase and learn the proper use of fire extinguishers. Extinguishers should be stored away from the stove but inside the house. A seemingly small fire can spread with amazing speed if you have to go into the garage for the fire extinguisher. Never leave your house, even for a few minutes, with something on the stove or in the oven.

Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as 4 seconds, the amount of time it takes to answer the telephone. Many fires occur when pans are left on burners to cool, and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite. After placing the lid on the pan, carefully slide the pan off the burner to the stove surface. Keep baking soda or salt close by to apply to a fire. Most importantly, never use flour or water, or attempt to carry the burning pan outside. Many serious injuries occur to both the person carrying flaming pans and others, especially children, who might be in the way.

On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward into the cabinet spaces and other parts of the house. When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed by small children or caught by clothing and pulled off the stove.

Electric cooking appliances (toasters, electric skillets, crock pots, waffle irons, etc.) should never be left on when you leave the house. Electric appliances should be stored unplugged. Even when not “on,” electric currents flow through the power cords when plugged in, and today’s plastic appliances can melt and catch fire.

If your stove is not working properly or appears to be overheating or arcing, place a call to your Service Desk immediately.

LIVING AREAS

Electrical cords are never to be run under carpets or in areas where they may be damaged. Wall outlets should not be overloaded. The use of “octopuses” (outlet plugs designed to allow multiple appliances to be plugged into a single wall outlet) is not allowed in Family Housing. Wall outlets that are broken (including the cover), arcing, or not holding plugs securely should be called to the Service Desk.

The use of any type of space heaters is strictly forbidden in Family Housing, including in the garage area.

Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as bathrooms too close to towels or left lit when the possibility exists that an occupant of the room may fall asleep.

Matches, lighters, and other flame producing devices should be stored in areas

not accessible to children. Children or teens playing with flame producing devices or smoking cigarettes are the second major cause of Family Housing unit fire loss and fire related injuries.

LAUNDRY ROOM

Dryer vents (interior and exterior) should be cleaned regularly to prevent build up of lint, which can be a fire hazard. You may call the Service Desk for cleaning of exterior dryer vents above ground level and interior vents that are too long for access.

ELECTRICAL PANELS

Electrical panels should not be blocked by storage of personal articles. Electrical panels should have a legible circuit listing on the inside of the panel door. This listing identifies what each circuit provides power to. If the electrical panel in your quarters does not have such a listing, if it is not legible, or if the electrical panel appears to be malfunctioning in any way, call your Service Desk immediately.

GARAGES

The Fire Department recognizes that Family Housing garages seldom have enough space for all the storage desired. However, if not closely watched, the garage area can become a severe fire hazard. There are specific regulations for activities and the type and storage of hazardous materials in Family Housing.

- Storage of flammable liquid, such as gasoline, is restricted to 5 gallons.
- Black gunpowder is restricted to a limit of 5 pounds.
- Welding is prohibited in Family Housing garage spaces.
- Automotive repairs and body work (sanding and painting) are prohibited in Family Housing.
- Garages are absolutely not to be used for living spaces and may not be altered or modified for such use.
- Do not block or barricade garage doors.
- Do not store items near nor block water heaters in garages.
- Space heaters of any kind are strictly forbidden in garages.

Electrical wiring in garage spaces or any other area in Family Housing units are not to be modified, repaired, or added to by residents. Overloading of circuits and the overuse of extension cords must be avoided.

As a housing resident, 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:

- Tampering with or modification of any electrical wiring is strictly prohibited.
- Use only Underwriters Laboratories (UL) approved surge protectors and electrical appliances.
- Do not use extension cords as permanent connections.

- When you leave your home for any length of time, be sure the stove, TV, coffeemaker, iron, hair dryers and curlers, etc., are turned off.
- Residents must be continually aware of fire hazards. Report potential hazards to the Service Desk or Fire Department immediately.
- The telephone number of the Fire Department and all emergency services should be readily available by your phone.

WHAT TO DO IN CASE OF FIRE

- **DO NOT PANIC! REMAIN CALM.**
- If safe to do so, use a fire extinguisher to put the fire out.
- Get your family out of your home and well away from the building.
- Notify other occupants to vacate the building.
- Call 911 from nearest phone immediately.
- After you have left your unit/building, **DO NOT** return until approval has been given by the Fire Department.

Residents must stay away from any areas where construction or repair work is in progress. Parents must counsel their children to stay away from machinery and construction vehicles for their safety and respect for the property of others. Military members are financially and legally responsible for damages caused by their children at construction sites. Look for and carefully read housing newsletters and special notices delivered with your mail. In many cases, these are distributed to warn you of possible hazards in your area due to construction projects or maintenance work.

GFI receptacles are installed in bathrooms, kitchens, and garages. Most exterior receptacles are of this type. GFI receptacles are designed to turn off power to that outlet when electrical shock danger is present. If a hair dryer or electric razor is dropped into the bathroom sink, the breaker will trip, preventing serious injury. In extremely damp conditions, or if the circuit becomes overloaded, GFI receptacles, located in many garages, will automatically turn off.

The government cannot and does not assume responsibility for food spoilage that may result if these circuits are used for personally owned refrigerators or freezers. Because these receptacles are sensitive, we recommend that you not use them for refrigerators or freezers. If you choose to do so, check frequently to be sure the power has not tripped off.

Protect yourself and your family from unnecessary injuries. Review the following checklist:

- Store all household chemicals including detergents, cleaning products, cosmetics, medicines, pest killers and liquid fuel out of children's reach.
- Never leave a child unattended for any period of time in a bath tub, wading pool or any place where they could have a serious accident. A small child can drown in less than one inch of water.

Construction Areas

Ground Fault Interrupter
(GFI) Receptacles

Study Your Home
for Safety Hazards

- Do not use bathroom electrical appliances when you are wet or in the bathtub or shower.
- Keep stairs, halls, and exits (inside and outside) free from clutter.
- Use care in placing scatter rugs. Make sure they have non-skid backs.
- Keep all sharp objects, electrical appliances, and power tools out of reach of children.

Window Fall Prevention

While there are many important safety measures to be taken in any home environment, falls from windows, or falls from heights where injury could occur, are of particular concern as there are so many small children in our neighborhoods. Children must be taught the dangers of playing near second story windows, as they tend to be fearless when it comes to heights and are unaware of the consequences of a fall from a high place. Please take the appropriate safety measures to avoid a falling accident in your home. The following tips are provided to assist you in creating a safe environment for your children.

- Do not put furniture, toy boxes, or beds under a window that could allow children to climb up and fall out the window.
- Screens are meant to keep insects out. They are not devices to hold people in. A light push on a screen could make it fall out and the child may go with it if they are up high enough and off balance.
- Take the time to research appropriate window devices that will keep children from opening upstairs windows.
- If you must have the window open, make sure it is secured so it cannot open more than 4 inches.
- Consider that fire and rescue personnel will need access in an emergency.
- Never leave small children upstairs without adult supervision where they can gain access to an unsecured window.
- Inform and educate your children about avoiding a falling accident. Your Housing Center encourages you to take time out for safety. Please make sure you take proper measures to avoid a tragic accident in your home.

Earthquakes

The Puget Sound area is susceptible to earthquakes. While noticeable earthquakes do not occur here as often as in other parts of the western United States, they do happen, and geologists predict a strong, disastrous earthquake will someday shake the region and create widespread damage. Don't be caught unprepared for such a disaster. Plan ahead by conducting earthquake drills with your family, just as you would fire drills. Prepare an earthquake kit that will sustain you for a few days if necessary.

- Place large or heavy objects on lower shelves throughout your home. Brace high and top-heavy objects.
- Store bottled foods, glass, china, and other breakables on low shelves or in cabinets that can be fastened shut. You may install child protection

locks on your cabinets for such use, as well as for the safety of your children.

- Know where and how to shut off electricity, gas, and water in your home. If you are unsure of the locations of the shut-off valves, please call your Community Coordinator, or ask a maintenance representative who may be in your home for repairs.
- Gather emergency supplies and prepare for evacuation in case earthquake damage is severe. See further information in this chapter.
- Review your renter's insurance policy. Some damage to your property may be covered without specific earthquake insurance.
- Protect important family documents such as wills, insurance policies, contracts, stocks and bonds, passports, immunization cards, credit card account numbers, an inventory of valuable household goods, important telephone numbers, and birth and marriage certificates in a waterproof, portable container.
- Plan how your family will stay in contact if separated by disaster. Pick two meeting places: (1) a location a safe distance from your home in case of fire, and (2) a place outside your neighborhood in case you can't return home.
- Choose an out-of-state friend or relative as a "checkpoint" for other friends and relatives to call.

WHAT TO DO DURING AN EARTHQUAKE

Most importantly - *stay calm*, and stay where you are. Most injuries during earthquakes occur by people being hit by falling objects upon entering or exiting buildings.

- 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. Be aware that sprinkler systems could be activated.
- If you are outdoors, stay there. Move away from buildings, street lights, power poles, and utility wires.
- In a crowded public place, do not rush for a doorway - other people will have the same idea. Take cover, and move away from display shelves containing objects that could fall.
- In a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping near or under buildings, trees, overpasses, or utility wires. Then, proceed cautiously watching for road and bridge damage.

Be prepared for aftershocks. While these secondary shocks are usually less violent than the main quake, they can be strong enough to do additional damages to already weakened structures.

If the electricity goes out, use flashlights or battery powered lanterns. Do not use candles, matches, or open flames indoors after the quake because of possible gas leaks.

Check your home for structural damage and report it as soon as possible to your Service Desk.

WHAT TO DO AFTER AN EARTHQUAKE

If you smell gas or hear a hissing or blowing sound, open a window and leave the building. Shut off the main valve outside, if you can. Report the leak from a neighbor's home. If you shut off a gas valve, *do not* turn it back on. It must first be checked by a maintenance representative. If there is electrical damage, switch off all electrical power at the main fuse box or circuit breaker. Report the damage to the Service Desk, and do not turn the electricity back on until it has been checked by a maintenance representative.

If water pipes are damaged, turn off the water supply at the main valve. Do not turn the water supply on until it has been investigated by a maintenance representative.

Open cabinets cautiously, as objects may have shifted and could fall.

Use the telephone only to report injuries or serious damage.

Have a portable radio or television available to listen for the latest emergency information.

Stay off the streets to allow emergency crews to perform their tasks. If you must go out, watch for hazards such as fallen objects, downed electrical wires, weakened walls, bridges, roads, and sidewalks.

Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief agencies.

Your Family Disaster Supply Kit

After an earthquake or other natural disaster, such as severe winter storms – which also happen in the Puget Sound area every few years, you and your family may be confined to your home. Power outages are not uncommon during wind storms and other severe weather. A disaster could cut off basic services to your home - gas, water, electricity, and telephones - for a few days. Your family will cope best with such an emergency by preparing before disaster strikes. Once an emergency occurs, you may not be able to search for supplies. So plan ahead and be prepared. Six basics you should stock are water, food, first aid supplies, tools, emergency supplies, and special items. Keep these items in easy-to-carry containers, such as large, covered trash cans, backpacks, or duffle bags, in easy-to-reach places like an entry closet, utility room, or garage.

WATER

Store one gallon of water per person in your family per day (two quarts for drinking, two quarts for food preparation and sanitation), and 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, and little or no water. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following in your Disaster Supplies Kit:

- Ready to eat canned meats, fruits, and vegetables

- Canned juices, milk, and soup (if dried, store extra water)
- Staples such as salt, pepper and sugar
- High energy foods such as peanut butter, jelly, crackers, granola bars, dried fruits, and trail mix
- Vitamins
- Foods for infants, elderly persons or persons on special diets
- Comfort/stress foods - cookies, hard candy, sweetened cereals, lollipops, instant coffee, and tea bags

FIRST AID KIT

A First Aid Kit should include:

- Sterile adhesive bandages in assorted sizes
- Gauze pads in assorted sizes
- Hypo-allergenic adhesive tape
- Triangular bandages
- Sterile roller bandages, 2 and 3 inch sizes
- Scissors
- Tweezers
- Needles
- Moistened towelettes
- Antiseptic
- Safety pins in assorted sizes
- Cleansing agent/soap
- Latex gloves
- Sunscreen
- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid for upset stomach

TOOLS AND SUPPLIES

- Mess kits or paper cups, plates, and plastic utensils
- Battery operated radio or TV and extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change
- Manual can opener, utility knife
- Small canister, ABC type, fire extinguisher
- Pliers
- Tape
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers

- Paper, pencil
- Needles and thread
- Shut-off wrench to turn off household gas and water
- Whistle
- Toilet paper, moistened towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags with ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach
- Games, books, deck of cards for entertainment

SPECIAL ITEMS

Remember family members with special needs, such as infants and elderly or disabled persons.

For baby - formula, diapers, bottles, powdered milk, medications

For adults - prescription medications, denture needs, contact lenses and supplies, extra eye glasses.

Store your kits in a convenient place known to all family members. Change your stored water supply every six months so it stays fresh. Rotate your stored foods every six months. Rethink your kit and family needs once a year. Replace batteries. Ask your pharmacist about storing prescription medications.

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 1980's. Volcanic eruptions can cause lateral blasts, lava flows, hot ash flows, mud slides, avalanches, falling ash and floods. Fresh volcanic ash, made of pulverized rock, can be harsh, acidic, gritty, glassy and smelly. While not immediately dangerous to most adults, the combination of acidic gas and ash which may be present within miles of the eruption could cause lung damage to small infants, the elderly, and those who have respiratory illnesses.

Keep these guidelines in mind:

- Do not visit the volcano site. You could be killed by a sudden explosion. Public officials may designate safe viewing sites.
- If ash is being expelled, avoid areas downwind from the volcano. A building offers good shelter from volcanic ash, but not from lava flows and rock debris.
- If ash is falling, stay indoors until the ash has settled unless there is danger of the roof collapsing.
- During ashfall, close doors, windows, and all ventilation in the house.
- Avoid driving in heavy dust unless absolutely necessary.

Cleaning Instructions

Everyone enjoys moving into a “clean as new” house, and this list of guidelines has been compiled to ensure we pass your unit on to the next family in that condition. At your Pre-termination Inspection, your Community Coordinator will give you a complete list of cleaning instructions specifically for your housing area. In order to pass your final inspection, every item on your cleaning instructions list must be addressed. This list will help you prepare in advance for your final inspection.

1. *Windows*: Clean all interior windows, frames, and tracks. Clean all exterior windows accessible from ground level. Windows should be free of streaks.
2. *Screens*: Brush and vacuum screens to clean off dirt and cobwebs. Wash, rinse and wipe frame of screen. Remove dirt and dust from screen channels.
3. *Storm/Screen Doors*: Clean metal surfaces, screen, and windows, inside and out. Slider windows can be taken out to be cleaned on both sides.
4. *Window Coverings*: Traverse rods and curtain rods, including brackets and pull strings, must be thoroughly cleaned. Wash mini-blinds, vertical blinds, and window shades with water and mild cleanser.
5. *Walls*: Remove all nails, pins, tacks, staples, tape, etc., from walls. All walls must be washed and marks removed throughout, including inside closets. In the kitchen, all grease **MUST** be removed from the wall/formica (behind range). This requires pulling out the range and refrigerator. Wipe off outlet and switch plate covers. Door frames, doors, inside closets, shelves, door knobs, curtain rods, and closet rods must all be wiped clean. Baseboards or rubber cove base must be thoroughly cleaned.
6. *Ceilings*: All ceilings must be free of dust, dirt, cobwebs, grease, and food and beverage spots.
7. *Light Fixtures - Interior and Exterior*: Remove all light covers and clean thoroughly. Dry completely. Replace all burned out light bulbs.
8. *Floors and Stairways*: Linoleum/vinyl/tile floors must be thoroughly cleaned and completely free of any wax or wax residue. Buff floors to loosen debris, remove film and streaks, and leave floors evenly colored. Thoroughly sweep and damp mop to finish. Concentrate on cleaning corners and edges around baseboards and stairs on all flooring surfaces.
9. *Carpet*: Carpets must be steam cleaned, regardless of length of residency. Use a spot remover, if necessary, to remove all stains. Vacuum well, concentrating on corners and edges around baseboards.
10. *Dryer Vent*: Vents on the inside of the house must be cleaned and free of lint, including surrounding floor and wall areas. Exterior vents accessible from ground level must be cleaned and free of lint, including surrounding concrete, unit siding, and grounds.
11. *Cabinets*: Paper towel holders, cup holders and shelf/drawer paper must

be removed. Shelves, drawers, and counter tops must be completely free of food particles, grease, greasy or sticky substances, dirt, dust, hair, etc. Concentrate on corners. Clean exterior of cabinets (including underside of upper cabinets) to remove grease specks, fingerprints, dried-on foods, etc. Clean sink, drain, chrome fixtures, and pipes under sinks.

12. *Range*: Clean thoroughly of all grease, brown/black spots and food particles. This includes top burners (elements), under side of range top, enamel surfaces of range, oven walls, top of oven, bottom and back, oven racks, and broiler pan. BURNER DRIP PANS must be free of all black/brown spots. If drip pans are not salvageable, you will be required to replace them. Remove knobs on top portion of range and wash in hot soapy water. DO NOT use anything abrasive along control panel. Use a degreaser and cloth to remove all grease. Clean under handles and under oven door. Remove bottom drawer and clean inside and out. Oven may be cleaned with warm soapy water, a mild cleanser or commercial oven-cleaning product. Caution should be taken to ensure that oven cleaners do not come in contact with chrome, enamel, finishers, or floors. Do not use oven cleaner on self-cleaning ovens. Remove racks from oven prior to cleaning. Use your range instruction manual for cleaning directions. Do not pull gas range out.
13. *Refrigerator*: Unplug refrigerator while cleaning. Clean thoroughly inside and out. Remove racks and crisper drawers/trays, and wash with mild soap and water. Clean the folds of rubber seals on doors. Clean top and bottom of all shelves on doors. Vacuum the back and underneath refrigerator to remove dirt and dust from coils. Wash and dry drain pan. Pull away from wall, and clean all exterior portions, including top, and handles. While appliance is pulled out, clean walls, sides of cabinets, and floor. After it has been thoroughly cleaned and dried, reconnect cord to outlet and set cooling control to #1. Do not unplug or leave the refrigerator turned off.
14. *Dishwasher*: Clean racks, baskets, rollers, gasket, door edges (don't forget the bottom edge), and walls free of food particles and soap film.
15. *Range Hood/Exhaust Fan*: Remove light cover and screen filter and clean with hot soapy water. Spray a degreaser all over fan hood, and use a non-abrasive pad to scrub all corners, edges, and flat surfaces, then wipe off. Do not go up inside the fan and do not clean wires. Replace burned out light bulb. Do not use oven cleaner to clean fan hood or filters.
16. *Garbage Disposal*: Remove rubber drain piece, if detachable, and clean. Flush with cold water while motor is running. Wipe off exterior under sink.
17. *Bathroom*: Clean tub and sink thoroughly to remove all dirt, soap film, and hair. Clean tub wall tiles thoroughly to remove soap build-up and mold. Remove tub decals and adhesive. Shower doors and frames

must be completely clean. Clean toilets thoroughly inside and out. Remove tank lid and clean tank. Remove tank cleaners. Clean all pipes behind toilet and under sink. Clean medicine cabinet inside and out. All chrome fixtures (tub and sink controls and faucets, towel and shower rods, and toothbrush and soap holders) must be cleaned and polished with a dry cloth to remove water spots. Wash walls and ceilings and remove any mold.

18. *Carpport, Garage Storage and Patio Areas:* Areas must be free of trash/debris. All surface oil must be removed (clay kitty litter or Speedy Dry works well for this). Clean all shelves.
19. *Garbage Area, Garbage Carts and Recycle Carts:* All trash must be disposed of prior to Occupant Release/Final Inspection, even if it is trash pick-up day. Garbage carts and recycle carts must be scrubbed clean inside and out, then properly stored in garage or designated storage area. Remove all trash, debris, and cobwebs from storage area. Floors and concrete pads must be clean.
20. *Fenced Backyards:* Cut all grass, trim around foundations, flower beds and fences. Weed and clean all dead plants from flower beds. Dispose of all debris. Edge around patios and sidewalks. Remove overgrown grass from these areas. Any damaged lawn areas must be restored prior to vacating. Fill all holes in yard, level, and reseed as necessary.
21. *Exterior Areas:* All exterior storage closets, patios, roof eaves, fences, and siding of unit must be clean and free of cobwebs and debris. Clean dirt, mud, paw prints, moss, and mildew from privacy fencing and unit siding. Clean all exterior light covers, and ensure light bulbs are working.

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 in conjunction with the Cleaning Instructions for Vacating Family Housing, it will save you time, worry and money.

- 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.
- Remove, clean, and rehang all interior and exterior light fixtures.
- 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 times of day. You'll be able to catch streaks and missed spots.
- Consider having a friend or acquaintance, give you a "final inspection." Have him/or her use the cleaning instructions list as a guideline to check your work.

Tips to Help You Pass
Your Final Inspection

CHAPTER 5

- Be at the house 30-45 minutes ahead of inspection time. Make one last walk-through with a sponge.