



# Base Cape Cod Housing Manual



**BASECCINST M11101.1**  
November 2016

U.S. Department of  
Homeland Security

United States  
Coast Guard



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United States Coast Guard  
Base Cape Cod

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BASECCINST M11101.1

BASE CAPE COD INSTRUCTION 11101.1

NOV 29 2016

Subj: BASE CAPE COD HOUSING MANUAL

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)

1. PURPOSE. This manual sets forth specific regulations and procedures for all residents of Base Cape Cod's Military Family Housing (MFH) and Unaccompanied Personnel Housing (UPH) located on Joint Base Cape Cod, Nantucket Is., Martha's Vineyard Is., and Harwich, MA.
2. ACTION. All military and civilian personnel (USCG and DoD) who reside in Base Cape Cod's MFH or UPH shall adhere to the contents of this instruction. An electronic copy of the manual will be available to residents of Family and UPH quarters on the USCG Base Cape Cod website. All residents shall read and acknowledge their understanding of the contents of this directive at assignment to housing.
3. DIRECTIVE AFFECTED. ASCCINST M11101.1B is cancelled.
4. DISCUSSION. Base Cape Cod provides family and unaccompanied quarters to qualified enlisted and officer personnel assigned to units in the Cape Cod area. These policies and procedures are intended to promote a safe, secure, and habitable residence for all Cape Cod area personnel in accordance with reference (a).

A handwritten signature in blue ink, appearing to read "M. A. Clyburn".

M. A. CLYBURN  
Captain, U. S. Coast Guard  
Coast Guard Base Cape Cod

Distribution:

- A. Base Cape Cod, Air Station Cape Cod, Sector Southeastern New England, Northeast Regional Fisheries Training Center, FORCECOM Armory Detachment Cape Cod, Port Security Unit 301, USAF 6<sup>th</sup> Space Warning Squadron
- B. All Base Cape Cod Housing Residents via website

# Base Cape Cod Housing Manual

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## Base Cape Cod Housing Manual

Table of Contents		
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Section	Subject	Page
<b>Chapter 1</b>	<b>Assignments and General Information</b>	<b>1-1</b>
	A. Welcome	
	B. Hours of Operation	
	C. Basic Allowance for Housing (BAH)	
	D. Assignment to Housing	
	E. Check-In Inspection	
	F. Moving Into Quarters	
	G. Renter's Liability Insurance	
	H. Website	
	I. Lock Out	
	J. Environmental Health Hazards	
<b>Chapter 2</b>	<b>Occupancy, Inspection, and Termination of Quarters</b>	<b>2-1</b>
	A. Purpose	
	B. Occupancy	
	C. Vacating Quarters	
	D. Extension In Quarters	
	E. Loss of Eligibility for Government Quarters	
	F. Inspection of Quarters	
	G. Paying to Clean Quarters	
	H. Terminating MH Quarters	
	I. Correcting a Discrepancy	
	J. Damage to Coast Guard Quarters	
<b>Chapter 3</b>	<b>Safety and Security</b>	<b>3-1</b>
	A. Safety	
	B. Personal Security and Safety	
	C. Reporting Emergencies	
	D. Fire Prevention	
	E. Fire Evacuation Planning	
	F. Fire Safety	
	G. Construction Areas	
	H. Traffic Safety	
	I. Hurricanes and Natural Disasters	
	J. Quarters Security	
	K. Keys and Locks	
	L. Vandalism	
	M. Thefts, Break-ins, and Burglary	
	N. Firearms, Weapons, Explosives, and Fireworks	
	O. Violence, Family Violence, and Resident Disputes	

## Base Cape Cod Housing Manual

<b>Table of Contents</b>
--------------------------

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>Chapter 3</b> Cont...	P. Joggers, Walkers, Bicyclists, Skaters, and Scooters Q. Window Fall Prevention R. Area Wildlife	
<b>Chapter 4</b>	<b>Neighborhood Regulations</b> A. Purpose B. Pets C. Businesses and Yard Sales D. Operation of Family Day Care E. Child Supervision Standards F. Occupant Relations G. Motor/Recreational Vehicles H. Courtesy Rules I. Pools, Spas and Hot Tubs J. Holiday Lighting and Decorations, Political Signage and Objectionable Material K. Play Equipment L. Guest Policy M. Telephones, Cable, and Satellite Television N. Noise Levels O. Hazardous Material P. Shipboard Personnel, Deployments and Family Departures Q. Solicitation R. Grounds Maintenance	4-1
<b>Chapter 5</b>	<b>Household Responsibilities</b> A. Purpose B. Changes to Quarters or Grounds C. Maintenance Personnel and Access D. Household Maintenance E. Self Help Supplies F. Alterations G. Utilities and Energy Management H. Practical Energy Saving Tips I. Window Air Conditioning Units J. Trash Collection K. Pest Control L. Recycling Program M. Cleanliness	5-1

## Base Cape Cod Housing Manual

<b>Table of Contents</b>
--------------------------

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>Chapter 6</b>	<b>Unaccompanied Personnel Housing (UPH)</b>	<b>6-1</b>
	A. Welcome	
	B. Occupancy	
	C. General Requirements When Terminating UPH	
	D. Personal Security and Safety	
	E. Keys and Locks	
	F. Pets	
	G. Guest Policy	
	H. Cleanliness and Grounds Maintenance	
	I. Tobacco Use Prohibited in UPH	
	J. Alcoholic Beverages	
	K. Etiquette	
	L. Shipboard Personnel and Deployments	
<b>Enclosure 1</b>	<b>Hurricane Preparedness</b>	<b>E-1</b>
<b>Appendix A</b>	<b>Base Cape Cod Housing Organization</b>	<b>A-1</b>
<b>Appendix B</b>	<b>Maintenance Responsibility</b>	<b>B-1</b>
<b>Appendix C</b>	<b>Base Cape Cod Housing Forms</b>	<b>C-1</b>

**Base Cape Cod Housing Manual**

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**Chapter 1 – Assignment and General Information****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Welcome</b>	1-3
<b>B</b>	<b>Hours of Operation</b>	1-3
<b>C</b>	<b>Basic Allowance for Housing (BAH)</b>	1-3
	1. BAH Entitlement	1-3
	2. Verify Your LES	1-3
<b>D</b>	<b>Assignment to Housing</b>	1-3
<b>E</b>	<b>Check-in Inspection</b>	1-4
	1. Inspection Report	1-4
	2. Additional Discrepancies	1-4
<b>F</b>	<b>Moving Into Quarters</b>	1-4
	1. Household Goods (HHGs)	1-4
	2. Moving Company Responsibilities	1-4
	3. Packing Material	1-4
	4. Storage	1-4
	5. Damage or Loss to Personnel Property	1-4
<b>G</b>	<b>Renter's Liability Insurance</b>	1-5
<b>H</b>	<b>Website</b>	1-5
<b>I</b>	<b>Lock Out</b>	1-5
<b>J</b>	<b>Environmental Health Hazards</b>	1-6
	1. History	1-6
	2. Notification/Disclosure Letters	1-6
	3. Environmental Protection Agency Pamphlets	1-6
	4. Electronic Version	1-6
	5. ERA Reports	1-6

**Chapter 1** –Assignment and General Information

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## Chapter 1 – Assignment and General Information

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**A. Welcome**      Congratulations on your assignment to your new home in Military Housing (MH). In most cases you have already met with a representative from the Housing Office during your check-in inspection and received a familiarization brief. The purpose of this chapter is to provide you with additional information upon your assignment to Coast Guard owned housing.

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**B. Hours of Operation**

**Who :**

**Hours :**

Housing Office  
Bldg. 5215, 1<sup>st</sup> floor

- 0700-1600 Monday-Friday
- Closed Weekends/Holidays

Maintenance Control  
Bldg. 5215, 2<sup>nd</sup> floor

- 0730-1600 Monday-Friday
- Closed Weekends/Holidays

Self-Help Materials (SDC)  
Bldg. 5217

- 0730-1600 Monday-Friday
- Closed Weekends/Holidays

***Not all services are available during lunch hours. Reduced staffing may occur between 1130-1300, Monday through Friday.***

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**C. Basic Allowance for Housing (BAH)**

1. BAH Entitlement. Your entitlement to BAH will stop upon assignment to Coast Guard owned housing the date you accept keys. Your BAH will start the date you pass and complete your final check-out inspection. In both instances it is the military member's responsibility to ensure the BAH stop and start documents have been processed. ***No military member in MH is entitled to receive any BAH, full or partial.***
  2. Verify Your LES. Pay close attention to your Leave and Earnings Statement (LES). Notify your payroll office if your BAH has not stopped or started within one pay period after assignment or termination of government quarters. For Coast Guard members, your LES is available in Direct Access.
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**D. Assignment to Housing**

Family size, grade/rank, date of detachment from previous duty station and date application received generally determines the assignment to MH. Assignment precedence, procedures, and policies are set forth in Coast Guard Housing Manual, COMDTINST M11101.13(series)

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**Chapter 1 –Assignment and General Information**

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**E. Check-in Inspection**

1. Inspection Report. Upon assignment to quarters, all residents are required to complete an initial check-in inspection with a housing representative from the Housing Office using Quarters Inspection Checklist, CG-6089. A date and time for this inspection will be set up during initial briefing (usually within 10 days). The Housing Office retains a complete report of the current conditions of your housing unit. Upon request, a copy of this report will be mailed to you for your personal files.
2. Additional Discrepancies. ***Within thirty days of assignment***, it is recommended that you provide the Housing Office with a list of any additional discrepancies that were not noted during the initial inspection. It is also recommended that you keep a copy for your personal files. After 30 days, no changes will be made to the initial check-in inspection report and you may be held liable for damages not reported at check in inspection upon termination of quarters.

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**F. Moving into Quarters**

1. Household Goods (HHGs). Base Cape Cod Servicing Personnel Office (SPO) will provide information and make arrangements to have your household goods moved to your new quarters.
2. Moving Company Responsibilities. The moving company handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions.
3. Packing Material. It is your responsibility to ensure that all packing material is properly disposed of. It is recommended that you have the moving company take the packing materials from the premises before they depart or make arrangements directly with the moving company to come back after you have unpacked. Contact the Housing Office if you have any questions regarding disposal of any additional packing material left behind by the movers.
4. Damage or Loss to Personal Property.
  - a. **Mover's Damage:** If damage to your quarters occurs during the movement of household goods, it is your responsibility to immediately notify the SPO and the Housing Office. Failure to report damage may result in you being held responsible.
  - b. **Claims by Member for Loss or Damage:** While assigned to government quarters, you may file claims for loss or damage to your personal property located in quarters, provided the damage or loss is not caused by your own negligence. Refer to Chapter 6, Coast Guard Claims and Litigation Manual, COMDTINST 5890. Contact your Unit Damage Claim Representative for further information.

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**Chapter 1 – Assignment and General Information**

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**G. Renter's Liability Insurance**

Liability Insurance Encouraged. While in MH, residents are not required to carry renter's liability insurance but it is **strongly recommended** that you obtain insurance for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to **both** the dwelling and loss or damage to personal property in situations where the government is not liable. Insurance will also cover your losses in the case of theft or vandalism. The cost of renter's insurance is relatively small and can be a tremendous asset in the event of loss or damage to personal property.

**Example.** In the case of a fire, the government may reimburse a resident for damages only if the fire is determined to be a result of a problem within the unit such as faulty wiring in the wall. A resident may be held financially responsible for any damage to the unit determined to be caused by the resident and/or guest(s); such as a fire started from faulty wiring from a personally-owned lamp, a pot left on a stove, a candle, or even children playing with a match or lighter.

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**H. Website**

Base Cape Cod maintains a Web page that contains information on application & termination procedures, local housing information, floor plans, phone numbers, etc. It is located on the web at:

<http://www.uscg.mil/BaseCapeCod/services/housing/housing.asp>

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**I. Lock Out**

If anyone locks themselves out of their quarters during normal working hours (Monday through Friday) contact or come in to the Housing Office. If you are locked out on a weekend, holiday, and/or after hours contact the JOOD at 508-274-7713.

**Note:** The Housing Office will not admit minors under 16 into a house even with a valid ID until one of the parents is contacted for approval. The Housing Office has no idea if parents want these children in the house alone, if they skipped school, left the babysitter, etc. The Housing Office will not accept this responsibility. In addition, the Housing Office will not let in anyone not listed as a valid family member on the member's application. If anyone has a guest who gets locked out, that guest would need to contact the member or spouse, they will not be let in by the Housing Office. It is the resident's responsibility to plan ahead, make plans with neighbors or friends to leave a key, etc. Make sure the Housing Office has work, home and cell phone numbers. This policy is in place to protect the family and the Housing Office.

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**Chapter 1 –Assignment and General Information**

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**J. Environmental Health Hazards**

1. History. To comply with the spirit of Housing and Urban Development (HUD) and the Environmental Protection Agency (EPA) on lead paint, asbestos, and radon disclosure regulations, the Coast Guard is required to notify residents who occupy pre-1981 Coast Guard owned housing of known or suspected asbestos, lead, and radon environmental health hazards.
  2. Notification/Disclosure Letters. As part of the check-in procedures, each resident will be issued disclosure letters indicating their assigned quarters have been assessed for environmental health risks. These letters inform whether or not the quarters currently contain environmental health risks and the location and type of environmental health risks. In addition, disclosure of past and future planned remediation efforts with specific dates of remediation will be provided, if known.
  3. Environmental Protection Agency Pamphlets. If environmental health risks are present, appropriate pamphlets will be issued as enclosures to the disclosure letter. The precautionary measures outlined in these EPA pamphlets should be followed:
    - a. Protect Your Family from Lead in Your Home, EPA-747-k-94-001.
    - b. Lead in Your Home, EPA-747-b-98-002.
    - c. Asbestos in the Home, EPA-560-opb-86-002.
    - d. Reducing Radon Risk, EPA-5201/1-89-027
  4. Electronic Version. The pamphlets described above are available at the Housing Office or electronic versions can be downloaded from the internet hyperlink at:  
  
<http://www.epa.gov/opptintr/lead/index.html>,  
<http://www.epa.gov/opptintr/genpub.htm#r>  
<http://www.epa.gov/iaq/radon/pubs/>
  5. ERA Reports. All ERA reports and records are accessible and maintained in the Housing Office.
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**Chapter 2 –Occupancy, Inspection, and Termination of Quarters****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	2-3
<b>B</b>	<b>Occupancy</b>	2-3
	1. Minimum Time Requirement	2-3
	2. Changes in Family Composition	2-3
	3. Reporting Changes in Status	2-3
	4. Temporary Absences	2-3
	5. Relocation	2-4
	6. Live-In Dependent Care	2-4
	7. Foster Care	2-4
<b>C</b>	<b>Vacating Quarters</b>	2-4
<b>D</b>	<b>Extension In Quarters</b>	2-4
<b>E</b>	<b>Loss of Eligibility for Government Quarters</b>	2-5
	1. Permanent Change of Station (PCS) Orders	2-5
	2. Discharge or Retirement	2-5
	3. Family Member(s) No Longer Reside In Quarters	2-5
	4. Unauthorized Absence (UA)	2-5
	5. Misconduct	2-5
	6. Eviction	2-5
<b>F</b>	<b>Inspection of Quarters</b>	2-6
	1. Right of Inspection	2-6
	2. What Is Inspected	2-6
	3. Service Member Presence	2-6
	4. Type of Inspections	2-6
<b>G</b>	<b>Paying to Clean Quarters</b>	2-8
<b>H</b>	<b>Terminating Quarters</b>	2-8
	1. Notification of Intent To Vacate	2-8
	2. What Happens	2-8
<b>I</b>	<b>Correcting a Discrepancy</b>	2-9
<b>J</b>	<b>Damage to Coast Guard Quarters</b>	2-9
	1. Damage or Loss	2-9
	2. Pet Damage	2-9
	3. Action Under the UCMJ	2-9
	4. Denial of Future Quarters Assignment	2-9

**Chapter 2** – Occupancy, Inspection and Termination of Quarters

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**Chapter 2 –Occupancy, Inspection, and Termination of Quarters**


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- A. Purpose** The purpose of this chapter is to provide basic information concerning occupancy, termination and inspections of Coast Guard owned housing. **Additional regulations and procedures specific to UPH residents are further discussed in Chapter 6.**
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- B. Occupancy**
1. Minimum Time Requirement. By accepting assignment to government quarters, you are required to remain in Military Housing (MH) for a minimum of twelve months. Exceptions to this requirement are for unexpected PCS orders or separation actions.
  2. Changes in Family Composition. Service members are required to notify the Housing Office immediately upon any change in the number of family members. If the service member's qualification for government quarters increases (for instance, the birth of another child or an additional family member acquired due to a legal proceeding), the Housing Office will attempt to meet your additional bedroom requirement. However, the relocation move will be at the resident's expense. For a family member that no longer resides in housing see 2.E.3.
  3. Reporting Changes in Status. The service member is responsible and required to notify the Housing Office of any changes in their status. Changes which might affect the continued eligibility to government quarters need to be reported immediately upon the occurrence. Examples include:
    - Change in rate/rank.
    - Change in duty station.
    - Home and/or work telephone numbers.
    - Change in Projected Rotation Date (PRD).
    - Separation from active duty.
    - Receipt of PCS orders (includes TEMDU).
    - Family separation, divorce/separation. (Note: When family members or the service member no longer reside in the quarters for any reason, the service member is required to notify the Housing Office within 30 days.
    - Extended leave from the quarters (*see 4 below*).
  4. Temporary Absences. The Housing Office must be notified if the service member and or the family members will leave the quarters vacant for more than 14 days. Service members shall notify the Housing Office by submitting an Absence From Quarters form, BCCHSG-021. Depending on the circumstances, periods of absence that exceed 60 days may lead to termination of quarters. The service member is responsible for maintaining the MH unit during the absence. This includes making sure all utilities are adjusted to the low
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## Chapter 2 – Occupancy, Inspection and Termination of Quarters

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settings or turned off, stopping mail and newspaper delivery, emptying of trash, etc. The name and phone number of the grounds caretaker must be provided to the Housing Office. Pets are not to be left in your quarters or yard unattended while you are away.

5. Relocation. Permission to voluntarily relocate within MH must be requested in writing by the member to the Local Housing Officer. Voluntary relocation to other government quarters (i.e. move to a different size unit due to a change in family size) will be at the member's expense since it is for your convenience and not mandatory. Any relocation must be completed within 14 calendar days of assignment to the new quarters. Failure to pass a housekeeping inspection of the current quarters will result in the cancellation of the relocation. Approval of relocations will occur only when excess housing is available and are only approved by the Local Housing Officer. Requests for relocations for neighborhood disputes or resident problems will not be approved.
6. Live-In Dependent Care. Permission for live-in dependent providers must be requested in writing substantiating the need for such an arrangement to the Local Housing Officer. Approval of live-in caregivers is based on criteria set forth under current regulations and specific child-care or health-care requirements, which can be shown to require full-time, live-in assistance; for example, a single parent attached to a deploying command. A spouse wanting to work or go to school is not a reason for allowing a live-in aide.
7. Foster Care. Having foster children in family housing is permitted as long as the resulting living conditions are reasonable. Permission to be a foster care provider must be requested in writing to the Local Housing Officer. The presence of foster children will not increase bedroom entitlement.

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### C. Vacating Quarters

You must give at least 45 days notice to vacate housing or within 2 days of receiving orders if less than 45 days prior to the date of termination. Contact the Housing Office for vacating procedures. USCG members without PCS orders are required to submit request for release from mandatory housing.

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### D. Extension In Quarters

Extensions in quarters past a required termination date may be made under certain conditions. Contact the Housing Office for details and procedures.

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**Chapter 2 –Occupancy, Inspection, and Termination of Quarters**

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**E. Loss of Eligibility for Government Quarters**

1. Permanent Change of Station (PCS) Orders. If your new command is outside the Base Cape Cod Area you must vacate quarters on or before the date you depart your current command. Contact the Housing Office if you have received PCS orders to determine if you are eligible to remain in your current quarters.
  2. Discharge or Retirement. Eligibility for MH expires on the date of discharge or retirement, and you must vacate before that date. Minor delays in vacating quarters may be granted by the Local Housing Officer, if there are extenuating circumstances. However, any member allowed to remain in MH past their discharge or retirement date shall pay rent equivalent to the local market rate for every day of occupancy. There are no exceptions allowed for this regulation.
  3. Family Member(s) No Longer Reside In Quarters. The service member is responsible for notifying the Housing Office within 30 days when a family member no longer resides in the quarters for any reason, including voluntary or legal separation, divorce or court order, or the service member no longer resides in the quarters for any reason.
  4. Unauthorized Absence (UA). Family members may remain in MH up to 60 days from the date the sponsor is placed in a UA status.
  5. Misconduct. Failure to follow regulations by **the service member, the spouse, family member(s) and or guest(s) can result in the loss of your housing**. This includes behavior which is destructive to morale, disturbs peace and harmony of the neighborhood, is threatening to other residents or their property, any violence/disturbance that occurs where a weapon is present, and any behavior not considered in the best interest of the Coast Guard. Loss of privilege can also occur for failing to maintain the housing unit in a sanitary condition.
  6. Eviction. Eviction may be required when conditions for termination of occupancy exist and the member does not vacate government quarters. If eviction becomes necessary, justification for this action will be recommended by the Local Housing Officer, and approved by the Base Cape Cod Commanding Officer.
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**Chapter 2 – Occupancy, Inspection and Termination of Quarters**

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**F. Inspection of Quarters**

1. Right of Inspection. It may be necessary to enter assigned quarters when no one is home. The Local Housing Officer may direct members of the housing staff to enter a home without the service member's consent under the following conditions:
    - a. Suspect quarters are abandoned.
    - b. Suspect quarters are damaged.
    - c. Suspect unsanitary conditions which threaten the health of the occupants, the neighbors, or is destructive to the house.
    - d. Emergency situations that may cause damage to the quarters or are disrupting the neighborhood.
    - e. Unable to contact the resident for emergency repairs or preventative maintenance.
    - f. To avoid delays of contracts.
    - g. For failing to appear at scheduled inspections, after making two attempts.
  2. What Is Inspected? During annual or just cause inspections all rooms, the garage/carport, all storage areas and the grounds will be inspected. In addition, to ensure the safety of the residents, fire extinguishers, carbon monoxide and smoke detectors and any safety and environmental health hazards are checked.
  3. Service Member Presence. If the service member is not available (i.e. underway, TDY) a resident, normally the spouse (or a family member 18 years of age or older) may act as the service member's representative during initial, annual and pre-inspections. However, a resident may not act as a service member's representative for any other inspections unless they possess a valid Power of Attorney (POA).
  4. Types of Inspections.
    - a. **Check-in Inspection.** Upon acceptance of quarters, the Housing Office will conduct the inspection with the service member (unless the member has granted a POA). Residents should notify the Housing Office immediately if they discover additional discrepancies that were not noted during the initial inspection. After 30 days no changes will be made to the initial check-in inspection report and the member may be liable for any damages found.
    - b. **Annual Inspection.** Annual inspections are required in accordance with reference (a). The Housing Office will set up a scheduled appointment with the resident. Residents who fail to show for scheduled inspections will be afforded the opportunity to reschedule an inspection. The Housing Office will complete an inspection with
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**Chapter 2 –Occupancy, Inspection, and Termination of Quarters**

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out the residents when they fail to show for their second scheduled inspection. The service member should have a copy of their Check-In Inspection form CG-6089 that was completed upon assignment to MH. Generally, this form indicates what items the residents will not be responsible for correcting prior to termination of MH.

- c. **Pre-Inspection (Final Check-Out).** Generally, a preliminary "pre-termination" (or pre-final) inspection will be conducted by the Housing Office and the service member (or designated representative) 30 days prior to the date of termination or within 2 days of receiving orders if less than 30 days prior to the date of termination. The purpose of the inspection is to determine the overall condition of the quarters (including exterior yard areas), set expectations and provide guidance for the final inspection. During this inspection, the Housing Office will issue a Termination Inspection Checklist, BCCHSG-010. This checklist indicates specifically what items will be inspected during the final inspection.
  - d. **Final Inspection.** The final inspection is conducted on the date of termination. There shall be no household goods or personal items in the quarters during this inspection. The service member or legal representative (in possession of a POA) must be present during the final inspection. To pass the final inspection, there must be no discrepancies other than those listed on the initial inspection form. When quarters are found acceptable, the service member will be cleared of government quarters and the Housing Office will notify the SPO via e-mail or fax to start the BAH (DoD members are responsible for reporting their vacating of MH to their personnel office). Should the service member fail the final inspection, he/she will be expected to rectify the discrepancy on the spot or reimburse the government for damages or cleaning prior to clearing quarters.
  - e. **Just Cause.** The Local Housing Officer may inspect assigned quarters for due cause when necessary to ensure safety, health, and welfare. Just cause inspections are normally unannounced and may be conducted at any time by housing representatives at the discretion of the LHO, and may be accompanied by a representative of the resident's Command. The service member may or may not be present.
  - a. **Grounds.** The Housing Office will frequently inspect exterior grounds of the housing area. If a discrepancy is noted a Violation Notice, BCCHSG-012, will be issued. This notice will indicate what discrepancy exists, and what type of corrective action a resident must take. The resident's copy must be returned to the Housing Office by the date directed indicating the corrective action taken.
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## Chapter 2 – Occupancy, Inspection and Termination of Quarters

### G. Paying to Clean Quarters

Should a resident desire to have their quarters cleaned by a professional contractor, it will be done entirely at the resident's expense. The contract is between the resident and the contractor, not the Coast Guard. The responsibility for meeting termination standards and requirements is the service member's, not the contractor's. The Coast Guard will not settle disputes between residents and contracted cleaners. The Housing Office may maintain a list of personnel available for this work.

### H. Terminating Quarters

1. Notification of Intent to Vacate. Notification of intent to vacate quarters shall be made upon receipt of orders or at least forty-five **(45)** days prior to the estimated date of termination (departure) by submitting a Notice of Intent to Vacate, BCCHSG-008. Only the member may submit the intent to vacate unless a designee has a valid power of attorney. Notify the Housing Office immediately if official orders for a military directed move are received too late to allow 45 days notice.
2. What Happens. The below steps shall be followed when a resident is preparing to terminate his/her government owned quarters:

Step 1	<b>Member</b> receives PCS, separation, or authorized relocation orders.
Step 2	<b>Member</b> notifies Housing Office 45 days in advance of termination/departure by submitting completed Notice Of Intent To Vacate Government Owned Quarters, form BCCHSG-008.
Step 3	<b>Housing Office</b> schedules pre-termination inspection time/date with military member.
Step 4	<b>Member</b> thoroughly cleans quarters IAW this manual and the Quarters Inspection Checklist.
Step 5	<b>Housing Office</b> and <b>Member</b> perform final inspection using the Quarters Inspection Checklist.

If the unit	Then	
<b>Passes</b> Inspection	<b>Housing Office</b> notifies SPO via e-mail or fax.	
<b>Fails</b> Inspection	<b>A</b>	<b>Member corrects discrepancy.</b> The Housing Office notifies SPO via e-mail or fax.
	<b>B</b>	<b>Member does not correct discrepancy.</b> Member reimburses the Coast Guard with cashier's check or money order; or the housing Office submits a Pay Adjustment Authorization form, DD-139, to charge the member for cleaning and or damages and notifies SPO via e-mail or fax.

**Chapter 2 –Occupancy, Inspection, and Termination of Quarters****I. Correcting a Discrepancy**

Residents are responsible for correcting discrepancies noted on all inspection forms. A resident's Commanding Officer will be advised of any discrepancy that is not rectified in a reasonable amount of time. Furthermore, repeated and/or un-rectified discrepancies may lead to administrative/disciplinary action, involuntary deduction from pay for damages, and/or eviction.

**J. Damage to Coast Guard Quarters**

1. Damage or Loss. The service member is responsible for damage to government quarters or loss of government property arising from intentional or unintentional acts of negligence caused by the service member, family members, visitor(s)/guest(s) and pet(s). The service member will be held financially responsible for the cost of repair/replacement/restoration in kind for damages. For determining liability, extent of damage, and settlement procedures, contact the Housing Office.
2. Pet Damage. Residents will be held financially responsible for any pet damage and extermination of fleas if the quarters are not adequately exterminated upon vacating MH. Residents can also be held financially responsible for required extermination and/or lingering pet odors that appear in the quarters within 60 days of the termination date.
3. Action Under the UCMJ. The Housing Office may recommend action under the UCMJ whenever damage beyond what can reasonably be termed fair wear and tear is negligently or willfully done to quarters, equipment, furnishings or grounds by the service member, family members, guests, or pets.
4. Denial of Future Quarters Assignment. Where restitution for damage to quarters remains unsettled upon transfer of a service member, the Housing Office shall notify the new command of all damage claims outstanding against the member. Military members may be denied government quarters (leased or owned) until outstanding claims have been resolved.

**Chapter 2** – Occupancy, Inspection and Termination of Quarters

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**Chapter 3 – Safety and Security****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Safety</b>	3-3
<b>B</b>	<b>Personal Security and Safety</b>	3-3
	1. Resident Responsibility	3-3
	2. Theft	3-3
	3. Call 911	3-3
	4. Prohibited Areas	3-3
<b>C</b>	<b>Reporting Emergencies</b>	3-3
<b>D</b>	<b>Fire Prevention</b>	3-3
	1. Call 911	3-3
	2. Fire Extinguishers	3-3
	3. Smoke Detectors	3-4
	4. Carbon Monoxide (CO) Detectors	3-4
<b>E</b>	<b>Fire Evacuation Planning</b>	3-4
	1. Spreading The Word	3-4
	2. Escape Plan	3-4
	3. Predetermined Meeting Place	3-4
	4. Exit Drill In The Home	3-4
<b>F</b>	<b>Fire Safety</b>	3-4
	1. Kitchen	3-4
	2. Living Areas	3-5
	3. Laundry Rooms	3-6
	4. Proper Storage	3-6
	5. Barbecues	3-6
	6. Flammable Liquids	3-6
	7. Garages/Storage Sheds	3-6
<b>G</b>	<b>Construction Areas</b>	3-6
<b>H</b>	<b>Traffic Safety</b>	3-7
	1. Speeding	3-7
	2. Children	3-7
<b>I</b>	<b>Hurricanes and Natural Disasters</b>	3-7
	1. Supplies	3-7
	2. Getting Prepared	3-7
	3. Additional Information	3-7
	4. Local Authorities	3-7

**Chapter 3 – Safety and Security****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>J</b>	<b>Quarters Security</b>	<b>3-7</b>
<b>K</b>	<b>Keys and Locks</b>	<b>3-8</b>
	1. Unit Keys	3-8
	2. Mail Keys	3-8
	3. Key Trouble	3-8
<b>L</b>	<b>Vandalism</b>	<b>3-8</b>
	1. General	3-8
	2. Coast Guard Policy on Vandalism	3-8
<b>M</b>	<b>Thefts, Break-ins, and Burglary</b>	<b>3-8</b>
<b>N</b>	<b>Firearms, Weapons, Explosives, and Fireworks</b>	<b>3-9</b>
	1. Firearms Registration and Possession (MA State Law)	3-9
	2. Other Weapons	3-9
	3. Black Powder, Smokeless Powder or Pyrodex	3-9
	4. Fireworks	3-9
	5. Misuse of Weapons	3-9
<b>O</b>	<b>Violence, Family Violence and Resident Disputes</b>	<b>3-9</b>
<b>P</b>	<b>Joggers, Walkers, Bicyclists, Skaters, and Scooters</b>	<b>3-10</b>
	1. Helmets	3-10
	2. Motorized Skate Boards, Mini Bikes and Scooters	3-10
<b>Q</b>	<b>Window Fall Prevention</b>	<b>3-10</b>
<b>R</b>	<b>Area Wildlife</b>	<b>3-11</b>

## Chapter 3 – Safety and Security

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<b>A. Safety</b>	<p>Personal security of all residents and their belongings is important. In addition, fires, injuries, and natural disasters are unexpected and can happen at any time. Your safety is of the utmost importance to the Housing Staff. It is recommended that all residents and family members be involved in the planning for the necessary actions that need to be taken for emergencies. The first step is to become familiar with the contents of this chapter. Remember, the safety and security of human life should always be the priority in any emergency.</p>
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<b>B. Personal Security and Safety</b>	<ol style="list-style-type: none"> <li>1. <u>Resident Responsibility</u>. Each Military Housing (MH) resident is responsible for the security of their belongings. Your quarters should be properly locked when residents are absent. Base Cape Cod assumes no responsibility for lost or stolen items or money.</li> <li>2. <u>Theft</u>. If a resident believes their quarters has been inappropriately entered, and/or determines that something has been stolen, immediately report the incident to Base Security, the Police and the Housing Office.</li> <li>3. <u>Call 911</u>. If a resident feels threatened, or has been assaulted, they should immediately call 911 and report the incident to the Housing Office and provide a copy of the police report.</li> </ol>
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<b>C. Reporting Emergencies</b>	<p>Residents should <u>call 911</u> for fire, medical and other emergencies. Maintenance emergencies should be called into the Housing Maintenance Work Order Desk. The Housing Office will provide you with these numbers upon your acceptance of your MH unit. Post emergency numbers, especially those different from 911, by or on each telephone in your home. If you have children, practice dialing the numbers on a play phone or by holding down the receiver button while dialing on a real phone. Teach children that 911 is for emergencies only. <b>BE PREPARED!</b></p>
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<b>D. Fire Prevention</b>	<ol style="list-style-type: none"> <li>1. <u>Call 911</u>. Fire protection is provided by your local fire department. In the event of a fire <u>call 911</u>. For general fire department information call your local fire department.</li> <li>2. <u>Fire Extinguishers</u>. All government quarters are equipped with fire extinguishers. Residents should familiarize themselves with the operating instructions, and periodically check the fire extinguisher(s) to ensure they are properly charged, are not covered, or that access is not obstructed. If no fire extinguisher is provided, residents should immediately notify the Housing Maintenance Work Order Desk.</li> </ol>
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### Chapter 3 – Safety and Security

3. Smoke Detectors. All housing units are equipped with smoke detectors to protect occupants from the threat of a fire. Take this alarm seriously whenever it goes off – get out of the house and call the fire department. Make sure you perform routine maintenance on the smoke detector (i.e. check it every time you set your clock for daylight savings time, and replace the battery once a year) to ensure its effective operation. Maintenance procedures are listed in Appendix B.
4. Carbon Monoxide (CO) Detectors. All housing units will be equipped with CO detectors on all levels, centrally located outside each separate sleeping area. Take this alarm seriously whenever it goes off.

#### E. Fire Evacuation Planning

1. Spreading The Word. Have a method of spreading the word to all members of the unit and even your neighbors if you're in a multi-dwelling unit.
2. Escape Plan. Plan ahead! Each family member must know where to go and how to behave in case of fire. Draw a floor plan of your home indicating each family member's escape routes. (Do not use basements as sleeping areas because of the proximity to the heating system and a lack of two distinct exits in an emergency). This should include two escape routes from each bedroom. Some things to do:
  - a. Always keep escape routes free from obstruction.
  - b. Make your exit drills realistic. Pretend some exits are blocked by fire and practice alternative routes.
  - c. Pretend the lights are out (use blindfolds) and that some escape routes are filling with smoke.
  - d. Make sure you can unlock doors and windows quickly, even in the dark.
  - e. Sleep with bedroom doors closed to block out deadly heat and smoke, allowing additional time for your escape.
  - f. Test doors before opening them. If the door is hot, use another escape route.
  - g. If you are trapped, close all doors between you and the fire. Stuff the cracks around doors to keep out the smoke. Wait at a window and signal for help with a light-colored cloth or flashlight.
  - h. Practice your escape plan at least twice a year.
  - i. Remember, a fire drill is not a race. Get out quickly, but carefully.
3. Predetermined Meeting Place. Practice escaping to the outdoors and meeting at a point away from the house.

#### F. Fire Safety

1. Kitchen. 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

## Chapter 3 – Safety and Security

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seconds, the amount of time it takes to answer the phone. 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 a burning pan outside. Many serious injuries occur to both the person carrying flaming pans and others, 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 home.
  - When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed 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 current flows through the power cords when plugged in and today’s plastic appliances can melt and catch fire.
  - Do not store plastic or combustible items in the drawer under your gas stove.
  - If your stove is not working properly or appears to be overheating or arcing, call Housing Maintenance immediately.
2. Living Areas. Electrical cords should never 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 government-owned housing***. UL approved electrical power strips with their own circuit breaker are allowed. Wall outlets that are broken (including the cover), arcing, or not holding plugs securely should be reported to the Housing Maintenance Work Order Desk.
- ***The use of any oil, gas or other type of fuel space heaters are strictly forbidden in Government-Owned Housing, including the garage area.***
  - Candles. Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as a bathroom too close to towels or left lit in other rooms when the resident goes to bed.
  - Matches. Matches, lighters, and other flame producing devices should be stored properly where they are not accessible to children.
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### Chapter 3 – Safety and Security

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3. Laundry Rooms. Dryer vents (interior and exterior) should be cleaned regularly to prevent build up of lint, which can be a fire hazard.
  4. Proper Storage. Don't store newspaper, cartons, old furniture, or oil soaked rags in enclosed areas like the storage shed, or closets. Dispose of them properly in a solid plastic or metal trash container. Do not store combustible or flammable liquids in the home. Keep all items at least three (3) feet away from the hot water heater.
  5. Barbecues. Never use an outdoor barbecue indoors. Use outdoor barbecues at least six (6') feet from any structure. Do not leave fires unattended and have an extinguishing agent nearby (water or a fire extinguisher).
  6. Flammable Liquids. Gasoline and other flammable liquids like paint, kerosene, and alcohol vaporize easily and the vapor can ignite from a single spark. Never smoke near flammable liquids. Store flammable liquids in a cool ventilated area in commercially approved containers away from a potential ignition source.
  7. Garages/Storage Sheds. Garage areas can become a severe fire hazard if not watched closely.
    - Storage of flammable liquid, such as gasoline, is restricted to 5 gallons.
    - Automotive repairs, bodywork (sanding and painting) and welding are prohibited in MH.
    - Garages are not to be used for living spaces and may not be altered or modified for such use.
    - Do not block or barricade garage doors.
- 

#### **G. Construction Areas**

Residents must stay away from potential danger areas such as excavations, ditches, streets or other areas where construction or repair work is in progress. Parents should advise their children to stay away from machinery and construction vehicles for their safety and respect the property of others. Service members are financially and legally responsible for damages to material and equipment caused by their children at construction sites.

***Look for and carefully read housing newsletters and special notices. In many cases these are distributed to warn of possible hazards in your area due to construction projects or maintenance work.***

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## Chapter 3 – Safety and Security

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### H. Traffic Safety

1. Speeding. Residents must observe the posted speed limits and stop at all stop signs when driving in the housing areas. Children may dart unexpectedly into the street. Failure to adhere to posted speed limits and stop signs may result in the loss of housing privileges.
  2. Children. Parents should constantly supervise small children and not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, this should be impressed upon the children. Stay with children when they cross the street until they are old enough to “Stop, Look, and Listen” for traffic.
- 

### I. Hurricanes and Natural Disasters

1. Supplies. The Housing Office does not have any emergency supplies to support residents in an event of a natural disaster. Therefore, it is strongly recommended that each resident either obtains and/or create his or her own Emergency Preparedness Kit.
  2. Getting Prepared. Enclosure (1) of this manual provides guidance on the preparation to take before, during and after a hurricane. This enclosure is intended for Coast Guard personnel and should be followed in the event of a disaster. For DOD personnel this section includes extremely useful information and is intended to be a guide in conjunction with your command policies.
  3. Additional Information. Detailed instructions on what to do if a hurricane occurs can be found on the internet or by contacting the American Red Cross.
  4. Local Authorities. In the event of an emergency, residents shall cooperate with local authorities (military or civilian).
- 

### J. Quarters Security

Base Security and your local police department are available to respond to any emergency situation. Always report suspicious persons and questionable or dangerous actions to the proper authorities. Always close and lock all doors and windows when no one is home. Anytime your unit will be vacant for more than three (3) days, residents should follow the below procedures before leaving:

- Suspend daily deliveries (newspaper, mail, etc.) or arrange pickup.
  - You are required to notify the Housing Office if you're going to be absent for more than fourteen (14) days. We also recommend that you notify a neighbor.
  - Make arrangements to have your lawn cut if necessary.
  - Leave shades in normal position; not completely closed.
  - Leave a small light on using an automatic timer
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### Chapter 3 – Safety and Security

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#### K. Keys and Locks

1. Unit Keys. Upon check-in, the Housing Office will issue two keys to the MH unit. Residents are responsible for these keys and must return them upon check-out.
  2. Key Trouble. No person shall cut, force, or otherwise tamper with a government locking device, or any locking device which is not his or her own personal property. Under no circumstances shall any individual have keys to government locking devices duplicated or change door locks. Broken keys shall be returned to the Housing Office in order to be issued a new key. Problems with keys or locks shall be promptly reported to Housing Maintenance.
- 

#### L. Vandalism

1. General. Vandalism, malicious damage to government property, and other such crimes will not be tolerated. Residents can assist in curtailing and preventing such acts by reporting any incidents to the local police, security, and the Housing Office.
  2. Coast Guard Policy on Vandalism.
    - a. **Arrest**. The respective local police department will be notified and is authorized to apprehend and prosecute anyone committing vandalism.
    - b. **Loss of Housing Privilege**. Residents caught vandalizing can be evicted from MH. At a minimum, the service member will be issued a Letter of Warning for the commission of the offense by the service member, family member(s) or guests. Incidents can result in financial restitution to the government in addition to eviction. Major offenses may be cause for eviction after one occurrence.
- 

#### M. Thefts, Break-ins, and Burglary

While most residents are conscious of the possibility of theft, a few feel immune to theft or vandalism because they live in MH. Although the chances of burglary or vandalism may be lower, it is still a possibility. For your protection, be sure your home is locked and all personal items such as bicycles and toys are secured within your quarters. All personal property should always be insured for protection against possible loss. Report any theft or burglary to the police immediately. *Please provide a copy of the police report to the Housing Office.* Any resident/family members found to have committed theft or burglary will immediately be evicted. Service members are subject to UCMJ if found to be involved.

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### Chapter 3 – Safety and Security

#### N. Firearms, Weapons, Explosives, and Fireworks

1. Firearms Registration and Possession (MA State Law). Personal firearms (rifles, pistols, shotguns, BB and pellet guns, air pistols and air rifles) are authorized in MH providing the owner complies with all applicable Federal, State and Local laws, ordinances and regulations. Base Cape Cod supports the Lautenberg Amendment, which states that it is a crime to possess a firearm if you have ever been convicted of domestic violence. Personal firearms may not be loaded or discharged in housing or housing areas. All firearms in your possession must be registered at the Housing Office using the Firearm Registration, BCCHSG-017. Members submitting false information are subject to disciplinary actions.
2. Other Weapons. The below list of weapons are potentially dangerous and their use in any government housing area is prohibited.
  - Bow and arrows
  - Air rifles
  - BB guns
  - Paintball guns
  - Spear guns
  - Swords
  - Long knives
  - Machetes
  - Martial arts weapons
3. Black Powder, Smokeless Powder or Pyrodex. Black powder, smokeless powder and pyrodex are prohibited in MH.
4. Fireworks. The possession of explosives and fireworks (for sale, storage or use) is prohibited in MH as well as being illegal in the state of Massachusetts. Fireworks do not include paper caps or highway flares.
5. Misuse of Weapons. Misuse of a weapon, such as discharging or brandishing, within MH will result in immediate eviction, UCMJ prosecution and possible arrest by civilian authorities.

#### O. Violence, Family Violence and Resident Disputes

Residents should try to resolve disputes by communicating their concerns with each other. However, in some situations this does not always happen. If a situation becomes violent (verbal or physical) residents shall **call 911**, and contact the Housing Office. Minor disputes can be reported by submitting a Resident Complaint, BCCHSG-016.

*Any acts of family violence **shall be immediately reported** to the local police, and to the Coast Guard Work Life Staff in your area. Please provide a copy of the police report to the Housing Office.*

### Chapter 3 – Safety and Security

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#### **P. Joggers, Walkers, Bicyclists, Skaters and Scooters**

1. Helmets. All residents (this includes children in bike seats) must wear an approved bicycle helmet while operating a bicycle or skating (this includes skate boards, in-line skates and scooters) in the Coast Guard Housing area. All residents shall observe the following rules:
    - Do not interfere with the normal traffic flow.
    - During evening or periods of low visibility, wear reflective tape on your clothing.
    - Joggers and walkers should use running paths and sidewalks.
    - Do not slide (grind) on handrails, stairs or any government property while using in-line skates, skateboards or scooters.
  2. Motorized Skateboards, Mini-Bikes and Scooters. The use of gas powered motorized skateboards, mini-bikes and scooters in Coast Guard housing is strictly prohibited. Only licensed gas powered motorized vehicles may be used in Coast Guard housing.
- 

#### **Q. 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 or children may climb up and fall out of the window.
- Screens are meant to keep insects out. They are not a device 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.
- 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.

The Housing Office encourages you to take time out for safety. Please make sure you take measures to avoid a tragic accident in your home.

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## Chapter 3 – Safety and Security

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### R. Area Wildlife

Some wild animals thrive in suburban and urban areas. To avoid problems with wild animals and to make your yard less attractive to them, you should follow some basic practices. Under no circumstances are residents permitted to feed or shelter wildlife.

- a. Don't Feed or Try to Pet Wild Animals. Keep wild things wild! Feeding, whether direct or indirect, can cause wild animals to act tame and may lead to bold behavior. Animals that rely on natural foods remain wild and wary of humans.
  - b. Keep your Pets Safe. Although free roaming pets are more likely to be killed by automobiles than by wild animals, coyotes do view cats and small dogs as potential food, and larger dogs as competition. For the safety of your pets, keep them restrained at all times.
  - c. Keep Bird Feeder Areas Clean. Use feeders designed to keep seed off the ground, as the seed attracts turkeys and other wild animals. Clean up spilled seed from other types of feeders daily. Remove feeders in the spring, as there is plenty of natural food available for all birds. Remove feeders if coyotes are regularly seen around your yard.
  - d. Feed Pets Indoors. Outdoor feeding attracts many wild animals to your door!
  - e. Close Off Crawl Spaces under Porches and Sheds. Coyotes use such areas for resting and raising young.
  - f. Cut Back Brushy Edges in your Yard. These areas provide cover for coyotes and their prey.
  - g. Cover Windows or Other Reflective Objects. If a turkey is pecking at a shiny object such as a vehicle or window, cover or otherwise disguise the object.
  - h. Protect Your Gardens. Chicken wire fencing or netting is an option to employ.
  - i. Educate your Neighbors. Pass this information along: Your efforts will be futile if neighbors are providing food or shelter for wild animals.
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### **Chapter 3 – Safety and Security**

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**Chapter 4 – Neighborhood Regulations****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	4-5
<b>B</b>	<b>Pets</b>	4-5
	1. Definition	4-5
	2. Discussion	4-5
	3. Pet Agreement	4-5
	4. Maximum Amount	4-5
	5. Control of Pets	4-5
	6. Clean Up	4-6
	7. Removal By Authorities	4-6
	8. Registration/Inoculations	4-6
	9. Complaints	4-6
	10. Bites and Aggressive Acts	4-6
	11. Pet Damage	4-6
	12. Breeding	4-6
	13. Spaying/Neutering	4-7
	14. Animal Mistreatment	4-7
	15. Pets In Garages/Sheds	4-7
	16. Pet Care During Extended Absence	4-7
	17. Flea Problem	4-7
	18. Lingering Pet Odors	4-7
	19. Pet Cleanliness Inspections	4-7
	20. Violations	4-7
<b>C</b>	<b>Businesses and Yard Sales</b>	4-8
	1. Home Businesses	4-8
	2. Yard Sales	4-8
<b>D</b>	<b>Operation of Family Day Care</b>	4-8
	1. Definition	4-8
	2. Policy	4-8
	3. 10 Hour Policy	4-8
	4. Authorization	4-9
<b>E</b>	<b>Child Supervision Standards</b>	4-9
<b>F</b>	<b>Occupant Relations</b>	4-10
	1. Definition	4-10
	2. Multiple or Recurring Complaints	4-10
	3. Who Can Make a Complaint	4-10
	4. How to Make a Complaint	4-10

**Chapter 4 – Neighborhood Regulations****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>G</b>	<b>Motor/Recreational Vehicles</b>	4-10
	1. Registration	4-10
	2. Speed Limits	4-10
	3. Road Use	4-10
	4. Parking	4-11
	5. Recreational Vehicles and Equipment Control	4-11
	6. Storage of ATV's and Off Road Motorcycles	4-12
	7. Storage of Small Recreational Items	4-12
	8. Recreational Vehicle Storage Lot	4-12
	9. Vehicle Maintenance	4-12
<b>H</b>	<b>Courtesy Rules</b>	4-12
	1. Golden Rule	4-12
	2. Quiet Hours	4-12
	3. Playgrounds	4-13
	4. Loitering	4-13
	5. Bands, DJ's, and Musical Instruments	4-13
	6. Parties	4-13
<b>I</b>	<b>Pools, Spas and Hot Tubs</b>	4-13
	1. Wading Pools	4-13
	2. Swimming Pools	4-13
	3. Spas and Hot Tubs	4-13
<b>J</b>	<b>Holiday Lighting and Decorations, Political Signage and Objectionable Material</b>	4-13
	1. Christmas-Holiday Lighting and Decorations	4-13
	2. Political and Other Signage	4-14
<b>K</b>	<b>Play Equipment</b>	4-14
	1. General	4-14
	2. Portable Play Equipment	4-14
	3. Insurance	4-14
<b>L</b>	<b>Guest Policy</b>	4-14
	1. Definition	4-14
	2. Guest Regulations	4-14
<b>M</b>	<b>Telephones, Cable and Satellite Television</b>	4-15
	1. Telephone Service	4-15
	2. Cable Service	4-15
	3. Satellite Service	4-15

**Chapter 4 – Neighborhood Regulations****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>N</b>	<b>Noise Levels</b>	4-15
	1. Excessive Noise	4-15
	2. Complaints	4-15
<b>O</b>	<b>Hazardous Material</b>	4-15
<b>P</b>	<b>Solicitation</b>	4-15
<b>Q</b>	<b>Shipboard Personnel, Deployments And Family Departures</b>	4-16
<b>R</b>	<b>Grounds Maintenance</b>	4-16

**Chapter 4 – Neighborhood Regulations**

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## Chapter 4 – Neighborhood Regulations

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**A. Purpose**      This chapter provides basic information on housing policies, regulations, and procedures within the housing community.

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- B. Pets**
1. Definition. Only domesticated animals such as dogs and cats, along with hamsters, gerbils, birds and fish are allowed in family housing. Barnyard (such as rabbits, chickens, pigs, etc) or exotic (snakes, lizards, etc.) species are strictly prohibited.
  2. Discussion. The keeping of pets is a conditional privilege extended to families who exhibit responsible behavior and control of their pets. Residents are financially and legally responsible for their pets. Pet owners (guardians) must control their animals at all times to maintain a safe and pleasant community for everyone. This is particularly true in the case of dogs. Unattended dogs constitute a public hazard and will not be tolerated.
  3. Pet Agreement. Residents who have or acquire a dog or cat must submit/have a signed Pet Agreement, BCCHSG-020, on file with the Housing Office.
  4. Maximum Amount. The maximum number of dogs and cats that may be kept in a housing unit is two dogs or two cats or one of each. A reasonable number of other pets, such as caged birds, fish, hamsters, and the like, may be maintained. The reasonable number will be determined by the Housing Office and will be based on factors such as: type and size of unit, number of family members, conditions at site, impact on neighbors, etc.
  5. Control of Pets.
    - a. **Abandonment.** Abandonment of pets is prohibited.
    - b. **Dogs.** Dogs must be under the direct supervision of a responsible person at all times. Dogs may be kept inside the pet owner's residence. All dogs must be restrained from running at large by use of a fence, leash, or line. Pet runs must not infringe on a neighbor's yard. Pet runs, leashes or lines may not be attached to tree limbs, tree trunks, or attached to any part of a housing unit. Doghouses must be maintained, kept sanitary, and located away from the housing unit. All dogs must wear an identification tag and be licensed with the Housing Office.
    - c. **Cats.** Cats may roam freely if they are not a health risk (i.e. feces) and/or nuisance to other residents. All cats must wear an identification tag. If the Housing Office receives repeated complaints about a cat, the cat must be confined to the resident's quarters or pet privileges will be revoked.
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**Chapter 4 – Neighborhood Regulations**

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6. Clean Up. Areas where pets are kept (both indoors and outdoors) shall be maintained in a sanitary condition **at all times**. It is mandatory for pet owners to clean up after their pets when taking them for a walk. Failure to do so will result in a violation notice and may result in revocation of the owner's privilege to keep pets or possible eviction from family housing.
  7. Removal By Authorities. Any loose pets picked up two times in a six-month period shall be removed from the housing area, and the pet owner will lose the privilege to have another pet while a resident in government quarters. In all cases, when a pet is picked up, owners are responsible for fines, kennel fees, and any fee for emergency treatment.
  8. Registration/Inoculations. Residents shall supply a copy of pet registrations to the Housing Office within ten (10) days of the arrival of the pet. All dogs/cats over four months of age shall be inoculated in accordance with local laws. Inoculations shall be kept current.
  9. Complaints. No pet shall be a public hazard or nuisance. If you feel your rights are being infringed upon by another person's animal (by noise, the creation of unsanitary conditions, property damage, or otherwise) and have been unable to arrive at a solution with the animal's owner, file a written complaint with the Housing Office.
  10. Bites and Aggressive Acts. Any animal that menaces or bites a person or another animal will be ordered by the Housing Office to be permanently removed from the housing area within five (5) days of the incident. Failure to remove an aggressive pet may result in the loss of the privilege to live in government quarters. Personnel who have been bitten by an animal should report for medical treatment and file a notice of the biting with the Housing Office.
  11. Pet Damage. Residents are responsible for all acts of their animal, including damage to Government or personal property, and clean up of feces deposited on property or streets. When the government is required to correct damages of this nature, the service member will be billed at current hourly labor and material costs. When damage caused by pets is found, the member is 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 quarters, unit and grounds, must be completed and ready for inspection.
  12. Breeding. Breeding/raising animals of any species in Coast Guard Housing is prohibited. Accidental litters must be removed from housing by age 10 weeks.
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**Chapter 4 – Neighborhood Regulations**

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13. Spaying/Neutering. It is recommended that all pets be spayed/neutered unless intended for breeding after termination of quarters. Contact the local animal control authorities for low-cost clinics.
  14. Animal Mistreatment. The tormenting or inhumane treatment of domestic or wild animals by residents will not be tolerated. If and when detected the violator(s) will be reported to the Housing Office and the local animal control authorities.
  15. Pets In Garages/Sheds. Residents shall not keep pets in their garage or shed.
  16. Pet Care During Extended Absence. Pets are not to be left in your quarters or yard unattended while you are away. Even though the family may have someone care for their pet(s) during their absence, the member will still be fully responsible for his/her pet(s) and their actions. The resident shall notify the Housing Office with the name and number of the pet guardian prior to departure.
  17. Flea Problem. It is the member's responsibility to exterminate fleas in their yard and unit. If at any time during occupancy a flea infestation is found, the member will be directed by the Housing Office, at the member's expense, to have the unit/yard treated for fleas. An extermination plan must be approved by Environmental Health and Safety Division. Proof of the treatment (a receipt from the pest control contractor) will be provided to the Housing Office. At the time of vacating their assigned quarters, the member will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, the member will be held financially responsible for an adequate extermination. The member will be held financially responsible to eliminate the problem of pest infestations detected within 60 days of their final inspection.
  18. Lingering Pet Odors. The member will be held financially responsible to eliminate the problem of lingering pet odors detected within 60 days of their final inspection.
  19. Pet Cleanliness Inspections. Each pet owner will have a yearly pet/house cleanliness inspection performed by the Housing Office staff. In addition, "Just Cause" inspections may be conducted at any time.
  20. Violations. Violations of these regulations will result in the loss of the privilege to maintain pets and may result in financial restitution to the government. In addition, violations may also result in the loss of the privilege to live in government quarters.
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## Chapter 4 – Neighborhood Regulations

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### C. Businesses and Yard Sales

1. Home Businesses. The Housing Office must approve all home-based businesses. Normal home enterprises are acceptable as long as they do not bring discredit to the Coast Guard or U.S Government. Residents are required to have proof of liability insurance. For home child care see section 4.D. Residents are responsible for any costs, alterations, damages or repairs necessary to government property for, or caused by, a business.
  2. Yard Sales. Residents may have yard sales limited to two consecutive days each. Items are not to be left outside the residence overnight. Signs shall not be placed on road signs, telephone poles, mailboxes, bus shelters, etc. Signs shall be removed within 24 hours of end the yard sale.
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### D. Operation of Family Day Care

1. Definition. A Family Day Care Home is defined as any private residence which receives children for temporary custody and care on a regular basis during part or all of the day. Uncertified childcare by adults who have not had background checks or specialized training (i.e., CPR, child abuse prevention, child health and sanitation) poses risks to children's safety and increases potential for injury, abuse, and neglect.
2. Policy. The Coast Guard does not regulate occasional child-care among families. Coast Guard policy only covers child-care that is provided by programs or individuals **more than 10 hours per week on a regular basis.** Frequently this policy is misunderstood and misinterpreted. There are reports that neighbors are afraid to care for a friend's child overnight fearing they may violate the "10 hour rule". Much of the confusion centers on conditions under which a person must become a Family Child Care (FCC) provider. Both the "10-hour" and the "regular basis" conditions must be met for this requirement to be applied.

**Example:** If a neighbor cares for a child one hour every day, every week, and on a regular basis, but not more than 10 hours per week, this person **would not** be required to become a FCC provider. If the neighbor cares for a child five hours every day, weekly, this constitutes more than 10 hours per week on a regular basis and this person **would** be required to be a FCC provider.

3. 10 Hour Policy. The Coast Guard must balance the ability of families to rely on one another to meet their short-term child care needs while protecting the safety and well-being of children. The "10-hour" policy is not an arbitrary decision, but is the standard most frequently used by state, county, and other comparable licensing agencies to determine when an individual providing child care should be monitored by an outside agency.
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## Chapter 4 – Neighborhood Regulations

This ten hour limitation:

- is a reasonable “parameter” that differentiates between occasional neighborly “baby-sitting” and child care conducted as a business;
- protects children from being in unregulated child care settings;
- reduces the potential for neglectful accidents and child abuse; and
- provides consistency in policy throughout the Coast Guard.

The “10 hour child care limit” is very flexible and accommodates most “occasional” or short-term child care needs. Raising the 10-hour limit would allow individuals to establish unmonitored part-day preschools and after-school programs in their government quarters. National studies strongly indicate that program oversight and adult training are key indicators of safe, quality child-care.

It is clearly not the intent to regulate, restrict, or preclude occasional child-care among Coast Guard families. Short-term care by neighbors is a way to transition between spouses who work different shifts, or for members required to work all day on weekends. In fact, “neighbors helping neighbors” is one solution to providing hourly care.

4. Authorization. Residents of Coast Guard owned housing may operate a "Family Day Care Home" provided they meet the above criteria and prior written authorization is received. If you are providing more than **10 hours a week child-care**, then the Coast Guard must certify you. Please contact Work-Life Staff for any questions about the program and policies.

### E. Child Supervision Standards

Providing proper, timely supervision of a child's activity both inside and outside the home is the parent's and/or guardian's responsibility. Parents must assess the maturity and judgment of the child, his/her capacity for self-care in any given situation, and accordingly set limits on the child's activity, whereabouts, whom he/she associates with, and when he/she will return home. Failure to provide adequate supervision and protection of a child may result in an allegation of child neglect. Such parental or guardian behavior will be promptly addressed with appropriate action. Residents must be tolerant of children and recognize their natural enthusiasm and exuberance. However, parents shall ensure the actions of their children do not exceed the bounds of proper behavior. Parents should always know where their children are. Children should be instructed in good safety practices, such as not playing in streets or misuse of play equipment. Parents are financially responsible for damages caused by their children.

## Chapter 4 – Neighborhood Regulations

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### F. Occupant Relations

1. Definition. A complaint is an allegation made by a resident or an official citing a violation of regulations or disagreement against another resident or official. A complaint is normally defined as violations of Coast Guard Housing regulations, infractions of the UCMJ or a person's civil rights, and/or city, state, and federal ordinances, laws, and regulations.
  2. Multiple or Recurring Complaints. Multiple or recurring complaints of the same nature can lead to the eviction of the member and their family. Normally, members will be given a warning prior to eviction, *however, if the situation warrants, the Local Housing Authority may evict any resident without prior complaints.*
  3. Who Can Make A Complaint:
    - Member
    - Spouse of member
    - Coast Guard active duty member, civilians, and contracted employees
    - Authorized visitor/guest
    - Persons as determined by the Local Housing Officer
  4. How To Make A Complaint. Prior to submitting a complaint to the Housing Office, residents are strongly encouraged to resolve problems and differences without formal involvement. If informal resolution cannot be reached, the complainant should fill out a Housing Complaint, BCCHSG-016.
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### G. Motor / Recreational Vehicles

1. Registration. All motor vehicles in Coast Guard housing areas must have valid state registration and carry liability insurance in accordance with state laws. Unregistered, abandoned, improperly parked, inoperable motor vehicles are not allowed in the housing area. Violators will be notified in writing to remove the vehicle. If the vehicle is not removed within the time directed by the Housing Office, it will be towed at the owner's expense.
  2. Speed Limits. Posted speed limits **shall be** observed. Repeated speeding violations by residents or guests can lead to loss of driving privileges within Coast Guard Housing or eviction. Speed bumps may be installed seasonally in some areas to help control speeding. The Coast Guard will not be held responsible for any vehicle damage caused by the speed bumps.
  3. Road Use. Residents in the housing area may use only licensed motorized vehicles. The use of go-carts, motorized scooters, mini bikes, motorized skateboards, off road motorcycles, ATVs, etc. is strictly prohibited.
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**Chapter 4 – Neighborhood Regulations**

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4. **Parking.** Residents of the housing area may utilize designated parking spots.
    - a. **Assigned Parking.** Please do not allow guests to park in a neighbor's assigned parking space. Residents are responsible for keeping assigned parking areas, carports or garages clean of oil and debris. Do not store items other than vehicles parking areas. Garages may be used to store personal items. At no time will unsanitary, unsafe, or unsightly conditions be allowed to exist.
    - b. **Open Parking Spaces.** Open Spaces will be utilized on a "first-come-first-served basis". To provide for the consideration of other residents and their guests, excess vehicles will be parked in an area not to cause congestion.
    - c. **No Parking.** Do not park closer than ten feet from any fire hydrant or crosswalk. Do not park on grass areas, dirt areas, sidewalks, or pedestrian walks. Vehicles shall not block driveways, crosswalks, or obstruct traffic.
    - d. **Unauthorized Vehicles.** Vehicles habitually left parked and unmoved on the street and unregistered vehicles are subject to towing at the owner's expense. Residents are not permitted to store vehicles for other people or grant permission to others to park in their housing area.
  5. **Recreational Vehicles and Equipment Control.** Boats, jet skies, trailers, "pop-up" campers, camper bodies, motor homes, utility trailers and the like may be parked in the housing area for no more than 48 hours, unless otherwise authorized by the Housing Office. This allows work before and after a trip, such as loading and unloading, to occur. If the resident has a garage with a garage door the vehicle may be parked in the garage if it allows the garage door to close properly. Guests may park such vehicles in the housing area with prior approval. The Housing Office *may* authorize extensions upon request. Excessive frequency of storage of these items within the housing area without prior approval will result in a violation notice from the Housing Office. Both residents and guests must park in accordance with the following regulations:
    - a. Vehicle must not restrict normal vehicular traffic movement.
    - b. Vehicle must be fully operational, have valid state registration and have liability insurance.
    - c. Vehicle must not damage landscape.
    - d. Vehicle must not be a safety hazard or eyesore.
    - e. Vehicle must not be connected to any housing utilities.
    - f. Flammables such as paints, thinners, and gasoline may not be stored in or on vehicles.
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## Chapter 4 – Neighborhood Regulations

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6. Storage of ATV's and Off Road Motorcycles: ATV's and Off Road Motorcycles may be stored in the housing area provided they are stored in a garage, carport, or other solid surface area as authorized by the Local Housing Officer. Storage at the resident's quarters must comply with the provisions listed in section G.5.a-f.
  7. Storage of Small Recreational Items: Un-trailerred small boats such as canoes, kayaks and rowboats may be kept in the housing area at the resident's quarters under the provisions listed in section G.5.a-f, and must also comply with the following conditions:
    - Must be stored in member's assigned backyard or garage only.
    - Must be stored at least two feet above the ground (if outside).
  8. Vehicle Maintenance. Vehicles shall not be in an inoperable status in excess of 72 hours. All inoperable vehicles must be removed from the housing area.
    - a. No automobile/vehicle maintenance is to be performed anywhere in the housing areas including garages, carports, parking spaces and/or on the street. Major repairs such as transmission repairs, engine overhauls, and bodywork (including sanding and painting) are not permitted in the housing area. Due to environmental and safety concerns, the changing of motor oil and other automotive fluids and battery replacement is strictly prohibited. Vehicles in poor repair and/or leaking fluids are prohibited. Member will be responsible for any environmental cleanup costs.
    - b. Minor adjustments such as tire, windshield wiper, headlight and air cleaner changes are permitted in garages and carports only. For safety reasons, cars are not to be left unattended on jacks, jack stands, or ramps.
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### H. Courtesy Rules

1. Golden Rule. Use the Golden Rule, "Do unto others as you would have them do unto you," with all residents in your housing community. Try to keep noise to a minimum, keep your unit and surrounding area clean and if you have a party, don't let it get too loud or run too late.
  2. Quiet Hours. Out of respect for your neighbors, TV and stereo (this includes car stereos) volume should be kept to a minimum as not to be overheard by your neighbors. Quiet hours are designated between 2200 through 0700 weekdays (Sunday – Thursday) and between 2300 through 0800 weekends (Friday, and Saturday) and proceeding day if a holiday. However, noise should be kept to a level to not disturb neighbors regardless of what time of day it is.
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## Chapter 4 – Neighborhood Regulations

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3. **Playgrounds.** Playground quiet hours are between dusk and dawn. **Smoking and dogs are not authorized in playground areas.**
  4. **Loitering.** Minors under age 18 shall not be loitering in the Coast Guard Housing area after dusk, unless they are accompanied by a legal guardian, and/or traveling to and/or from functions, i.e. job, movies, etc.
  5. **Bands, DJ's and Musical Instruments.** Bands (musical groups) and DJ's are not authorized in the housing area. Personal musical instruments are to be kept to a low level and are not authorized to be amplified.
  6. **Parties.** Parties in a resident's home are permitted if they meet the guidelines listed below. Violation of these guidelines can be grounds for loss of your housing privilege.
    - Quiet Hours must be observed.
    - The rights of other residents shall not be violated.
    - No one under the age of 21 may consume alcohol.
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### **I. Pools, Spas, and Hot Tubs**

1. **Wading Pools.** "Kiddy" pools are authorized in the housing areas providing they comply with the following regulations:
    - Pools must be supervised by an adult at all times when in use.
    - Water level must not exceed 12 inches in depth.
    - May not be left in yards or common areas and must be fully drained when not in use.
    - Pools may not be placed in common areas of buildings used by multiple residents (residents of multi-plex buildings).
    - Resident's pools will not interfere with contractual mowing and trimming of common grounds.
    - Residents are fully responsible for any incidents involving pools, including replacing dead grass.
  2. **Swimming Pools.** Swimming pools are not authorized in government-owned housing.
  3. **Spas and Hot Tubs.** Spas and hot tubs are not authorized in government-owned housing.
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### **J. Outdoor Decorations and Yard Signs**

1. **Christmas-Holiday Lighting and Decorations.** Holiday lighting is authorized from Thanksgiving Day until the third weekend in January. Lighting shall not be left on during daylight hours or when no one is home or overnight. Lights and decorations must be attached to the quarters without causing damage. Gutter clips are
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**Chapter 4 – Neighborhood Regulations**


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the preferred means of hanging lights. For safety reasons, roof decorations and lighting above the first floor are not permitted. If such decorations are discovered, the resident will be required to immediately remove the decorations. Residents will be held financially responsible for any damages to the housing unit from decorations. Canned “snow” must not be sprayed on siding or brick facades.

2. Political and Other Signage. Political signage of any type is not allowed in Coast Guard housing. Other signage, flags, or various materials considered objectionable or derogatory in nature, or not in the best interest of the Coast Guard or U.S. Government, are also prohibited.
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**K. Play Equipment**

1. General. All Family housing areas have age appropriate play areas for resident use. Resident owned play sets must be commercially purchased. The equipment shall not be anchored in cement. Home built play sets (swing sets, jungle gyms, playhouses, etc.), tree houses and tree swings are not permitted. Rented or owned bounce house or inflatable recreational structures must have prior authorization before set up and use. Trampolines are prohibited.
  2. Portable Play Equipment. Portable equipment such as basketball hoops and tetherball poles are permitted so long as they are stored within the resident’s yard and not in common areas, streets, or cul-de-sacs.
  3. Insurance. Residents choosing to set up personal play equipment are required to have liability insurance.
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**L. Guest Policy**

1. Definition. Guests are welcome in Housing. A guest is defined as a relative or friend who visits you for a few hours or perhaps a week or two. The member, as the sponsor, will be held accountable for the actions of guests.
  2. Guest Regulations: The following rules apply to guests:
    - Guests must comply with all regulations governing family housing.
    - Accepting rent from guests is strictly prohibited.
    - Guests visiting for more than 21 days are required to be registered at the Housing Office.
    - Guests normally may remain for no more than 30 days. Any request for guests beyond 30 days must be submitted in writing to the Local Housing Officer.
    - The Local Housing Officer retains the right to refuse permission for any guests to be in MH.
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**Chapter 4 – Neighborhood Regulations**


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**M. Telephones, Cable and Satellite Television**

1. Telephone Service. Anyone desiring telephone service must make their own arrangements to have phone service installed and/or activated. The activation of phone service is solely the responsibility of the resident, who is liable for any charges incurred in the installation and use of their telephone. Additional telephone lines may be installed by the resident, at the residents expense.
  2. Cable Service. Residents who subscribe to Cable service are solely responsible for any charges incurred in the installation, activation, and operation of their service. If new cable runs are needed contact the housing office for guidance.
  3. Satellite Service. Satellite service must be requested by submitting a Self-Help Project Request, BCCHSG-023, to the Housing Office. The Housing Office will clarify any installation restrictions at that time. Satellite dishes shall be installed on a separate post and are prohibited from being attached to any structure. Residents who subscribe to Satellite TV service are solely responsible for any charges incurred in the installation, activation, and operation of their service. All satellite television components (antenna, wiring, etc.) must be removed from the unit prior to vacating quarters.
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**N. Noise Levels**

1. Excessive noise. Loud music, loud televisions, etc., will not be tolerated in the MH. Music and televisions shall be played at a reasonable level. Common sense and respect for fellow residents and neighboring families shall prevail when determining “reasonable levels” of noise. Noise shall be kept to an absolute minimum (refer to Section H).
  2. Complaints. Complaints of excessive noise will be addressed by the Housing Office and can ultimately lead to a loss of housing privilege for repeated and/or severe offenses.
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**O. Hazardous Material**

The storing or dumping of hazardous material in Coast Guard-owned housing is strictly prohibited. Contact Environmental Health and Safety Department for proper disposal procedures.

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**P. Solicitation**

Door-to-door sales are not permitted in the housing area. Flyers or advertisements of any kind are not to be placed on road signs, telephone poles, mailboxes, bus shelters, etc.

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**Chapter 4 – Neighborhood Regulations**

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**Q. Shipboard Personnel, Deployments and Family Departures**

Due to the unique operations and extensive deployment of Coast Guard Units, some families may leave their housing unit while the member is deployed (refer to Chapter 2, Section B for absence from quarters procedures). Families shall ensure the following items/actions are taken prior to departing for an extended absence:

- Notify the Housing Office.
  - Lights are turned off.
  - All garbage removed.
  - All perishable food is removed from the unit and other food items are properly stowed.
  - Newspapers and mail is stopped/held.
  - Pets are properly cared for.
  - Lawn care and yard maintenance arranged during absence.
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**R. Grounds Maintenance**

The Housing Office, upon check-in of the member, will detail the resident responsibilities regarding grounds care. The care and cleanliness of the grounds surrounding a MH unit is the responsibility of the resident, i.e. picking up litter, taking out the trash on trash day, mowing the grass, etc. Resident will be responsible for maintaining the lawn for 50 ft surrounding their unit. Grass length will be allowed to three inches. The grounds maintenance contractor will maintain all common area shrubs and lawns. Lawn mowers are available from MWR for a small fee.

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**Chapter 5 – Household Responsibilities****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	5-3
<b>B</b>	<b>Changes to Quarters or Grounds</b>	5-3
<b>C</b>	<b>Maintenance Personnel and Access</b>	5-3
	1. Access to Government Quarters	5-3
	2. House Locks	5-3
	3. Missed Appointments	5-3
	4. Identification of Contract Maintenance Representatives	5-3
<b>D</b>	<b>Household Maintenance</b>	5-4
	1. Maintenance	5-4
	2. Minor Repairs	5-4
	3. Damages	5-4
	4. Housing Maintenance	5-4
	5. Placing a Request for Maintenance Assistance	5-4
	6. After Hours Assistance	5-4
	7. Maintenance Request Priorities	5-5
	8. Maintenance Request Status	5-5
	9. Scheduling Appointments For Routine Service Work	5-5
<b>E</b>	<b>Self Help Supplies</b>	5-5
<b>F</b>	<b>Alterations</b>	5-5
	1. Self Help Projects	5-5
	2. Conformance to Standards	5-6
	3. Who May Submit a Self Help Request	5-6
	4. Process	5-6
<b>G</b>	<b>Utilities and Energy Management</b>	5-6
	1. General	5-6
	2. Utility Abuse	5-7
<b>H</b>	<b>Practical Energy Saving Tips</b>	5-7
	1. Practical Energy Saving Tips	5-7
	2. Heating	5-7
	3. Electricity	5-7
	4. Gas	5-7
	5. Appliances	5-8
	6. Water	5-8

**Chapter 5 – Household Responsibilities****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>I</b>	<b>Window Air Conditioning Units</b>	<b>5-9</b>
<b>J</b>	<b>Trash Collection</b>	<b>5-9</b>
<b>K</b>	<b>Pest Control</b>	<b>5-10</b>
<b>L</b>	<b>Recycling Program</b>	<b>5-10</b>
<b>M</b>	<b>Cleanliness</b>	<b>5-10</b>

## Chapter 5 – Household Responsibilities

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<b>A. Purpose</b>	The purpose of this chapter is to provide basic information on Coast Guard Housing maintenance, self help projects, resident responsibilities and procedures. Further guidance is provided in Appendix B.
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<b>B. Changes to Quarters or Grounds</b>	Residents are not permitted to make <u>any</u> physical or structural changes to government quarters or to the grounds/landscape without prior approval of the Housing Office. Alteration, construction, or tampering with electrical, plumbing, heating or other utility equipment or systems is strictly prohibited.
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<b>C. Maintenance Personnel and Access</b>	<ol style="list-style-type: none"> <li data-bbox="438 663 1443 1270">1. <u>Access to Government Quarters</u>. Periodically, housing and/or maintenance personnel may need to enter government owned housing to perform contracted maintenance services/work orders, or may need to enter the premises for health, and safety concerns. Except for emergencies (i.e. flooding, fire, gas leak), every effort will be made to notify the resident at least 24 hours in advance of any scheduled and/or requested maintenance work. However, notification cannot be guaranteed and if an emergency exists, maintenance representatives will enter government quarters to assess and correct the emergency (with a housing staff representative). For non-emergency work, the resident or his/her representative shall be present during time of access and must be at least 18 years old. The housing maintenance staff will not enter any residence if the only person at home is a minor (emergency situations are excluded). The Housing Office can not and will not provide a representative to be present during any routine maintenance work. In emergency situations, the Coast Guard and/or the contractor will not be responsible or liable for conditions, property, pets, or damages due to an emergency.</li> <li data-bbox="438 1297 1443 1400">2. <u>House Locks</u>. Changing of house locks by the resident is prohibited. Residents who change entry locks will be assessed any locksmith and/or damage charges and issued a Letter of Warning.</li> <li data-bbox="438 1428 1443 1564">3. <u>Missed Appointments</u>. Work requests will be automatically cancelled if a resident misses three scheduled service call appointments. Residents may be held liable for any cost the government incurs from a contractor for missed appointments.</li> <li data-bbox="438 1591 1443 1801">4. <u>Identification of Contract Maintenance Personnel</u>. All contracted workers are required to possess a valid identification tag indicating their association with the housing maintenance department. If you are in doubt of the validity of contracted personnel or vehicles, do not hesitate to contact the housing maintenance office prior to allowing access to your quarters.</li> </ol>
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**Chapter 5 – Household Responsibilities**

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**D. Household Maintenance**

1. Maintenance. Coast Guard policy calls for a continuing program of cost reductions in the maintenance of housing. It is equally important that the value of the Coast Guard's investment not diminish because of poor maintenance. That is where the resident comes in. Housing Office personnel are dedicated to providing clean, livable quarters for all residents. We strive to assign units in "shipshape" condition – but we need your help. In order to provide you a good, clean unit, we need to receive the unit in that condition from the previous occupant. Likewise, we expect to receive the quarters back in that same condition when you leave, ordinary wear and tear expected. You are responsible for the quarters and equipment assigned to you, which means proper housekeeping, performing minor repairs, performing grounds maintenance and reporting items which require maintenance and repair that you cannot accomplish.
  2. Minor Repairs. While in quarters you are responsible for minor maintenance and repairs. You are expected to make minor household repairs which do not require a skilled repair person, such as replacing light bulbs and broken cover plates, replacing faucet washers, clearing minor plumbing stoppages, replacing door stops, tightening loose screws and pest control. The "Maintenance Responsibility Handout" (Appendix B) included with this manual outlines specific resident and government responsibilities.
  3. Damages. Residents are responsible for the acts of themselves, all guests and any pets. It is the resident's responsibility to make certain any loss or damage caused by abuse or negligence is corrected or the government is reimbursed. This would be the case if you lived in a civilian rental property. Renter's insurance will sometimes pay a portion of the repairs.
  4. Housing Maintenance. Housing maintenance is responsible for performing specific periodic maintenance, upkeep, and troubleshooting of Coast Guard housing, equipment, and associated grounds.
  5. Placing a Request For Maintenance Assistance. If repairs required are beyond your expertise you need to submit a work order with housing maintenance. Maintenance is responsible for receiving and scheduling requests for repair to government quarters and grounds. For routine or urgent requests go to the housing maintenance website at <http://www.uscg.mil/BaseCapeCod/services/fed.asp>.
  6. After Hours Assistance. After hours, only call for maintenance assistance if the problem is an emergency. Emergency maintenance service is available 24 hours a day. When you call, please be prepared to give your name, address, nature of problem, and a phone number where you can be reached. In some instances you may need to leave a voice mail. ***Please be patient, someone will call you as soon as possible.***
-

## Chapter 5 – Household Responsibilities

7. Maintenance Request Priorities. Use the following grid listing common problems to help determine the priority of service calls:

Emergency	Routine
<ul style="list-style-type: none"> <li>• Loss of heat, water, electricity, hot water.</li> <li>• Gas interruptions (smelling gas).</li> <li>• Faulty wiring/fuse.</li> <li>• To report fire hazards.</li> <li>• Major plumbing problems (all drains plugged/flooding).</li> <li>• Calls to prevent damage occurring.</li> <li>• Failure of government furnished refrigerator.</li> </ul>	<ul style="list-style-type: none"> <li>• Clogged drains or toilets <i>(Resident must attempt to unclog first. Emergency if only one toilet exists).</i></li> <li>• Failure of government furnished stove or dishwasher.</li> <li>• Missing/damaged window screens.</li> <li>• Minor plumbing problems (i.e. dripping faucet, running toilet).</li> </ul>

8. Maintenance Request Status. Each service request is assigned a work order number. You may check on the status of your request by calling the Maintenance service desk during normal working hours.
9. Scheduling Appointments For Routine Service Work. Residents may schedule appointments for routine service work. Appointments will only be made for Monday-Friday and within a four-hour window. Maintenance will not schedule a specific time for routine work.

### E. Self Help Supplies

Self help supplies are located at Shipping and Receiving, building 5217. These supplies are provided to assist residents in performing routine maintenance responsibilities. Examples of materials/equipment that are available at the Self Help are furnace filters, 9V batteries, grass seed, and specialty light bulbs. These items are available on a first-come, first serve basis. A current list of items will be maintained at Shipping and Receiving.

### F. Alterations

1. Self Help Projects. Residents must receive written approval from the Housing Office prior to starting any "Self Help" or "Do-It-Yourself" improvements to quarters or grounds/landscaping, using Self Help Project Request, BCCHSG-023. The following Self Help projects are typical projects which may be accomplished (or contracted) by a resident; fence installation, gardens, interior painting, and Satellite Dish Installation (TV antennas are not allowed).

## Chapter 5 – Household Responsibilities

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2. Conformance to Standards. Only the Housing Office can approve Self Help projects. This is to ensure that each proposal is compatible with existing material and/or construction, utility systems will not be affected, fire regulations and access to buildings are not compromised, common areas will not be encroached, the appearance of the area is not adversely affected, and the government's long-term investment is protected. When you submit a Self Help request, you agree to the following:
    - a. The Self Help project will conform to this publication and standard construction principles.
    - b. You are committed to the financial investment.
    - c. You have the available time to accomplish all work.
    - d. You have the ability to do the work.
    - e. The workmanship will reflect a high degree of professionalism.
    - f. The Housing Office will inspect the finished project as needed. If the work does not pass inspection, changes will be made, at the resident's expense, to comply.
    - g. At termination of housing, the quarters will be returned to the original configuration unless previously authorized by the Housing Office in writing. Failure to return the unit to its original condition may result in a delay of starting BAH or financial restitution being made to the government.
  3. Who May Submit a Self Help Request. Residents may submit and complete a Self Help project, with the understanding they are fully responsible for the project, must comply with the provisions of this section, and will be financially liable for restitution if necessary.
  4. Process. The following steps shall be followed prior to getting started on any Self Help project:
    - Resident submits a Self Help Project Request, BCCHSG-023, to the Housing Office and meets with a housing representative for specific requirements.
    - Local Housing Officer (or designee) approves/disapproves request. If disapproved, a reason will be provided.
    - Resident upon departure, returns government property to original condition (unless they have prior approval to leave project in place, i.e. telephone/cable television lines).
- 

### G. Utilities and Energy Management

1. General. The utilities you use are paid for by the U.S. Government and are *your tax dollars*. So, please keep in mind the continued success of our housing program is largely dependent upon **YOUR** sensible use of utilities. Energy conservation is a national concern. Excessive energy consumption drains natural resources and housing funding that could be used on other projects. It is necessary that everyone in Coast Guard
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## Chapter 5 – Household Responsibilities

owned housing take steps to ensure that our Coast Guard Housing program is not reduced or jeopardized because of excessive utility consumption.

2. Utility Abuse. Abuse will not be tolerated. The Housing Office will issue Warning Letters to residents who are caught abusing utilities.

### H. Practical Energy Saving Tips

1. Practical Energy Saving Tips. Energy conservation is not reduced comfort, it is taking steps to ensure that energy is not wasted or abused.
2. Heating.
  - Maintain inside temperatures in the 65-70 degree range when home.
  - You and your family should wear warm clothes indoors during the winter.
  - Turn down your thermostat(s) at night before going to bed or when the house is unoccupied to at least 65 degrees. When you leave for an extended vacation you can turn your thermostats down to 60 degrees or less, but don't turn your heat off because this could cause your pipes to freeze and burst if extreme weather occurs.
  - Don't keep bathroom or stove ventilation fans running when not needed. These fans vent out heated air and draw cold outdoor air into your home.
  - Pull down your shades, close your blinds, and draw your drapes at night. Open them during daylight hours.
3. Electricity. Reduce consumption of electricity during peak demand periods from 11:00 AM to 5:00 PM and observe the following conservation methods:
  - Avoid the use of washers and dryers during the peak use period.
  - Lighting intensities shall not exceed "UL" wattage recommendation for installed fixtures. This practice is also a fire safety precaution.
  - Turn off lights when you leave a room.
  - Refrigerator coils must be kept clean and at least two inches from wall. If there is an energy saver switch, use it.
  - Stereos and Televisions should be turned off when no one is home.
  - Consider replacing your regular light bulbs with fluorescent light bulbs.
  - Reducing the light bulb wattage will save energy.
4. Gas.
  - Report all gas leaks immediately.
  - Gas furnaces and ranges should burn with a blue flame. The presence of a yellow flame could indicate an improperly functioning

**Chapter 5 – Household Responsibilities**

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system, incomplete combustion and consequently a release of Carbon Monoxide, an odorless, colorless, deadly gas. Your hot water heater has a “pilot” light. If it goes out, call Housing Maintenance to re-ignite. Do not attempt to re-light it yourself.

- Do not use your range or oven to heat your quarters.

**5. Appliances.**

- Appliances not working properly can contribute greatly to high-energy bills. Hot water heaters, furnaces, etc. that seem to not be functioning properly should be serviced. If your furnace or range needs repair or adjustment contact maintenance.
- Don’t overload the dryer. You must have adequate air flow for the clothes to dry properly.
- Check the dryer exhaust hose for clogging or crimping.
- Clear the dryer lint screen after each use.
- Check the outside dryer vent exhaust. Make sure the flap is attached and working properly (it should be shut when the dryer is not running).
- Clean dust off of cooling vents on refrigerators. The older models have cooling vents on the back, while the newer ones have them in the front, on the bottom.
- Check the gaskets around the door of the refrigerator and make sure there is a tight fit when the door is shut.
- Your freezer works more efficiently when it’s full. You can put bags of ice in your freezer to keep it fuller. Do not block the freezer vents since this will cause the freezer to run constantly.
- Heating/cooling units (furnaces and air conditioners) and intake vents contain filters that should be inspected. Some filters can be vacuumed instead of being replaced.
- Avoid using the dishwasher unless you have a full load.

**6. Water.**

- A slow leaking faucet can waste between 50-75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is your responsibility to report leaks immediately.
  - Over watering your lawn is wasteful. 10 to 15 minutes in any one spot is sufficient. To reduce evaporation, the most effective time for watering is before 8:00 AM, or after 6:00 PM. Care should be exercised to ensure that sprinklers water the lawn, not the sidewalk or street.
  - A poorly seated toilet flapper valve or improperly adjusted tank float generally causes continuously running toilets. Report running toilets to the Housing Maintenance.
  - Report any water leaks that you can’t repair. Exterior leaks may occur around meters, water cutoff boxes, and exterior water faucets.
-

## Chapter 5 – Household Responsibilities

- When you turn on your shower check the lower spigot to ensure no hot water is going directly down the drain. If this is the case, have the leaky part tightened or replaced.
- Flow-restricted showerheads can reduce the amount of water you use by half. All showers should have these installed. Replacement of a flow-restricted head with a non-restricted head is not allowed.

### I. Window Air Conditioning Units

1. Window air conditioning (A/C) units should not be any larger than 11,750 BTU, 115 volts and 10 amps.
2. DO NOT screw or nail the A/C unit to the window frame or sill.
3. In townhouses, plywood must be used in side sliding windows to close and seal the open gap. You are required to paint the exterior of the plywood white. As an alternative, Plexiglas can be used; it gives a nicer appearance and lets the light in.
4. In order to prevent heat loss during winter months, A/C units are only authorized for installation from April 1<sup>st</sup> through November 1<sup>st</sup>.

### J. Trash Collection

1. You were provided a trash pickup schedule when you checked into quarters and will be notified of any changes. Your trash cans must be at the curb before 0700 on the scheduled pick-up days and must be returned to proper storage by the end of pick-up day. When not out for collection, the cans must be properly stored. Using plastic trash bags, keeping trash containers covered, and routinely washing trash containers and recycling bins with soap and water will minimize odor and pest control problems.
2. Housing area dumpsters: After depositing your trash in the dumpster, be sure to close the top covers and side doors. This keeps animals and wind from getting in and spreading the trash all over. Should you find that birds or other animals have gotten into the dumpster and spilled trash on the ground around it, please take a few minutes to pick it up and place it back in the dumpster.
3. The dumpsters are for household trash only. Do not put any hazardous waste, appliances, furniture, cardboard boxes or other recyclables in the dumpster or on the ground around the dumpster. These items must be taken to the recycle center on base for proper disposal. Dumpsters are for "HOUSING RESIDENTS ONLY". If you notice illegal dumping or problems with a dumpster, please contact the Housing Office.

## Chapter 5 – Household Responsibilities

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- K. Pest Control**
1. Residents are expected to resolve minor pest control problems. Costs to the government need to be controlled and the responsibility for routine household pest control needs to be focused on the resident. Residents can control many varieties of pests with minimum expense and effort. Products are available at your local grocery, drug and home improvement stores.
  2. If you feel you have an infestation, a housing inspector will visually inspect your quarters to validate the presence of the infestation. This is required before any government funded pest control work will be done.
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**L. Recycling Program**

Recycling is encouraged for MH residents. Information regarding recycling in your area was provided to you at your check-in. Contact the Housing Office for additional information. Recycling containers must be properly stored.

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**M. Cleanliness**

MH units are expected to be kept clean, comfortable, appropriately furnished, and should meet or exceed safety standards. Sanitary standards are essential and shall be strictly maintained at all times. The Housing Office will perform just cause inspections on any housing unit that is suspected of not adhering to a reasonable cleanliness standard.

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**Chapter 6 – Unaccompanied Personnel Housing****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Welcome</b>	6-3
<b>B</b>	<b>Occupancy</b>	6-3
	1. Change in Status	6-3
	2. Acquiring a Dependant	6-3
<b>C</b>	<b>Terminating UPH</b>	6-3
<b>D</b>	<b>Personal Security and Safety</b>	6-4
	1. Resident Responsibility	6-4
	2. Theft	6-4
	3. Call 911	6-4
<b>E</b>	<b>Keys and Locks</b>	6-4
	1. Room/Unit Keys	6-4
	2. Key Trouble	6-4
<b>F</b>	<b>Pets</b>	6-4
<b>G</b>	<b>Guest Policy</b>	6-4
	1. Definition	6-4
	2. Sponsored Guest	6-5
	3. Roommate's Room	6-5
	4. Resolving Conflicts	6-5
	5. Removal of Guest	6-5
	6. Loss of Privileges	6-5
<b>H</b>	<b>Cleanliness and Grounds Maintenance</b>	6-5
	1. General	6-5
	2. Individual Rooms	6-5
	3. Common Areas	6-5
	4. Grounds Care	6-5
<b>I</b>	<b>Tobacco Use Prohibited in UPH</b>	6-6
<b>J</b>	<b>Alcoholic Beverages</b>	6-6
	1. General	6-6
	2. Legal Drinking Age	6-6
<b>K</b>	<b>Etiquette</b>	6-6
	1. Clothing	6-6
	2. Common Courtesy	6-6
<b>L</b>	<b>Shipboard Personnel and Deployments</b>	6-6

**Chapter 6** – Unaccompanied Personnel Housing

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## Chapter 6 – Unaccompanied Personnel Housing

### A. Welcome

Congratulations on your assignment to your new home in Unaccompanied Personnel Housing (UPH). In most cases you have already met with a representative from the Local Housing Office during your check-in and received a familiarization brief. The purpose of this chapter is to provide you with additional information upon your assignment to Coast Guard owned housing at Base Cape Cod. **All of the rules and regulations in the chapters 1-5 of the Family Housing section of the manual also pertain to the UPH Housing. The following are additional regulations and information specific to UPH.**

Family quarters in the Base Cape Cod housing area have been converted and designated as UPH for single permanent party personnel. These units are located throughout the family housing area and are not furnished. Each unit has individual locks on the bedroom doors. All units have living and dining areas, kitchens with appliances, bathroom, basement laundry area (washers and dryers are NOT provided) and an outdoor storage shed.

### B. Occupancy

1. Change In Status. Personnel residing in the UPH shall notify the Local Housing Office immediately upon any change in status that might affect their continued eligibility for government quarters. Examples include (but are not limited to):
  - Separation from active duty
  - Marriage
  - Changes in rank or grade
  - Receipt of PCS orders
  - Extended leave from the quarters
2. Acquiring a Dependent. UPH residents who get married or acquire a dependent are not authorized to remain in the UPH. UPH residents who acquire a dependent must contact the Housing Office immediately to schedule their check out inspections (spouse or dependent cannot reside in the UPH).

### C. Terminating UPH

General requirements when terminating UPH:

- Remove all personal belongings from the UPH room and storage areas.
- Clean UPH room and ensure it is free of dust/debris and ready for immediate occupancy.
- Clean all common areas as instructed at pre inspection.
- Return all keys to the LHR.

**Chapter 6 – Unaccompanied Personnel Housing**

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**D. Personal Security and Safety**

1. Resident Responsibility. Each UPH resident is responsible for the security of their belongings. All rooms must be properly locked when residents are absent. Base Cape Cod assumes no responsibility for lost or stolen items or money.
  2. Theft. If a resident believes that their room has been inappropriately entered, and determines that something has been stolen, immediately report the incident to the Local Housing Office, base security and the local police.
  3. Call 911. If a resident feels threatened, or has been assaulted, they should immediately call 911 and report the incident to the Local Housing Office and provide a copy of the police report.
- 

**E. Keys and Locks**

1. Room/Unit Keys. Upon check-in, the Housing Office will issue each resident one key to his/her assigned room and to the UPH unit. Residents are responsible for these keys and must return them upon check-out. Residents are not authorized to give their room or UPH unit key to anyone.
  2. Key Trouble. No person shall cut, force, or otherwise tamper with a government locking device, or any locking device which is not his or her own personal property. Under no circumstances shall any individual have keys to government locking devices duplicated. Problems with keys or locks shall be promptly reported to the Housing Office. Unauthorized entry into another resident's room is considered breaking and entering and **violators will be subjected to criminal charges/UCMJ/ immediate loss of housing privilege**
- 

**F. Pets**

Fish are **the only** pets authorized in UPH. Fish can be in fishbowls or in aquariums. Aquariums can be no larger than 25 gallons. Any UPH residents assigned afloat or to duty that keep them away for extended periods of time shall arrange for the care of any fish and notify the Housing Office of these arrangements prior to departure. Violation of the pet policy can result in the loss of the privilege to live in government quarters.

**PET WAIVERS WILL NOT BE GRANTED.**

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**G. Guest Policy**

1. Definition. A guest or visitor is defined as *anyone* who is not currently assigned to the UPH. The sponsor is the UPH resident responsible for the guest(s).
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## Chapter 6 – Unaccompanied Personnel Housing

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2. Sponsored Guest. The UPH is reserved for residents and sponsored guests only. Anyone expecting guests **must be present when guests are in the UPH at all times**. Guests must abide by all UPH rules and regulations, and sponsors are responsible for the actions of their guests. Guests visiting longer than 3 days must be approved by the Housing Office.
  3. Roommate's Room. Guests are not permitted in other resident's room without the permission of that resident.
  4. Resolving Conflicts. Residents should try to resolve any problems that arise associated with visitors/guests. Guests who become disruptive or infringe on the rights of other residents will be asked to leave.
  5. Removal of Guest. The Housing Office or any competent authority may immediately remove guests in situations when a mutual agreement/resolution cannot be reached or at any time deemed necessary.
  6. Loss of Privileges. Any resident(s) found abusing or violating the UPH guest regulations may have their guest privileges revoked. Appropriate administrative and/or disciplinary action will be taken if deemed necessary, including the loss of housing privileges when warranted.
- 

### H. Cleanliness and Grounds Maintenance

1. General. UPH units are expected to be kept clean, comfortable, appropriately furnished, and to meet or exceed safety standards. **Sanitary standards are essential and shall be strictly maintained at all times.**
  2. Individual Rooms. Individual rooms shall be cleaned on a regular basis.
  3. Common Areas. In addition to individual rooms, the residents will share cleaning responsibilities of common areas. Common areas include the kitchen, bathroom, living/dining room, stairwell, halls, basement and closets. Common areas shall be thoroughly cleaned weekly or more frequently if needed and all residents will be held accountable for failing to do so.
  4. Grounds Care. The Housing Office, upon check-in of the member, will detail the resident responsibilities regarding grounds care. The care and cleanliness of the grounds surrounding a UPH unit is the responsibility of the UPH residents, i.e. picking up litter, taking out the trash on trash day, mowing the grass, etc. Residents will be responsible for maintaining the lawn for 50 ft surrounding the unit. Grass length will be allowed to three inches. Lawn mowers are available from MWR for a small fee.
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**Chapter 6 – Unaccompanied Personnel Housing**

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**I. Tobacco Use Prohibited in UPH**

The use of all tobacco products, **smoking and smokeless**, is prohibited in UPH. Smoking is allowed outside the UPH unit. Totally extinguished cigarette butts are to be properly disposed of in refuse containers. **Do not dispose of smoking materials on the ground.**

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**J. Alcoholic Beverages**

1. General. Alcoholic beverages are authorized in UPH. Residents shall exercise moderation and common sense when consuming, serving, and storing alcoholic beverages.
  2. Legal Drinking Age. Possession and consumption of alcoholic beverages is permitted in the UPH only for those residents and guests who are **21 years of age and over**. Any underage personnel found in the possession of, or consuming alcohol in or near a UPH unit, will be subject to disciplinary action as provided for in the UCMJ. Any violation of this directive may result in eviction of all residents involved.
- 

**K. Etiquette**

1. Clothing. Proper attire shall be worn in the UPH common areas at all times. Proper attire consists of the uniform of the day, civilian attire in good taste/repair and proper for use in public. At the very least, it shall include a T-shirt and shorts.
  2. Common Courtesy. Common courtesy dictates that personnel assigned to the same UPH unit cooperate with each other in order to live in harmony. Honor and respect of each other's privileges, rights, property, beliefs, and privacy shall be considered at all times.
- 

**L. Shipboard Personnel and Deployments**

Due to the unique operations and extensive deployment of Coast Guard Cutters, residents who are assigned to seagoing units shall ensure the following items/actions are taken prior to deployment:

- Lights are turned off.
  - All garbage removed.
  - Room is thoroughly cleaned and vacuumed.
  - All perishable food is removed from the unit and other food items are properly stowed.
  - All laundry is clean and properly stowed.
  - All valuables are locked or secured.
  - Notify the housing office of your deployment dates.
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**Enclosure 1 – Hurricane Preparedness****Table of Contents**

<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>1</b>	<b>Evacuation Planning</b>	<b>1-3</b>
<b>2</b>	<b>Hurricane Preparedness Planning Tips</b>	<b>1-8</b>
<b>3</b>	<b>What the Coast Guard Does</b>	<b>1-10</b>
<b>4</b>	<b>Evacuation Action Plan</b>	<b>1-11</b>
<b>5</b>	<b>Basic Disaster Supply Kit</b>	<b>1-12</b>

**Enclosure 1** – Hurricane Preparedness

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**Enclosure 1 – Hurricane Preparedness**

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**EVACUATION PLANNING**

**Important note:** *this enclosure is intended for Coast Guard personnel and should be followed in the event of a disaster. For DOD personnel this section includes extremely useful information and is intended to be a guide in conjunction with your command policies.*

**1. What can you expect if a major hurricane threatens your duty station or your home and you are in the mandatory evacuation zone? Where can you go? If you must evacuate, your choices are:**

- Go to friends/relatives/elsewhere (your own safe haven)
- Go to a location within Coast Guard designated safe haven (if designated)
- Go to a local community/state shelter

**2. Do you know what you may need?** Review the list of Basic Disaster Supplies, section 5.

**3. Will your active duty spouse be able to evacuate with you?** Military dependents and civilian employees and dependents are authorized evacuation allowances when authorized/ordered to leave a CONUS location because of unusual/emergency circumstances. A uniformed service member cannot be evacuated. A uniformed member who is ordered to depart an area being evacuated must be in a temporary duty (TDY) or permanent change of station (PCS) status. In the case of uniformed members who are single parents or member to members with minor children, the travel order Approving Official may determine if the member should accompany dependents as escorts. A person may travel under an official travel authorization/order as an escort for a dependent evacuated who is incapable of traveling alone between the member's PDS and safe haven.

- a. Civilian employees and their dependents can be authorized evacuation orders but they must travel to the safe haven listed within their orders if they expect to be reimbursed. Questions and answers for civilian employees affected by emergency situations may review the following guide at <http://www.uscg.mil/ppc/travel/civilianevac.pdf>.
- b. Reserve component members who are not on active duty cannot be authorized evacuation or TDY orders.

**4. If you choose to go to a hotel in the safe haven area, you must make your own hotel reservation.** Likewise, evacuees can choose to stay at a friend's or relative's residence. Recognize there are two types of evacuations: Full and Limited.

- a. **Full Evacuation:** The authorized/ordered dependent's movement from a specific CONUS area, when authorized/ordered by the appropriate authority indicated in par. U6051-B of the Joint Federal Travel Regulations. Evacuation refers to movement or departure from one area to another. Both areas may be in the same city/town/county or each may be in a different city/town/county.
  - b. **Limited Evacuation:** The authorized/ordered movement of a member's dependent(s) from a CONUS residence to the nearest available accommodations (which may be GOV'T QTRS), when authorized/ordered by the appropriate authority indicated in par.
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**Enclosure 1 – Hurricane Preparedness**

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**U6051-B of the Joint Federal Travel Regulations**

**5. Government Travel Charge Card (GTCC).** The GTCC is authorized for use by uniformed members and civilian employees that are on official government travel and can only be used to pay for reimbursable expenses (e.g., lodging, food, gas). Uniformed members and civilian employees are reminded that charges are to be made to the GTCC for only those reimbursable expenses that are incurred by the Cardholder. Expenses incurred for or by dependents, relatives, or friends shall not be charged to the GTCC. If you are an active duty member, a CGR member on active duty, or a civilian employee that has been displaced, be advised that your GTCC will very likely have a credit limit of one dollar (if you do not frequently travel on TDY orders). To check this, or to have your travel card limit raised, call the 1-888 number on the back of the card. JPMorgan Chase will then contact the Coast Guard coordinator for the account and increase the credit limit.

**6. Consider using the buddy system to travel to the designated safe haven.** By driving in tandem with another Coast Guard family, you avoid trusting your evacuation to one vehicle. Leave as early as you can, because **traveling may be slow and very stressful.**

**7. If you have pets,** consider finding a source now for staying at a pet-friendly hotel, or consider boarding them in a kennel in the safe haven area instead of keeping them with you. Not all hotels accept pets. Some hotels allow pets for families that are evacuating but may require an additional daily “pet cleaning charge.” That expense is borne by the member/family and not reimbursable by the government.

**8. Evacuation to a Coast Guard Designated Safe Haven.** If an area affecting Coast Guard families is declared a mandatory evacuation zone by local authorities, the District Commander is authorized to designate a “safe haven” evacuation site for Coast Guard dependents, non-essential civilian and military employees. If you evacuate (actually travel) and the Coast Guard declares an evacuation for your neighborhood, town or county, you and family members will be entitled to limited travel reimbursement by the Coast Guard at standard rates for travel, meals and lodging, for the specified time-period of the ordered evacuation *for the safe haven location*. Remember, if the District Commander does not order an evacuation, your travel will not be reimbursed.

a. The safe haven locality per diem rate will be determined by the safe haven designated in the evacuation order. If you obtain lodging, save all motel/hotel receipts in order to be reimbursed for these costs (proof of purchase is required – you are reimbursed for travel costs to/from the designated safe haven location).

b. Dependents of uniformed service members and civilian employees and their dependents receive transportation and per diem for allowable travel time (excludes personal travel time) until they reach the safe haven location. Command-sponsored dependents age 12 or older receive up to the full locality rate and those under age 12 receive up to 50% of the locality rate. Per diem for departure and return days to the PDS are paid at 75% M&IE. A civilian employee and dependents or a military dependent incident to a LIMITED evacuation traveling by Personally Owned Conveyance (POC) is paid the TDY mileage rate. A MILITARY DEPENDENT traveling via a POC to and from a safe haven other than a limited evacuation is paid the PCS mileage rate.

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**Enclosure 1 – Hurricane Preparedness**

c. If military dependents who are issued evacuation orders choose not to travel to the designated safe haven and choose to go to another location instead, the reimbursement is based on the Standard CONUS per diem rate and not the per diem rate of the designated safe haven. The current Standard CONUS per diem rate can be found in Joint Travel Regulations.

d. The full per diem rate for evacuations can only be paid for a 30-consecutive-day period. Thereafter, the daily per diem rate is reduced to 60% for personnel over age 12 and 30% for children under age 12.

**9. IMPORTANT NOTE for Civilian Employees and Their Dependents:** PPC-travel will not process the claim if a civilian employee and his or her dependents do not travel to the safe haven as stated on the order. Civilian employees and dependents are not authorized reimbursement for travel to a location other than the safe haven stated on their orders. If authorized, an amendment to orders would be required, and if made they would then get the per diem of that location.

**National Hotel Chains:**

- ✓ Best Western (1-800-780-7234) <http://www.bestwestern.com/>
- ✓ Holiday Inn (1-800-465-4329) <http://www.holiday-inn.com/>
- ✓ Ramada Inn (1-800-2-Ramada) <http://www.ramada.com/>
- ✓ Travelodge (1-800-578-7878) <http://www.travelodge.com/>
- ✓ Choice Hotels (1-877-424-6423) <http://www.choicehotels.com/>  
Including: Clarion Inn, Comfort Inn, Comfort Suites, Econo Lodge, MainStay Suites, Quality Inn, Quality Inn and Suites and Sleep Inn.
- ✓ Marriott (1-888-236-2427) <http://www.marriott.com/>  
Including: Marriott, Renaissance, Courtyard, Residence Inn, Fairfield and SpringHill Suites
- ✓ Hilton (1-800-774-1500) <http://www.hiltonworldwide.com/>  
Including: Hilton, Doubletree, Embassy Suites, Hampton Inn, Hampton Inn and Suites and Homewood Suites.
- ✓ Radisson (1-888-201-1718) <http://www.radisson.com/>
- ✓ Days Inn (1-800-446-4656) <http://www.daysinn.com/>
- ✓ Howard Johnson (1-800-446-4656) <http://www.hojo.com/>
- ✓ LaQuinta Inns (1-800-531-5900) <http://www.laquinta.com/>

**Enclosure 1 – Hurricane Preparedness**

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**10. What if I choose to return to my residence before the evacuation has been terminated?** When the member returns from a safe haven location with one or more dependents, all evacuation allowances cease for the entire family regardless of the location of other dependents. COMDT (CG-1222) may direct the early return of dependents, and termination of evacuation allowances, in certain areas before the evacuation period termination date. When requested through the member's chain of command, COMDT (CG-1222) may authorize one or more of the dependents to remain at the evacuation safe haven location with appropriate allowances.

**11. Travel Reimbursement Process Overview**

- a. Mandatory Evacuation Order – is issued by the District Commander.
- b. Evacuation Travel Orders – are issued by Command (Logistics Department) – lists evacuation time period, safe haven location, and eligible dependents.
- c. Advance Travel Funds – once orders issued, the member can draw cash travel advances and/or a Government Travel Charge Card can be used. The Government Travel Card must only be used to fund the travel cardholder's authorized reimbursable expenses. Use of the Government Travel Card for reimbursable expenses other than that of the cardholder (e.g. dependents) is unauthorized. Advances of no more than 80% of the expected actual expenses are recommended to avoid possible overpayments.
- d. Conclusion of Evacuation – member completes travel and prepares/submits travel claim to liquidate expenses and advances.

**12. Claiming Reimbursement**

- a. Travel claims will be processed in accordance with the standard claim reimbursement process.
  - Receipts for expenses of \$75.00 or greater are required.
  - Receipts for lodging in **any amount** are required.
  - Receipts for meals, food, misc., are not required in lieu of the "flat rate per diem" provided for meals and incidental expenses (M&IE).
- b. The sponsor cannot sign a dependent's travel claim when the orders were issued to the dependent; the dependent must sign his or her own claim. Claims should be submitted every thirty days; dependents (non access to the CG network) cannot submit claims electronically, paper claims must be prepared. Units shall assist evacuees with claim preparation. Each evacuee shall be asked about advances or previous payments received. All advances or previous payments associated with an evacuation claim must be disclosed upon submission of any evacuation claim in order to avoid duplicate payments in accordance with the JTR, Chapter 1, Part A, para U1000.D. To verify travel advance payments visit the Coast Guard Finance Center Travel Payment Application at ([https://www.fincen.uscg.mil/secure/TP\\_menu.htm](https://www.fincen.uscg.mil/secure/TP_menu.htm) or <http://cgweb.fincen.uscg.mil/travelPmt>). Each claim submitted must have an original hand written signature in blue ink by the traveler and Approving Official. The order must be an original with the Approving Official's hand written signature in blue ink or a copy of the approved order certified as a true copy.

**Enclosure 1 – Hurricane Preparedness**

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**13. Evacuate to Friends/Relatives/Elsewhere (your own safe haven):** Can you stay with friends or family instead of evacuating to a Coast Guard safe haven? Absolutely! If you evacuate to somewhere other than the designated safe haven, and stay in a hotel, you will be eligible for reimbursement for travel, meals, and lodging. However, be advised that if a military dependent who is given evacuation orders does not go to the *officially* designated safe haven, they would be given the standard CONUS per diem rate, not the rate of the area that was *officially* designated as the safe haven. The current standard CONUS per diem rate is \$123. If you choose to stay at a private residence, you will be reimbursed for travel, meals and incidental expenses only.

**Note:** Evacuations pertain to specified geographic areas; you have to reside in that area to be reimbursed for the evacuation! If you evacuate your home **and it is NOT in a mandatory evacuation zone**, you will not be entitled to any reimbursement by the Coast Guard. It's always good to be safe and prudent. However, if a mandatory evacuation is ordered after you have already left (going early is safe and prudent), you will be entitled to travel and expenses performed for the prescribed dates of the evacuation.

**14. Evacuate to Local Community/State Shelters.** If you cannot find transportation or do not wish to be too far away from your home during an evacuation, you may choose to evacuate to a local shelter if a mandatory evacuation is ordered. Shelter information changes routinely, therefore it is best to monitor local and state emergency broadcasts for current shelter information.

a. If you go to a local shelter:

- ☐ Remember to take along your disaster survival kit with food, water, and bedding. Don't forget entertainment for the kids. Medical care will not be available at most shelters, and don't forget to take all prescription drugs with you. If you anticipate a need for medical care, arrange to evacuate to a medical facility instead.
- ☐ Don't bring alcohol or weapons.
- ☐ If you bring a pet, be prepared for its care.

Enclosure 1 – Hurricane Preparedness

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**Hurricane Preparedness Planning Tips**

**ENSURE YOUR PLAN IS AS THOROUGH AS POSSIBLE.**

Make sure your family can subsist without you as you may be needed for response operations. Plan ahead and tell other family members what the plan is.

**YOUR FAMILY'S HURRICANE PLAN SHOULD INCLUDE:**

- Insurance (e.g., renter's) to cover personal belongings, regardless of whether you live on the economy or live in government owned or leased quarters. Coast Guard members living in government owned or leased quarters are restricted to a total government maximum settlement ceiling of \$40,000, based on depreciated replacement value. Renter's insurance with "replacement value" coverage is more likely to fully reimburse for damages in the event of a disaster. Insurance companies will not issue a new policy when a hurricane is threatening and some may not issue a new policy during hurricane season. Take care of your insurance needs early.
- A thorough property inventory (a videotape/digital recording is excellent). Store with insurance and title papers in a safe place or send a copy to a relative out of the area. If you keep the copy with you, make sure when you evacuate, you take it with you.
- A "family disaster survival kit" ready to take with you if you evacuate. Include important papers, such as driver's licenses, special medical information and insurance policies. Provide a copy of your planned evacuation plan to family members outside the area.
- Ensure your vehicle is operating properly. Authorities suggest keeping gas tanks at least  $\frac{3}{4}$  full at all times throughout the hurricane season.
- Sufficient cash on hand during the hurricane season - enough small bills for at least three days' worth of meals for your family (recommend at least \$200.00). In the event of a mandatory evacuation and you evacuate to the designated safe haven, family members can receive additional cash from the personnel assistance team located at the designated "safe haven" to be announced if an evacuation order has been given by the district commander. Coast Guard employees on TDY with a government travel credit card can make cash withdrawals at an automated teller machine during an evacuation.
- Up-to-date prescriptions: maintain at least a two-week supply during hurricane season.
- **Plans for pregnant women in their eighth month between June and November;** register at the hospital where delivery is planned and inquire early to confirm plans on where to go, should delivery occur during a hurricane.
- Home preparation for evacuation: Store valuables/irreplaceable treasures in your empty appliances - washer, dryer, dishwasher, oven, and microwave. Put plastic bags over TVs, lamps, computers, etc. Pack clothes in plastic bags to keep them dry. Keep a set of tools with you during the storm. Fill new garbage cans with water to use for flushing, bathing, washing clothes, etc. Fill plastic gallon bottles with water and place in freezer. Pack freezer

## Enclosure 1 – Hurricane Preparedness

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with newspaper and turn to lowest temperature. Clean out refrigerator of perishable items (dairy products or produce, etc.). Line the tub with plastic sheeting or clean shower curtain, or caulk the drain with silicone caulking - it will hold water for weeks and cleans up easily when dry. Plan on three gallons per person per day for all uses.

- Watch the news and prepare.
- **Get instructions from your unit or SUPERVISOR.** Follow family evacuation and member TDY instructions, if any, for your area.
- Arrange for a friend or relative outside the area to be your point of contact for information about your family. Give your spouse the number. Have a long distance calling card to stay in touch with your point of contact.

**Watch the Weather** Keeping informed during a storm is extremely important. It will enable you to prepare for and react to the storm – before, during and after. Listen to your local news and know the difference between a hurricane watch and warning.

- Hurricane Watch: A Hurricane Watch is issued when there is a threat of hurricane conditions within 24-36 hours.
- Hurricane Warning: A Hurricane Warning is issued when hurricane conditions (winds of 74 miles per hour or greater or dangerously high water and rough seas) are imminent and expected in 24 hours or less.

### **General Information/Weather/Government Sites**

Vermont: <http://dps.vermont.gov/>

Maine: <http://www.maine.gov/mema/>

New Hampshire: <http://www.nh.gov/safety/divisions/bem/>

Massachusetts: <http://www.mass.gov/eopss/agencies/mema/>

Rhode Island: <http://www.riema.ri.gov/>

Connecticut: <http://www.ct.gov/demhs/site/default.asp>

New York: <http://www.semo.state.ny.us/>

Suffolk County NY:

<http://www.suffolkcountyny.gov/Departments/FireRescueandEmergencyServices/OfficeofEmergencyManagement.aspx>

Nassau County NY: <http://www.nassaucountyfl.com/index.aspx?NID=370>

New York City: <http://www.nyc.gov/html/oem/html/home/home.shtml>

New Jersey: <http://www.state.nj.us/njoem/>

Weather Channel: <http://www.weather.com/>

National Hurricane Center: <http://www.nhc.noaa.gov/>

National Weather Service: <http://www.nws.noaa.gov/>

United States Coast Guard: <http://www.uscg.mil/>

United States Coast Guard Reserve: <http://www.uscg.mil/reserve>

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## Enclosure 1 – Hurricane Preparedness

## The Stages of Coast Guard Readiness for Severe Weather (WX) Conditions

Hours Prior to Storm Arrival	WHAT THE COAST GUARD DOES ...
N/A	<ul style="list-style-type: none"> <li>USCG units set <b>Hurricane Condition Five.</b></li> <li>Review and update severe weather planning guides.</li> <li>Review plans &amp; preparations for new severe weather/hurricane season.</li> <li>Collect emergency evacuation personnel information from members/employees.</li> </ul>
72	<ul style="list-style-type: none"> <li>Identified storm tracking toward the First District.</li> <li>USCG units set <b>Hurricane Condition Four</b></li> <li>USCG units begin tracking the storm.</li> <li>Inform members/employees to get their severe weather action plan ready.</li> <li>Unit commanders review the evacuation process and brief the crew.</li> </ul>
48	<ul style="list-style-type: none"> <li>USCG units set <b>Hurricane Condition Three.</b></li> <li>USCG units continue tracking the storm.</li> <li>Military/employees briefed on storm; prepare CG property for severe weather. <u>Civil Authorities may recommend that residents voluntarily leave the area.</u></li> <li>Military personnel will be expected to be at their duty stations.</li> <li>The District Commander will determine the likelihood that an evacuation of dependents will be ordered.</li> <li>Member &amp; dependents should <b>prepare personal property</b> for the expected weather and <b>get ready for a possible evacuation.</b> Command may place reserve personnel on “alert.”</li> <li>Dependents may depart voluntarily; however, <u>reimbursement will not be authorized until the District Commander approves evacuation.</u></li> <li>Personnel whose dependents voluntarily leave the area should report their departure to their supervisor or other command representative within 12 hours or when reaching a destination, whichever is sooner.</li> <li><b>If evacuation is authorized</b> personnel will be provided with TONOs in advance as personnel and dependents check in to their Administration Division of other specified point of contact.</li> </ul>
24	<ul style="list-style-type: none"> <li>USCG units set <b>Hurricane Condition Two.</b></li> <li>USCG units continue tracking the storm</li> <li>Military personnel will be expected to be at their duty stations. Non-essential personnel may be allowed to depart as the command directs.</li> <li>The District Commander will determine whether dependent evacuations are required and when they will be authorized. If authorized, TONOs will be provided by Sector Logistics or the unit XO/XPO.</li> </ul>
12	<ul style="list-style-type: none"> <li>USCG units set <b>Hurricane Condition One.</b></li> <li>Only essential military personnel expected to be at duty stations.</li> </ul>
Post	<ul style="list-style-type: none"> <li>USCG units assume <b>Post Hurricane Condition,</b></li> <li>Military personnel are expected to return to their duty station to assess damage, and resume operations.</li> </ul>

Note: Complete Hurricane Condition checklists are found in the Severe Weather Appendix (21) to the First District Contingency Response Plan, OPLAN 9710-06

**Enclosure 1 – Hurricane Preparedness**

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**EVACUATION ACTION PLAN  
FOR COAST GUARD PERSONNEL**

In the case of an authorized evacuation (explained in detail further below),

**FOLLOW THESE DIRECTIONS**

The authorization for civilian employees and dependents to evacuate and receive travel entitlements is given by the District Commander or COMDT (CG-12) based on advisement by local civil officials to do so. The message announcing the evacuation will designate the safe haven location. Uniformed members are not evacuated; they may be issued orders for temporary duty (TDY) or permanent change of station (PCS) as required. Reserve component members who are not on active duty are not authorized evacuation or TDY orders.

**EVACUEE REPORTING-IN REQUIREMENT:** Members, employees must check in **check-in daily** to:

1. Their supervisor or

Unit Supervisor/phone contact is: \_\_\_\_\_

Unit Division Chief/phone contact is: \_\_\_\_\_

2. The command's watch desk or OOD: \_\_\_\_\_

3. If neither of the above can be reached, personnel from units within the First District may call 617-223-8082 and leave a message containing your name, command, status, location and a number where they can be reached.

**IMT, Support Staff or Administrative staff will track member and dependent evacuee information [Location, phone number, unit, intentions, and special needs] and will provide instructions or status updates, as necessary.**

**EVACUTION TO THE DESIGNATED SAFE HAVEN:** The designated safe haven will be selected at the time the evacuation order is given. Its location will depend on the severity of the weather and the area(s) of potential damage.

## Enclosure 1 – Hurricane Preparedness

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**Basic Disaster Supplies Kit**  
**(Page 1 of 2 Pages)**

There are six basics you should stock for your home: 1) water, 2) food, 3) first aid supplies, 4) clothing and bedding, 5) tools and emergency supplies and 6) special items. Keep the items that you would most likely need during an evacuation in an easy-to-carry container.

**Essentials**

- \_\_\_\_\_ Battery-operated radio and extra batteries
- \_\_\_\_\_ Flashlight and extra batteries (do not include candles—candles cause more fires after a disaster than anything else)

**Water**

Store water in plastic containers, such as large soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A person who is generally active needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers and ill people will need to drink even more. Store three gallons of water per person (one gallon for each day, for each person). Keep at least a three-day supply of water (two quarts for drinking, two quarts for food preparation and sanitation) for each person in the household.

**Food**

Store at least a three-day supply of nonperishable food. Select foods that require no refrigeration, preparation, or cooking and little or no water.

If you must heat food, pack a can of Sterno and matches. Select food items that are compact and lightweight. Include a selection of the following foods in your disaster supplies kit:

- \_\_\_\_\_ Ready-to-eat canned meats
- \_\_\_\_\_ Canned fruits, dried fruits and nuts
- \_\_\_\_\_ Canned vegetables

**First Aid Kit**

Assemble a first aid kit for your home and one for each car. A first aid kit should include the following:

- \_\_\_\_\_ Sterile, adhesive bandages in assorted sizes
- \_\_\_\_\_ Assorted sizes of safety pins
- \_\_\_\_\_ Cleansing agent/soap
- \_\_\_\_\_ Latex gloves (2 pairs)
- \_\_\_\_\_ Sunscreen
- \_\_\_\_\_ 2-inch sterile gauze pads (4-6)
- \_\_\_\_\_ 4-inch sterile gauze pads (4-6)
- \_\_\_\_\_ Triangular bandages (3)
- \_\_\_\_\_ 2-inch sterile roller bandages (3 rolls)
- \_\_\_\_\_ 3-inch sterile roller bandages (3 rolls)
- \_\_\_\_\_ Scissors
- \_\_\_\_\_ Adhesive tape
- \_\_\_\_\_ Tweezers
- \_\_\_\_\_ Needle
- \_\_\_\_\_ Moistened towelettes
- \_\_\_\_\_ Antiseptic
- \_\_\_\_\_ Rubbing alcohol
- \_\_\_\_\_ Thermometer
- \_\_\_\_\_ Tongue blades (2)
- \_\_\_\_\_ Tube of petroleum jelly or other lubricant
- \_\_\_\_\_ Extra eye glasses

**Nonprescription Drugs**

- \_\_\_\_\_ Aspirin or nonaspirin pain reliever
- \_\_\_\_\_ Antidiarrheal medication
- \_\_\_\_\_ Antacid (for stomach upset)
- \_\_\_\_\_ Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- \_\_\_\_\_ Laxative
- \_\_\_\_\_ Activated charcoal (use if advised by the Poison Control Center)

**Sanitation**

- \_\_\_\_\_ Toilet paper, towelettes
- \_\_\_\_\_ Soap, liquid detergent
- \_\_\_\_\_ Feminine hygiene supplies
- \_\_\_\_\_ Personal hygiene items
- \_\_\_\_\_ Plastic garbage bags, ties (for personal sanitation uses)
- \_\_\_\_\_ Plastic bucket with tight lid
- \_\_\_\_\_ Disinfectant
- \_\_\_\_\_ Household chlorine bleach
- \_\_\_\_\_ Facial tissues

**Clothing and Bedding**

- \_\_\_\_\_ One complete change of clothing and footwear per person
- \_\_\_\_\_ Sturdy shoes or work boots
- \_\_\_\_\_ Rain gear
- \_\_\_\_\_ Blankets or sleeping bags
- \_\_\_\_\_ Hat and gloves
- \_\_\_\_\_ Thermal underwear
- \_\_\_\_\_ Sunglasses

**Tools and Supplies**

- \_\_\_\_\_ Mess kits or paper cups; plates and plastic utensils
  - \_\_\_\_\_ Cash or traveler's checks, coins
  - \_\_\_\_\_ Nonelectric can opener, utility knife
  - \_\_\_\_\_ Pliers, screwdriver, hammer, crowbar, assorted nails, wood screws
  - \_\_\_\_\_ Shutoff wrench to turn off household gas & water
  - \_\_\_\_\_ Tape, such as duct tape
  - \_\_\_\_\_ Compass
  - \_\_\_\_\_ Matches in a waterproof container
  - \_\_\_\_\_ Aluminum foil
  - \_\_\_\_\_ Plastic storage containers
  - \_\_\_\_\_ Signal flare
  - \_\_\_\_\_ Paper, pencil
  - \_\_\_\_\_ Needles, thread
  - \_\_\_\_\_ Medicine dropper
  - \_\_\_\_\_ Adhesive labels
  - \_\_\_\_\_ Safety goggles
  - \_\_\_\_\_ Heavy work gloves
  - \_\_\_\_\_ Whistle
  - \_\_\_\_\_ Heavy cotton or hemp rope
  - \_\_\_\_\_ Patch kit and can of seal-in-air
  - \_\_\_\_\_ Videocassettes
  - \_\_\_\_\_ Disposable dust masks
  - \_\_\_\_\_ Plastic sheeting
  - \_\_\_\_\_ Map of the area for locating shelters
-

**Enclosure 1 – Hurricane Preparedness****Basic Disaster Supplies Kit**  
**(Page 2 of 2 Pages)****For Baby**

- \_\_\_\_\_ Formula
- \_\_\_\_\_ Diapers/wipes
- \_\_\_\_\_ Bottles
- \_\_\_\_\_ Powdered formula, milk or baby food
- \_\_\_\_\_ Medications

**Medical Needs**

- \_\_\_\_\_ Medications, which ones / when they should be taken
- \_\_\_\_\_ Heart and high blood pressure medication
- \_\_\_\_\_ Insulin
- \_\_\_\_\_ Prescription drugs
- \_\_\_\_\_ Denture supplies
- \_\_\_\_\_ Contact lenses and supplies

**Important Family Documents**

Keep these records in a waterproof, portable container:

- \_\_\_\_\_ Copy of will, insurance policies, contracts, deeds, stocks, bonds
- \_\_\_\_\_ Copy of passports, Social Security cards, immunization records
- \_\_\_\_\_ Record of credit card accounts
- \_\_\_\_\_ Record of bank account numbers, names and phone numbers
- \_\_\_\_\_ Inventory of valuable household goods, important telephone numbers
- \_\_\_\_\_ Family records (birth, marriage, death certificates)
- \_\_\_\_\_ Copy of Supplemental Security Income award letter

**Items for Service Animals/Pets & supplies**

- \_\_\_\_\_ Food
- \_\_\_\_\_ Additional water
- \_\_\_\_\_ Collar, Leash/harness
- \_\_\_\_\_ Identification tags
- \_\_\_\_\_ Medications and medical records
- \_\_\_\_\_ Litter/pan

**Entertainment**

- \_\_\_\_\_ Games and books

**Other Disaster Supplies**

Assemble the supplies below in addition to your basic disaster supplies kit. Combine these with your disaster supplies kit as you need them, and store them somewhere that is easy for you to get to.

These items are IMPORTANT!

**Portable Disaster Supplies Kit**

- \_\_\_\_\_ Emergency information list/other lists
- \_\_\_\_\_ Small flashlight
- \_\_\_\_\_ Whistle/other noisemaker
- \_\_\_\_\_ Water
- \_\_\_\_\_ Extra medication
- \_\_\_\_\_ Copies of prescriptions
- \_\_\_\_\_ Extra pair of glasses
- \_\_\_\_\_ Hearing aid
- \_\_\_\_\_ Sanitary supplies
- \_\_\_\_\_ Pad and pencil or other writing device

**Car Supplies**

- \_\_\_\_\_ Several blankets
- \_\_\_\_\_ Extra set of mittens or gloves, wool socks, wool cap
- \_\_\_\_\_ Jumper cables and instructions
- \_\_\_\_\_ Small sack of sand or kitty litter for traction
- \_\_\_\_\_ Small shovel
- \_\_\_\_\_ Set of tire chains or traction mats
- \_\_\_\_\_ Red cloth to use as a flag
- \_\_\_\_\_ CB radio or cellular telephone

WEB SITES that can help you get STORM RELATED Financial Assistance or Settle Claims [Caution: Never divulge your personal financial information to an unknown source!]

**Government:**

- Federal: <http://www.floodsmart.gov/floodsmart/pages/index.jsp>
- Federal: <http://www.floodsmart.gov/floodsmart/pages/purchaseinsurance.jsp>

**Commercial (not endorsed for use, but provided for informational purposes):**

- First – Contact your Insurance Agent (and possibly your attorney!)
- <http://www.allwestadjusters.com/billofrights.asp>
- <http://www.howtosettleyourclaim.com/hurricane.html>

**Enclosure 1 – Hurricane Preparedness**

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## Appendix A

## Base Cape Cod Housing Organization

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<b>AHA</b>	<b><u>Area Housing Authority.</u></b> The Commanding Officer of Base Cape Cod is the AHA for District 1 and is responsible for administration of the housing program for all units within the area of responsibility.
<hr/>	
<b>AHO</b>	<b><u>Area Housing Officer.</u></b> The AHO is a representative of Base Cape Cod's Commanding Officer and reports to the Personnel Services Officer. Responsibilities include providing administrative guidance to, and assisting housing officers within their area of jurisdiction.
<hr/>	
<b>LHA</b>	<b><u>Local Housing Authority.</u></b> The Commanding Officer of Base Cape Cod is the LHA for the Cape Cod and Rhode Island areas and is responsible for administration of the housing program for all units within Base Cape Cod area of responsibility.
<hr/>	
<b>LHO</b>	<b><u>Local Housing Officer.</u></b> The Base Cape Cod LHO is a representative of the Base Cape Cod Commanding Officer and reports to the LHA.
<hr/>	
<b>LHR</b>	<b><u>Local Housing Representative.</u></b> The LHR is a representative of the LHO and is responsible for the duties as assigned by the LHO.
<hr/>	
<b>MAA</b>	<b><u>Master at Arms.</u></b> The MAA is a representative of the LHO and is responsible for the overall management of the Unaccompanied Personnel Housing (UPH) facility on Base Cape Cod.

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## Appendix B Maintenance Responsibility

**Purpose** This handout outlines both the resident and government maintenance responsibilities for all Base Cape Cod government owned housing.

Responsibilities			
Description of Maintenance Item	Who's Responsible		
	Resident	Government	Note
Carbon Monoxide Detectors	X	X	1
Carpet	X		2
Dishwasher	X	X	3
Door Care (Interior)	X	X	4
Driveways, Garages, Catch Basins, and Storm Drains	X		5
Electrical Service		X	6
Fire Extinguishers	X	X	7
Floor Maintenance	X		8
Furnace Filter Replacement	X	X	9
Gardens	X		10
Grass Mowing/Lawn Care	X		11
Grounds Care	X		12
Keys and Electric Garage Door Openers	X	X	13
Lighting/Light fixtures	X		14
Painting	X	X	15
Pest Control	X	X	16
Plumbing	X	X	17
Refrigerator	X	X	18
Refuse Removal and Recycling		X	19
Smoke Detectors	X	X	20
Street Maintenance		X	21
Stove/Range	X	X	22
Telephone / Cable and Satellite TV Service	X		23
Walls, Cabinets, and Trim Care	X		24
Window Screens	X		25
Window Mini Blinds	X		26
Window Cleaning	X		27
Window Well Cleaning	X		28

## Appendix B Maintenance Responsibility

Note1 Carbon Monoxide (CO) Detector		
	<b>General:</b> CO detectors are government property and the resident will be charged for replacement if found missing.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Test the smoke detector monthly to ensure batteries do not need replacing. Replace batteries as necessary.</p> <p>Replace batteries annually. <i>Good practice is to replace the batteries in the fall or spring when the time changes.</i></p> <p>Clean detector annually with vacuum hose/brush accessory.</p> <p>Do not remove from installed location, alter, cover up, make inoperable, or remove battery.</p>	<p>Install CO detectors in quarters as appropriate; replace if inoperative.</p> <p>Test during all inspections.</p>

Note 2 Carpet		
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Vacuum carpet as needed. Spot clean/deodorize carpet with water when possible (never use bleach). Commercial cleaners can be used for stain removal.</p> <p>Steam clean all carpets as necessary during occupancy and prior to time of check-out.</p>	<p>Replace as scheduled in the CG Housing Manual, and/or when deemed necessary.</p> <p>Charge resident for repair/ replacement if damage is beyond normal wear and tear.</p>

Note 3 Dishwasher		
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Routinely clean inside and out. If inoperative, contact Housing Maintenance.</p>	<p>Perform maintenance as necessary.</p>

## Appendix B Maintenance Responsibility

Note 4 Door Care (Interior)		
	Resident Shall:	Government Shall:
	<p>Wipe down interior doors with mild household cleaner as necessary.</p> <p>Normally, interior doors are hollow-core and covered with veneer plywood. Care should be exercised so as not to puncture, scratch or otherwise damage the veneer on these doors. Damage considered in excess of normal wear and tear will require resident repair/replacement or reimbursement.</p>	<p>Repair/replace as necessary.</p> <p>Charge resident for repair/replacement if damage is beyond normal wear and tear.</p>

Note 5 Driveways, Garages, Catch Basins and Storm Drains		
	<b>General:</b> Residents are responsible for cleaning garages and driveways.	
	Resident Shall:	Government Shall:
	<p>Pick up and/or clean any auto fluid/oil spots on driveways and/or garage floor.</p> <p>Keep debris such as rubbish, leaves, grass cuttings, paper, rags, wood, etc. from getting into storm drains and catch basins.</p>	<p>Check during all inspections.</p> <p>Perform maintenance as necessary.</p>

Note 6 Electrical Service		
	Resident Shall:	Government Shall:
	<p>Use electric service responsibly.</p> <p>Reset breakers as necessary.</p> <p>Notify Housing Maintenance of power outages, and/or persistent electrical problems.</p> <p>Purchase surge suppressors to protect electronic equipment (i.e. computers TV, VCR, Stereo, etc).</p>	<p>Provide electric service.</p> <p>Provide troubleshooting when appropriate.</p> <p>Repair electrical systems as necessary.</p>

*Continued  
Next Page*

## Appendix B Maintenance Responsibility

*Note 6  
continued*

**Resetting a Circuit Breaker:** Circuit breakers in the electrical distribution panel protect electric circuits. An electrical short will trip the circuit breaker, causing an outage. Usually, a short or an electric overload causes the outage. Disconnecting an appliance(s) and resetting the circuit breaker (it works like a light switch) will normally restore the electrical power. Switch the tripped circuit breaker from the neutral position to the "off" position, wait 5 seconds, then reset to "on". If the circuit breaker trips a second time, do not reset it. Call housing maintenance.

Note 7 Fire Extinguishers	
<b>General:</b> Fire extinguishers are government property, usually installed in the kitchen and garage, and will be replaced by the resident if missing.	
Resident Shall:	Government Shall:
Check charge on a monthly basis.  Familiarize yourself and your family members on the proper use of the fire extinguisher. Operating instructions can be found on the extinguisher.  Notify Housing Maintenance if extinguisher needs servicing.	Replace or recharge spent or faulty fire extinguishers.  Check during all inspections.

Note 8 Floor Maintenance	
<b>General:</b> In any house, the floors receive the greatest wear. Thus, it is important to frequently and properly clean and take care of carpet, oak hardwood, and/or resilient (sheet vinyl or tile) floors in your unit.	
Resident Shall:	Government Shall:
<b><u>Oak Hardwood Floors:</u></b> <ul style="list-style-type: none"> <li>• Frequently dust with a dry mop or vacuum.</li> <li>• Use mild soap product to clean hardwood floors.</li> <li>• Never flood floor with water.</li> <li>• Dust mop or vacuum with the grain.</li> <li>• Never wax hardwood floors.</li> </ul>	Repair and replace flooring as necessary.  Refinish oak hardwood floors as necessary.

*Continued  
Next Page*

## Appendix B Maintenance Responsibility

Note 8  
Continued

<p><b><u>Sheet Vinyl Floors:</u></b></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop as needed. Periodically damp mop entire floor.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Do not wax flooring as recommended by the manufacturer.</li> </ul> <p><b><u>Ceramic Tile Floors:</u></b></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop as needed. Periodically damp mop entire floor.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Never wax tile floors.</li> </ul> <p><b><u>Vinyl Tile Floors:</u></b></p> <ul style="list-style-type: none"> <li>• Dust mop and spot mop as needed. Periodically damp mop entire floor.</li> <li>• Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>• Never flood floor with water.</li> <li>• Do not wax flooring as recommended by the manufacturer.</li> </ul>	<p>Charge resident for any damage beyond normal wear and tear.</p>
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Note 9		Furnace Filter Replacement	
		<p><b>General:</b> Housing units with boiler systems will be maintained by Housing Maintenance.</p>	
		<p><b>Resident Shall:</b></p>	<p><b>Government Shall:</b></p>
		<p>Replace furnace filter as needed, monthly during winter months.</p>	<p>Provide furnace filter through self help</p>

## Appendix B Maintenance Responsibility

Note 10	Gardens	
	<p><b>General:</b> All gardens are considered 'self-help' projects. Residents are encouraged, where permitted, to plant flowers (bulbs, plants) to beautify and brighten up the landscape. Colorful annuals are easy to acquire, plant, and maintain.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Receive approval from the Housing Office using a Self Help Request, BCCHSG-023, prior to planting any garden.</p> <p>Purchase all garden supplies.</p> <p>Do not remove existing topsoil or grass from around the foundation without prior approval. Removal of the grass and topsoil prevents drainage away from the house foundation.</p>	N/A

Note 11	Grass Mowing/Lawn Care	
	<p><b>General:</b> All residents are required to mow their lawn as needed. The grounds maintenance contractor performs common area lawn maintenance. Lawn mowers and edgers are available at MWR for a small fee.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Mow grass to a minimum of 50 feet surrounding your quarters or to the curb as instructed (this includes front, side, and back yards).</p> <p>Ensure that grass height does not exceed three inches. Edge along all sidewalks and driveways and carports with no grass or weeds growing up through any cracks or crevices.</p>	Maintain all common area lawns.

## Appendix B Maintenance Responsibility

Note 12	Grounds Care	
	<p><b>General:</b> All residents are responsible for maintaining the exterior grounds around their quarters in a neat and orderly fashion. Residents will be held financially responsible for any grounds maintenance costs where their personal property restricts the maintenance contractor's ability to do their job.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Pick up all litter and debris in their yard, walks, parking and/or driveway areas.</p> <p>Keep personal yard gear such as picnic tables, swing sets, and lawn chairs off common areas when not in use. All personal items shall be in safe working order so they present a neat and clean appearance.</p> <p>When not in use, neatly stow all toys and bicycles in the back yard area or garage. Bicycles and other toys <b><u>shall not</u></b> be left in the street, common areas, walkways, parking areas, or front yards.</p> <p><u>Common Yard Areas:</u> In places that share a common yard area, stow all portable items inside the unit, in the garage, shed, or on the patio.</p>	<p>Periodically inspect all exterior grounds and notify residents of deficiencies by issuing a Violation Notice, BCCHSG-012</p> <p>Maintain all common area grounds.</p>

Note 13	Keys and Electric Garage Door Openers	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Contact the Housing Office for replacement procedures of lost keys or electric garage door openers.</p>	<p>Provide trouble shooting services and repairs.</p>

## Appendix B Maintenance Responsibility

Note 14	Lighting/Light Fixtures	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Purchase and replace burned-out light bulbs.</p> <p>Frequently remove and wash light fixture covers (shades, reflectors, and globes) with water and mild detergent. Dry thoroughly, and reinstall.</p>	<p>Perform troubleshooting as necessary.</p> <p>Provide light covers and specialty bulbs as necessary.</p>

Note 15	Painting	
	<p><b>General:</b> Normally, all painting is accomplished by government contract.</p> <p><u>Interior Painting:</u> Most units will be painted during change of occupancy maintenance, however, under normal living conditions interior painting may only be done once every four years. Painting does not need to be done if the walls, ceiling, and other surfaces can be restored to a satisfactory appearance by cleaning and touchup. Residents <u>may</u> be authorized to paint interior walls if they so desire. The painting of kitchens, bathrooms, and basements is prohibited. Only off whites and pastels will be authorized. No dark colors. All color choices must be approved by the Housing Office.</p> <p><b><i>Residents will be required to restore any self painted area to the original color prior to vacating. The requirement to restore the painted area prior to departure will be addressed by the Housing Office on the Self Help Request or at the pre-termination inspection.</i></b></p> <p><u>Exterior Painting:</u> Accomplished by the government as needed in order to maintain water tightness and to prevent metal and wood surfaces from deterioration.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Receive approval from the housing office using a Self Help Project Request, BCCHSG-023, prior to starting any project.</p> <p>Reimburse the government for any and all damage to painted surfaces if determined to be beyond normal wear and tear.</p> <p>Report any paint issues to housing maintenance.</p>	<p>Perform all scheduled interior and exterior painting as necessary or programmed.</p>

## Appendix B Maintenance Responsibility

Note 16	Pest Control	
Continued Next Page	<p><b>General:</b> Responsibility for routine household pest control needs to be focused on the resident. Excluding termites and carpenter ants, residents are expected to perform all routine pest control. Routine pest control means controlling normal household pests (including mice), along with keeping pets free of fleas and ticks. The use of non-residual insecticides for safe application by the general public, such as household spray insecticides, is expected of the resident.</p> <p>Residents can control many varieties of pests with minimum expense and effort. Products are available at your local exchange, commissary, grocery or drug store, home improvement store or nursery. It is still each resident's responsibility to ensure their home is free of pests.</p> <p>If you feel you have an infestation beyond your capabilities and require professional control measures, contact housing maintenance and a representative will visually inspect your quarters to validate the presence of the infestation. This is required before any government funded pest control work will be performed.</p>	
	<p><b>Resident Shall:</b></p>	<p><b>Government Shall:</b></p>
	<p>Use safe pesticides and traps that are available in local stores.</p> <p>Carefully follow all instructions for pesticides and traps. Avoid exposing children and pets to any fumes from pesticides.</p> <p>Contact the Housing Office to schedule treatment that is beyond resident capabilities and requires professional control measures.</p> <p>Reimburse the government for all pest control costs due to neglect or poor housekeeping practices.</p> <p><b>Infestation Cases:</b> The resident shall advise Housing Maintenance in cases where normal pest control measures have not been effective. If infested quarters are a part of a multi-unit building, it may be necessary to inspect and commercially treat the entire building.</p>	<p>Inspect for severe infestation during all inspections. If neglect can be determined charge resident for all pest control costs.</p> <p>Exterminate termites and carpenter ants.</p>

## Appendix B Maintenance Responsibility

Note 16  
Continued

**Termination of Quarters:** When terminating quarters, a Housing Representative will check for severe insect/pest problems. If significant infestation is discovered (i.e. fleas, ants), and the housing official determines the insect/pest problem is a result of poor housekeeping or neglect, the resident will bear the expense of having the quarters treated professionally. All private contractors must be approved by Environmental Health and Safety prior to treatment. The resident must show proof of treatment before passing their final inspection. If the resident is unable to have the treatment performed due to time constraints, they will be charged the government's cost for such treatment.

**Termites:** Termites are small, ant-like insects that feed on and live in wood. They are very destructive to the wood found in house structures. If detected, housing maintenance will take immediate action.

- **Evidence of:** Large numbers of winged termites emerging or swarming from the soil or wood may be the first indication of the presence of a termite colony. Even if the actual flight of the termites is not observed, the presence of discarded wings is very good evidence of a well-established colony nearby. The presence of thin, flattened tubes over the surface of foundation walls is another sign of termite infestation. Call housing maintenance if you suspect a termite infestation.
- **Treatment:** If termites are found, treatment will be completed under government contract. Residents will be advised of their responsibilities and treatment schedule. Every reasonable effort will be made to give residents as much advance notice as possible before entering the quarters. However, once prior notice is given, a member of housing maintenance will escort the pest control technician into the quarters if no one is at home when the extermination is scheduled.
- **Fumigation:** The Housing Office will notify all affected residents if it is necessary to fumigate a housing unit or entire building.

## Appendix B Maintenance Responsibility

Note 17	Plumbing	
	<p><b>General:</b> You can prevent most plumbing stoppages by using your own good judgment. If you have a leak or overflow try to secure the water to prevent further damage.</p>	
	<p><b>Resident Shall:</b></p> <ul style="list-style-type: none"> <li>• Routinely remove hair and other debris from sink, bathtub, and shower drain traps.</li> <li>• Do not wash anything down the drains such as petroleum products, paint, cooking oil, food, bones, insecticides, etc.</li> <li>• Use a plunger or a liquid drain product if a drain is clogged. Follow all instructions on the liquid drain product container.</li> <li>• Have a sink and toilet plunger on hand to assist in reducing sluggishness in drains.</li> <li>• Flushing of toilet wipes is prohibited.</li> <li>• Purchase, install, and maintain shower curtain(s) on all showers that require them. Always have your shower curtain inside the tub when showering; this will avoid floor and other structural damage that may be charged to you.</li> <li>• Contact Housing Maintenance for any leaks, or plumbing problems that you cannot repair.</li> <li>• Clean up overflows using mop or wet/dry vacuum.</li> </ul>	<p><b>Government Shall:</b></p> <p>Provide troubleshooting assistance and repairs as needed.</p>
	<p><b>Notice:</b> Be aware that the basements are susceptible to water seepage. It is recommended that you place all items stored in the basement and garage areas on pallets, blocks, etc. to protect them from water damage. The government is not responsible for any damage caused by water seepage.</p>	

## Appendix B Maintenance Responsibility

Note 18	Refrigerator	
	<b>General:</b> Proper cleaning and care will assure care free operation of this kitchen appliance for many years. Government furnished refrigerators are considered installed property.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Clean the refrigerator and freezer sections at least twice a year. Do not use abrasives. Use warm water and 1 tablespoon of baking soda to a quart of water. Rinse thoroughly with water and wipe dry. Wash ice trays in lukewarm water only. The water evaporation pan located under the refrigerator should be cleaned periodically.	Provide troubleshooting and repair.

Note 19	Refuse Removal and Recycling	
	<b>General:</b> Contact the Housing Office for trash service schedules and the location and availability, if any, of a dumpster for disposal of household trash. New residents are responsible for disposing of empty packing boxes/materials if the mover does not take them.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Use only the trash cans and recycling bins that were provided to you by the Housing Office.  Report contractor failure to empty your container(s) on the scheduled date of pickup to Housing Maintenance.  Clean trash cans and recycling containers regularly to prevent pest infestation and odor.  Keep lids secured at all times.  Keep your cans in your garage or trash area until waste pickup day. Trash cans should be placed at the curb on pickup day, and then they should be stored within 24 hours of waste pickup.	Provide refuse and recycling service and containers.

## Appendix B Maintenance Responsibility

Note 20	Smoke Detectors	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Test the smoke detector monthly to ensure batteries do not need replacing. Replace batteries as necessary.</p> <p>Replace batteries annually. <i>Good practice is to replace the batteries in the fall or spring when the time changes.</i></p> <p>Clean smoke detector annually with vacuum hose/brush accessory.</p> <p>Do not remove from installed location, alter, cover up, make inoperable, or remove battery.</p>	<p>Install smoke detectors in quarters as appropriate; replace if inoperative.</p> <p>Test during all inspections.</p>
	<p><b>Resident Inspection Instructions:</b> Monthly inspections shall be performed by pushing the test button on the detector. If the detector does not make a sound, replace the batteries. If the battery power is low, the detector will produce an audible click or beep every few seconds for about seven (7) days. Clean the detector once a year by holding the nozzle of a vacuum cleaner to the side slot openings.</p>	

Note 21	Street Maintenance	
	<p><b>General:</b> The maintenance and repair of streets within the housing areas is the government's responsibility.</p>	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>During road maintenance residents are required to remove all vehicles from the street. Instructions will be issued prior to any parking restrictions.</p>	<p>Provide street maintenance.</p> <p>Issue resident instructions.</p>

## Appendix B Maintenance Responsibility

Note 22	Stove/Range	
	<p><b>General:</b> With proper cleaning and care you will guarantee care-free operation of this kitchen appliance.</p> <p><b>Pilotless Ignition:</b> The ticking sound you hear when you turn the top burner(s) to the light position is normal. This is the electronic igniter, and will make this sound until you turn the knob to another position after the burner flame comes on.</p>	
	<p><b>Resident Shall:</b></p> <p>Report malfunctions to Housing Maintenance.</p> <p><u>Cleaning Guidelines:</u> Clean the range on a frequent basis. Remove all dirt, grease and spills promptly. If allowed to remain on the finish, grease or spills on parts of the range subjected to high heat will turn to hard carbon and be difficult to remove. Immediately, wipe up any food spilled on porcelain to avoid permanent stains. Clean enamel parts using warm soapy water or cleaning powder that will not scratch the surface. Keep burner head ports clean for proper ignition and efficient use of the burners. To be sure the ports are kept open, use a soft brush to clean away loose soil. If there is still soil in the ports, clean them with a thin wire or hairpin.</p> <p><u>Moving/Cleaning Behind the Range:</u> Upon quarters termination, and when necessary, ranges and adjoining areas must be thoroughly cleaned. Please follow these guidelines before moving your range:</p> <ul style="list-style-type: none"> <li>• Ranges connected to the gas supply with <b>semi-rigid flexible tubing</b> may be moved up to 6 inches by the resident. However, care must be exercised to insure the hose, connections, and flooring is not damaged.</li> <li>• Gas ranges needing to be moved more than 6 inches, or connected with <b>rigid piping</b>, must be disconnected by housing maintenance. <u>Call Housing Maintenance at least 48 hours in advance for disconnection.</u> <i>Do Attempt to Disconnect YOURSELF!</i></li> </ul>	<p><b>Government Shall:</b></p> <p>Perform troubleshooting services and repairs.</p> <p>Conduct significant (greater than 6 inches) moving of gas ranges that are installed with flex piping. Move gas ranges that are installed using rigid piping.</p>

## Appendix B Maintenance Responsibility

Note 23	Telephone/Cable and Satellite TV Service	
	<p><b>General:</b> Telephone and Cable/Satellite TV service is the responsibility of the resident.</p> <p><b>Phone Problems:</b> If a resident has a phone problem, the first step is to call the phone company to have them test their number(s). If the phone company informs the resident their lines are good then the resident needs to contact housing maintenance to have the wiring inside the unit checked for proper operation.</p> <p>Residents are responsible for all costs and will not be reimbursed for expenses incurred if they allow the phone company to fix problems inside the housing unit.</p>	
	<p><b>Resident Shall:</b></p> <p>Arrange and pay for any installation of telephone and cable/satellite TV and pay monthly service charges.</p> <p>Submit a Self-Help Project Request, BCCHSG-023, for satellite television installations prior to work commencing.</p>	<p><b>Government Shall:</b></p> <p>Provide 1 operable phone jack in kitchen.</p>

Note 24	Walls, Cabinet, and Trim Care	
	<p><b>General:</b> A fully washable paint has been used to paint walls, cabinets, and trim surfaces. Follow the instructions below for cleaning.</p>	
	<p><b>Resident Shall:</b></p> <p>Clean all kitchen/bathroom walls, trim and cabinets as needed. All walls must be cleaned prior to termination, even if quarters are scheduled for repainting. Washing is necessary to ensure a proper bond, texture, and color when repainted.</p>	<p><b>Government Shall:</b></p> <p>Check for cleanliness during all inspections.</p>

*Continued  
Next Page*

## Appendix B Maintenance Responsibility

*Note 24  
Continued*

### **Cleaning Instructions:**

Never use any harsh cleansers, abrasives, automotive/marine/aircraft degreasers or steel wool. Test compatibility of cleaning agents in a inconspicuous place.

Wash walls and cabinets using a mild detergent applied with a sponge or soft cloth. After washing, rinse with a sponge and clean water.

**Do not overuse water.**

### **Note 25**

### **Window Screens**

**General:** Unless you're cleaning a window or the screen, window screens should remain in place at all times.

#### **Resident Shall:**

Carefully remove screens and use a mild detergent and water to spray clean.

Repair, replace, or reimburse the government for any damaged window screens.

#### **Government Shall:**

Determine if Resident is responsible for repair/replacement of screens.

Repair/replace worn out screens as necessary.

### **Note 26**

### **Window Mini Blinds**

**General:** Mini blinds have an expected life of several years. Mini blinds that become unusable through abuse or are missing after check-in inspection will be replaced at the resident's expense.

#### **Resident Shall:**

Periodically clean all window mini blinds.

Repair, replace, or reimburse the government for, any damaged window mini blinds. Replacement mini blinds must have a metal head rail.

#### **Government Shall:**

Determine if Resident is responsible for repair/replacement of blinds. Repair/replace worn out blinds as necessary.

## Appendix B Maintenance Responsibility

Note 27	Window Cleaning & Replacement	
	<b>General:</b> Residents are responsible for cleaning all windows inside and out	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	<p>Periodically clean all inside windows and ground level outside windows.</p> <p>Notify Housing Maintenance within 24 hours of a broken or cracked window, including storm door windows.</p> <p>Temporarily seal window breaks or cracks with suitable material such as heavy cardboard, vinyl sheeting or wood until repairs are made.</p> <p>If the break or crack was caused by the resident/guest/pet due to misuse or negligence, reimburse the government for labor and material costs to repair/replace broken or cracked window or door glass. The Housing Office will instruct the resident of replacement procedures.</p>	<p>Determine responsibility of broken/cracked windows and charge the resident if appropriate.</p> <p>Replace/repair broken windows.</p>

Note 28	Window Well Cleaning	
	<b>General:</b> Residents with basements are responsible for cleaning basement window wells. Thorough cleaning will ensure satisfactory drainage and prevents water from building up and entering your basement through the window area. Cleaning window wells also eliminates breeding areas for insects.	
	<b>Resident Shall:</b>	<b>Government Shall:</b>
	Keep basement window wells clean and free of rubbish, leaves, grass cuttings, paper, rags, wood, etc. as required.	Inspect window wells during all inspections.

**Appendix B**  
**Maintenance Responsibility**

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**Appendix C**  
**Base Cape Cod Housing Forms**

Form Number	Form Name	Version
BCCHSG-001	Request For Release From Mandatory Assignment to MH	Nov 2016
BCCHSG-002	Request For Release From Current Assignment to MH	Nov 2016
BCCHSG-003	Assignment and Acceptance of Government Quarters	Nov 2016
BCCHSG-004	Tenant Occupancy Agreement	Nov 2016
BCCHSG-005	Occupant Responsibilities	Nov 2016
BCCHSG-006	Housing Assignment Checklist	Nov 2016
BCCHSG-007	Housing Relocation Checklist	Nov 2016
BCCHSG-008	Notice of Intent to Vacate Government Owned Quarters	Nov 2016
BCCHSG-009	Inspectors Pre-Final Checklist	Nov 2016
BCCHSG-010	Termination Inspection Checklist	Nov 2016
BCCHSG-011	Resident Charges/Damages Worksheet	Nov 2016
BCCHSG-012	Violation Notice	Nov 2016
BCCHSG-013	Insurance Facts For Residents	Nov 2016
BCCHSG-014	Compact Fluorescent Light (CFL) Occupancy Agreement	Nov 2016
BCCHSG-015	Member Contact Information	Nov 2016
BCCHSG-016	Housing Complaint	Nov 2016
BCCHSG-017	Firearm Registration	Nov 2016
BCCHSG-018	Guest Authorization Request	Nov 2016
BCCHSG-019	Home Business Request	Nov 2016
BCCHSG-020	Pet Agreement	Nov 2016
BCCHSG-021	Absence From Quarters	Nov 2016
BCCHSG-022	Housing Fire Safety Report	Nov 2016
BCCHSG-023	Self Help Project Request	Nov 2016
BCCHSG-024	Self Help Material Issue	Nov 2016
<i>Contact the Housing Office for Copies of Applicable Forms</i>		

**Appendix C**  
**Base Cape Cod Housing Forms**

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<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-001 Rev. (11-16)	<b>REQUEST FOR RELEASE FROM MANDATORY ASSIGNMENT TO MILITARY HOUSING</b>		
<b>USE OF FORM:</b> Please fill in all data requested completely. Failure to do so will delay the processing of your request. The Area Housing Officer will only consider requests that have been completely filled out. Only the member, unless the spouse has the appropriate power of attorney, may fill out this request.			
<b>Section I: Member Information</b>			
Service Member's Name (Last, First, MI):	Rank/Rate:	Phone Number:	
Command Being Assigned To:	<input type="checkbox"/> Married <input type="checkbox"/> Single with dependents <input type="checkbox"/> Single, no dependants	# of Dependents:	
<b>Section II: Reason for Request</b> (Please initial next to each line)			
I understand that I am requesting permission for a release from mandatory assignment to government housing to receive Basic Allowance For Housing (BAH).			
I understand by receiving BAH I am prohibited from residing overnight in any government quarters, including on any ship, while in homeport unless required to do so (such as in port duty days or underway periods).			
I am requesting a release from mandatory assignment to government housing for the following reason:			
(     ) I intend to live as a voluntary geographical bachelor. My family currently resides at _____ I acknowledge that if circumstances change and I relocate my family to the local area within 6 months of reporting, I will immediately notify the local housing office and will be considered for assignment to government owned quarters. Failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowances.			
(     ) Due to current home ownership. My residence is located at _____ and is located within a reasonable commuting distance of my new Permanent Duty Station (PDS). I understand that I am required to provide proof of home ownership such as a copy of property deed, mortgage payment receipts, property tax receipt, or homeowner's insurance documentation to substantiate my request.			
(     ) Due to a desire for home ownership. I understand that I may be granted a conditional release and will be required to provide documentation such as a sales contract with earnest money deposit (EMD) within 10 days of reporting to new duty station. This may be extended by the Area Housing Authority for up to 60 days, so long as I am actively pursuing the purchase of a home, utilizing temporary lodging AND I will not accept delivery of household goods. If circumstances change and I no longer intend to purchase a home, I will immediately contact the local housing office for possible assignment to government owned housing. I understand that failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowance.			
(     ) I intend to rent a home within a reasonable commuting distance of my new Permanent Duty Station (PDS). Explanation of circumstances: _____ _____ _____			
Service Member's Signature:			Date Submitted
Local Housing Representative's Signature			Date Received
<b>Section III: Area Housing Officer Decision</b>			
The following determination has been made regarding the above request: <div style="float: right;"> <input type="checkbox"/> Approved  <input type="checkbox"/> Disapproved  <input type="checkbox"/> Added to BAH Wait List on _____         </div>			
Area Housing Officer's Signature:			Date:

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-002 Rev. (11-16)		<h2 style="text-align: center;">REQUEST FOR RELEASE FROM CURRENT ASSIGNMENT TO MILITARY HOUSING</h2>	
<b>USE OF FORM:</b> Please fill in all data requested completely. Failure to do so will delay the processing of your request. The Area Housing Officer will only consider requests that have been completely filled out and approved. Only the member, unless the spouse has power of attorney, may fill out this request.			
<b>Section I: Member Information</b>			
Service Member's Name <i>(Last, First, MI)</i> :		Rank/Rate:	Permanent Duty Station <i>(Include Work Phone #)</i> :
Quarters Address:		Quarters Type: <input type="checkbox"/> Conversion <input type="checkbox"/> Single Family <input type="checkbox"/> Townhouse <input type="checkbox"/> UPH	Bedrooms: <input type="checkbox"/> 2 bed <input type="checkbox"/> 3 bed <input type="checkbox"/> 4 bed <input type="checkbox"/> Other
<b>Section II: Reason for Request.</b> Please initial next to each line.			
I understand that I am requesting permission for a release from mandatory assignment to government housing to receive Basic Allowance For Housing (BAH).			
I understand by receiving BAH, I am prohibited from residing overnight in any government quarters, including on any ship, while in homeport unless required to do so (such as in port duty days or underway periods).			
I understand if I am approved to receive BAH and reside on the economy, I am required to submit an Intent To Vacate Form with the Housing Office at least 45 days prior to my planned departure. I also understand my BAH will not start until I have successfully cleared my MH unit. I further understand I am not entitled to Dislocation Allowance (DLA) or a government funded household goods move.			
I am requesting a release from mandatory assignment to government housing for the following reason:			
(    ) I intend to live as a voluntary geographical bachelor. My family will reside at _____ I acknowledge that if circumstances change and I relocate my family to the local area within 6 months of reporting, I will immediately notify the local housing office and will be considered for assignment to government owned quarters. Failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowances.			
(    ) Due to a desire for home ownership. I understand that I may be granted a conditional release and will be required to provide documentation such as a sales contract with earnest money deposit (EMD) within 10 days of reporting to new duty station. This may be extended by the Area Housing Authority for up to 60 days, so long as I am actively pursuing the purchase of a home, utilizing temporary lodging AND I will not accept delivery of household goods. If circumstances change and I no longer intend to purchase a home, I will immediately contact the local housing office for possible assignment to government owned housing. I understand that failure to do so will result in required occupancy of government owned quarters, or a forfeiture of housing allowance.			
(    ) I intend to rent a home within a reasonable commuting distance of my new Permanent Duty Station (PDS). Explanation of circumstances: _____ _____ _____			
Service Member's Signature:		Date Submitted:	
Local Housing Representative's Signature:		Date Received:	
<b>Section III: Area Housing Officer Decision.</b>			
The following determination has been made regarding the above request:		<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Added to BAH Wait List on: _____	
Area Housing Officer's Signature:		Date:	

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCCHSG-003 Rev. (11-16)	<h2 style="text-align: center;">ASSIGNMENT AND ACCEPTANCE OF GOVERNMENT QUARTERS</h2>				
<b>Section I: Member Information</b>					
You are hereby assigned to the adequate quarters indicated below. You must occupy these quarters on or after the date shown as the available date. "Date Assigned" must be within 30 days of "Date Accepted". Assignment and retention of these premises is predicated on your continued eligibility and your compliance with all local housing instructions.					
Service Member's Name ( <i>Last, First, MI</i> ):		Rank/Rate:		Branch of Service:	
Control Date:					
Quarters Assigned:	# of Bedrooms:	Date Available:	Date Accepted:	Date Assigned:	
<b>Section II: Acceptance of Government Quarters</b>					
I hereby accept assignment to the quarters listed above. I understand this assignment is made as a result of my attachment to an activity, which is located within commuting range of the above quarters. Commuting range is designated in COMDINST M11101.3 (series). I understand this assignment is also based on the position of my control date, shown above, on the wait list. <u>Please initial next to the appropriate line.</u>					
<p>(     ) I accept the quarters above and wish to be assigned (take keys) on this date. I understand appropriate notice will be prepared to stop my BAH effective this date.</p> <p>(     ) I accept the quarters above but due to my current situation I do not want to be assigned (take keys) until the date specified (must be within 30 days of acceptance date). I understand my BAH will not be stopped until I accept keys.          Delay my assignment until _____.</p> <p>(     ) I accept the quarters with the understanding I am required to occupy these quarters for a period of at least one year from this date. I understand I will not be granted a waiver to receive BAH and live in the private community if I have not yet met this one-year requirement. I understand the only way I will be released from this obligation is if I am in receipt of Permanent Change of Station (PCS), or separation orders.</p>					
Service Member's Signature:			Date:		
Housing Representative's Signature:			Date:		
<b>Section III: Acceptance of One Less Bedroom Entitlement</b>					
I hereby voluntarily accept the military family housing unit listed above, which is one bedroom less than that to which I am entitled. I fully understand I am not authorized to request adjustment of housing to a larger unit at a later date based on my current family size.					
Service Member's Signature:			Date:		
Housing Representative's Signature:			Date:		
<b>Section IV: Decline Offer of Government Quarters</b>					
I decline the government quarters offered above. I understand by declining this valid offer of adequate government quarters I will not be allowed to re-apply for Coast Guard housing for a period of one year from this date.					
Service Member's Signature:			Date Offered:		
Housing Representative's Signature:			Date Offered:		

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-004 Rev. (11-16)	<h1>TENANT OCCUPANCY AGREEMENT</h1>	
<b>USE OF FORM:</b> This agreement to occupy the premises indicated is issued by the United States Government, acting through the United States Coast Guard, and the Service Member identified below. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified.		
<b>Section I: Service Member Information</b>		
Service Member's Name <i>(Last, First, MI)</i> :	EMPLID:	Rank/Rate:
Permanent Duty Station <i>(Include Work Phone #)</i> :	Quarters Assigned <i>(Street, City, State, Zip, Home Phone #)</i> :	
<b>Section II: Provisions of Occupancy</b>		
I have received (____) keys to my housing unit. All keys must be returned upon termination.		
The Base Cape Cod Housing Manual, BCCINST M11101.1 (series) is available online. I freely acknowledge that I will read this manual and assure that my dependents and I, and guests occupying family housing will comply with its provisions.		
I will use the premises as a private residence for me and my family, and I will not assign this agreement, nor sublet any part or portion of the premises to any person not a member in my family nor allow any other person or persons to reside on the premises without the prior written approval of the Local Housing Officer.		
<b>FAMILY HOUSING ONLY:</b> I certify that the dependents (individuals who reside in my quarters more than 183 days per year) claimed on my housing application are correct and they will reside with me upon my acceptance of government quarters. I understand my responsibilities to notify the housing office should my dependents no longer reside in my housing unit, which could affect eligibility for family housing.		
I will not do or permit anything to be done on the premises, or bring or keep anything thereon, which will in any way constitute a fire hazard, or violate any regulations prescribed by the Government relating to fire prevention, or do or permit to be done on the premises, any immoral, illegal or criminal act.		
<b>FAMILY HOUSING ONLY:</b> I acknowledge the USCG pet regulation, whereas only two (2) pets (dog or cat) are allowed per unit. My pet will be registered within 10 days at the housing office. All domestic pets adopted/purchased after initial move in must be registered with the housing office. Shots must be up to date. Failure to provide adequate care for your animal may result in your animal being taken to an animal shelter or kennel, at your expense.		
Rifles, pistols and shotguns (including air pistols or rifles) are authorized in the housing units, but they must be registered with the housing office. Everyone is reminded of the strict Massachusetts gun laws and is cautioned to strictly control access to firearms. I will report the acquisition of firearms to the housing office and register accordingly. I DO (____) / I DO NOT (____) OWN FIREARMS THAT WILL BE STORED IN MY HOME. INITIAL: ____		
I understand that my home phone number and personal email address will be utilized in the housing office's call relay system. This will ensure I receive timely, pertinent information regarding any announcements pertaining to Base Cape Cod housing. All information is kept confidential.		
That upon receipt of orders or loss of eligibility to occupy the government quarters, I will immediately notify the Local Housing Officer of the effective date by submission of a 45 day notice of intent to vacate.		
I, upon vacating, recognize that I am financially liable for loss or damage to government property due to negligence, wrongdoing, or other similar causes.		
I hereby acknowledge, by my signature below, it is my responsibility to notify my Servicing Personnel Office, immediately of my assignment to housing. If any overpayment of BAH occurs, I understand I am responsible for repayment. I understand if I knowingly accept payment of BAH when not authorized, I am subject to administrative and disciplinary action in accordance with the UCMJ.		
<b>Section III: Execution of Agreement</b>		
Service Member's Signature:	Date:	
Government Representative Signature:	Date:	

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-005 Rev. (11-16)	<h1>OCCUPANT RESPONSIBILITIES</h1>	
<b>Section I: Service Member Information</b>		
Service Member's Name <i>(Last, First, MI)</i> :		Rank/Rate:
Permanent Duty Station <i>(Include Work Phone #)</i> :	Quarters Address <i>(Street, Apt#, City, State, Zip, Home Phone #)</i> :	
Please read each statement and <u>acknowledge by initialing in the preceding block.</u>		
	I understand my requirement to keep personnel at the Coast Guard Housing Office informed of any eligibility changes, i.e. marital status, pay grade, rotation date, family composition.	
	I understand my eligibility for Coast Guard housing ceases upon my transfer from the immediate Cape Cod area.	
	I understand that I am required to provide a written 45-day Notice of Intent to Vacate. I understand that I must schedule pre and final inspections.	
	I understand I am required to register all weapons upon assignment to quarters or immediately after the purchase of new or additional weapons.	
	Coast Guard MH is government property yet the local law enforcement/fire department maintains jurisdiction. Therefore, in the event of an emergency I am directed to call 911.	
	I understand the Base Cape Cod Housing Manual, BCCINST M11101.1 (series) is available online and will ensure my family members and guests follow the regulations.	
	I understand authorized personnel can inspect my quarters at any time. Reasonable notification will be given when appropriate (1-5 days), however, unannounced inspections for major violations (i.e. housekeeping violations, etc.) may receive no advanced notification.	
	I understand I am financially responsible for all damages due to negligence, unauthorized alterations and damaged or missing government property.	
	It is strongly encouraged that I carry renter's insurance. If I own a waterbed or play structure I am <b>required</b> to carry liability insurance. Trampolines, fire pits, and swimming pools are prohibited.	
	I understand that an Absence from Quarters form must be submitted when quarters are to be vacant 14 days or more. The Housing Office must approve any absence of 60 days or more, with the maximum time allowed for both the sponsor and family members to be away at 20 weeks. An exception to policy must be submitted, in advance, for periods exceeding 20 weeks.	
	I understand I am required to register all guests who remain for more than 21 days (3 for UPH). Guests may remain no longer than 30 days. Any exception requests due to hardship must be submitted, in advance, for periods exceeding 30 days.	
	<b>FAMILY HOUSING ONLY:</b> I understand the pet policy for government housing. Any damage to quarters or flea infestation caused by my pet(s) will be my financial responsibility. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.	
	I understand I am responsible for the performance of routine maintenance (replacing light bulbs, repairing leaking faucets, broken electrical cover plates, loose door knobs, etc), housekeeping and, where appropriate, grounds care. I understand electrical repairs are restricted to changing of light bulbs, cover plates, and these types of minor repairs. No rewiring or repairing of circuits, switches, etc. is allowed. I am aware I must call maintenance for emergency and routine services.	
	I understand parking is restricted to streets, private driveways, garages, marked parking spaces and parking lots. Parking is on a first come, first served basis in all unassigned spaces. No vehicles may be parked on grass/landscaped areas at any time. Recreational vehicles such as trailers, campers, boats, jet skis, etc. are not permitted to be stored in the streets or driveways in any housing area. All vehicles must be licensed/registered and in operative condition or will be subject to towing.	

Please read each statement and acknowledge by initialing in the preceding block.

	I am aware pest control in my quarters is my responsibility. Sanitation is the most effective means for controlling many household pests, and it is my responsibility to properly clean and maintain my assigned quarters. If an infestation of pests is evident, I must contact maintenance for assistance.
	I understand there is zero tolerance concerning illegal drugs in military housing. Any incident with illegal drugs is cause for an immediate eviction.
	It is my responsibility to conserve our natural resources. I understand utility and water conservation is required. Repeated violations of excess utility usage could be the basis for termination of my assignment.
	In the event a family member is locked out of my quarters, I understand I may come to the Housing Office to borrow a key if during regular working hours. I understand the Housing Office will not, at any time, give a key to nor open a housing unit for a minor or guest. If the incident occurs outside normal working hours, it is my responsibility to call the Duty Officer. Additionally, at my final vacate inspection, I must return all keys checked out to the quarters or I may be charged for re-keying the quarters.
	Should problems arise with my neighbors, we will resolve our differences privately and courteously.
	I will ensure my children under 6 years of age will have adequate supervision when outdoors. My children under 18 years of age will follow loitering rules as applicable.
	I understand it is my responsibility to dispose of all packing materials/boxes.
	I understand the unit assigned to me will have a "Check-In" inspection performed, with me present, by a government representative. The pre-existing condition of the unit will be noted on my "Quarters Inspection Checklist" form. I understand any further pre-existing conditions found after the Check-In inspection must be submitted to the Housing Office within two weeks of my move in or they will not be allowed.
	I understand I will be provided front door keys for my use. I understand I may not change any lock and may not duplicate any keys. I also understand I can be charged for any lost keys.
	I understand I am responsible for practicing good housekeeping and for keeping my quarters in a clean and sanitary condition.
	I understand I must get prior written approval from the Housing Office before making any modifications to my quarters. This includes any planting, painting or installation of a satellite dish. I further understand that upon termination of assignment to quarters I must return my unit to the original, or an approved, condition at my own expense.
	I understand I must obey all traffic regulations throughout all housing areas. I further understand repeated violations of traffic regulations can be the basis for termination of my assignment.
	I understand I am responsible for the care of my yard, which includes watering, and cutting of grass, small bush trimming and trimming of trees up to 6ft. Since many of the units have different size yards and configurations, my responsibility will be 50 feet surrounding my unit, splitting the distance between housing units.
	I understand all my personal items (boxes, tools, play toys, bikes, etc) need to be picked up and stored inside my unit, backyard, storage area or garage when not in use.
	I understand that auto maintenance is restricted to minor adjustments such as tire changes and changing of wiper blades. I understand the changing of motor oil, other automotive fluids and battery replacement is strictly prohibited. I will also be responsible for any oil or grease damage. I further understand I will be charged for any cleaning/restoration of government property. I also understand any work that causes a nuisance or safety hazard to neighbors is prohibited. Under no circumstances is commercial work or repairs allowed.
Service Member's Signature:	Date:
Housing Representative's Signature:	Date:

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-006 Rev. (11-16)		<h1>HOUSING ASSIGNMENT CHECKLIST</h1>	
<b>Section I: Service Member Information</b>			
Service Member's Name (Last, First, MI):		Quarters Assigned:	Date Assigned:
<i>Quarters Type:</i> <input type="checkbox"/> Conversion <input type="checkbox"/> Single Family <input type="checkbox"/> Townhouse <input type="checkbox"/> UPH		<i>Bedrooms:</i> <input type="checkbox"/> 2 bed <input type="checkbox"/> 3 bed <input type="checkbox"/> 4 bed <input type="checkbox"/> Other	Permanent Duty Station:  Rotation Year:
<b>Section II: Action Items For Resident Check-In</b>			
Step	Action	Date Completed	Initials
1.	BAH NOTIFICATION		
2.	HMIS ENTRY		
3.	OCCUPANT NOTIFICATION TO MAINTENANCE		
4.	MEMBER CONTACT INFORMATION (BCCHSG-015)		
5.	ASSIGNMENT AND ACCEPTANCE (BCCHSG-003)		
6.	OCCUPANCY AGREEMENT (BCCHSG-004)		
7.	OCCUPANCY RESPONSIBILITIES (BCCHSG-005)		
8.	DISCLOSURE ENV HAZARDS LETTER (CG-6093)		
9.	CFL OCCUPANCY AGREEMENT (BCCHSG-014)		
10.	HOUSING FIRE SAFETY REPORT (BCCHSG-022)		
11.	INITIAL INSPECTION FORMS (CG-6089)		
12.	E-MAIL ADDRESS DATA BASE		
13.	CENSUS DATA BASE		
14.	PET DATA BASE		
15.	FIREARMS DATA BASE		
16.	AUTO DATA BASE		
17.	AUTO MESSENGER		
18.	MASTER HOUSING INVENTORY <input type="checkbox"/> UPH <input type="checkbox"/> FAMILY		
19.	ISSA		
<b>Section III: Action Items For Resident Check-Out</b>			
Step	Action	Date Completed	Initials
20.	PRE-INSPECTION SCHEDULED		
21.	FOLDER BROKEN DOWN		
22.	FINAL INSPECTION SCHEDULED ( <input type="checkbox"/> HIRE CLEANER / <input type="checkbox"/> SELF CLEAN)		
23.	KEYS RETURNED		
24.	BAH START NOTIFICATION		
25.	HMIS ENTRY		
26.	E-MAIL ADDRESS DATA BASE		
27.	CENSUS DATA BASE		
28.	PET DATA BASE		
29.	FIREARMS DATA BASE		
30.	VEHICLE DATA BASE		
31.	AUTO MESSENGER		
32.	MASTER HOUSING INVENTORY <input type="checkbox"/> UPH <input type="checkbox"/> FAMILY		
33.	ISSA		
34.	TURN AROUND PAPERWORK SUBMITTED		

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-007 Rev. (11-16)		<h1>HOUSING RELOCATION CHECKLIST</h1>		
<b>Section I: General Information</b>				
Service Member's Name (Last, First, MI):		Permanent Duty Station::		Rotation Date:
Current Quarters Assigned:	Date Assigned	<b>Quarters Type:</b>	<b>Bedrooms:</b>	
		Family / UPH	2 bdrm / 3 bdrm / 4 bdrm	
New Quarters Assigned:	Date Assigned	<b>Quarters Type:</b>	<b>Bedrooms:</b>	
		Family / UPH	2 bdrm / 3 bdrm / 4 bdrm	
<b>Section II: Action Items</b>				
<i>Step</i>	<i>Action</i>		<i>Date Completed</i>	<i>Initials</i>
1.	Member requests relocation via signed letter to LHO. Only member can ask for relocation. Spouses, even with power of attorney are not allowed to ask for relocation.			
2.	LHO approves/disapproves, in writing, member's request for relocation. (if disapproved all further actions stop here).			
3.	Receive complete new Housing Application, CG-5267 or DOD-1746 and; <ul style="list-style-type: none"> <li>➤ Orders (if changed from what is on file)</li> <li>➤ BAH Dependency form (CG-4170A, Navy Page 2, DEERS)</li> </ul>			
4.	Add application to Relocation Waiting list (Priority 5). <ul style="list-style-type: none"> <li>➤ Are there "Special Needs" family members? <input type="checkbox"/> Yes <input type="checkbox"/> No</li> </ul>			
5.	Conduct housekeeping inspection of current quarters. <ul style="list-style-type: none"> <li>➤ Pass – Proceed to item #6</li> <li>➤ Fail – Relocation process is canceled. LHO issues letter denying relocation to member. Member cannot reapply for six months.</li> </ul>			
6.	Receive completed "Intent to Vacate" (Form BCCHSG-008)			
7.	Issue keys to new unit / Conduct check in counseling.			
8.	Complete Housing Assignment Checklist (Form BCCHSG-006)			
9.	Conduct Initial Check-In Inspection. Date/Time:			
10.	Conduct Pre-Final Inspection of unit relocating from. Date/Time:			
11.	Conduct Final Inspection of unit relocating from. Date/Time:			
12.	Collect keys from unit relocating from. Verify all keys in Housing Office work.			
13.	Remove service member from old unit in HMIS effective date of final inspection.			
14.	Assign service member to new unit in HMIS			

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-008 Rev. (11-16)		<h2 style="text-align: center;">NOTICE OF INTENT TO VACATE GOVERNMENT OWNED QUARTERS</h2>	
USE OF FORM: This form shall be submitted to the Local Housing Office at least 45 days in advance of your anticipated vacate date. Please print legibly and complete all blocks.			
Service Member's Name ( <i>Last, First, MI</i> ):		Branch of Service:	Rank:
Current Quarters Address and Phone Number:		Housing Type: <input type="checkbox"/> Government Owned Family Quarters <input type="checkbox"/> Unaccompanied Personnel Housing (UPH)	
Current Duty Station and Phone Number:		New Duty Station:	
Forwarding Address:		Phone Number:	
<i>Note: Residents are required to provide a copy of their Permanent Change of Station PCS / Retirement / Discharge orders</i>			
Departure Date:	Reason for Vacating: <input type="checkbox"/> PCS Transfer <input type="checkbox"/> Discharge/RELAD <input type="checkbox"/> Retirement <input type="checkbox"/> Other: _____		
Pack out Date:	_____ _____		
<b>RESIDENT RESPONSIBILITIES</b>			
<p>I have received a copy of the Preliminary Inspection Check-Off Sheet. It is my responsibility to comply with all cleaning requirements. Failure to comply may result in delaying my departure or my being charged for custodial services.</p> <p>I am responsible for damages or missing equipment in my unit. I understand my financial obligations to resolve such situations prior to my departure. There are three options for repairing/replacing damaged/missing items:</p> <ol style="list-style-type: none"> <li>1. I may repair/replace the item(s) myself.</li> <li>2. I may hire a contractor to accomplish the repair/replacement.</li> <li>3. I may pay the U.S. Coast Guard for the repair/replacement.</li> </ol> <p>If I choose options 1 or 2, I understand the repair/replacement must pass the government's inspection. If I choose option 3, payment can be in the form of either a cashier's check or money order made payable to the <b>"United States Coast Guard."</b> <u>Cash or personal checks are not accepted.</u></p> <p><b><i>I am aware if any lingering pet odors or pest infestations caused by my pet(s) are detected within 60 days of my final inspection, I may be held financially responsible for eliminating the problem(s).</i></b></p> <p>Termination of quarters is complete when I have met all the cleaning requirements and all damages (if applicable) are resolved.</p>			
Service Member's Signature:			Date:
<b>Inspection Dates:</b> The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit at the dates and times indicated below. Any change to these dates must be cleared through the Housing Office as soon as possible. The Final Inspection date will not occur after your retirement or discharge.			
Pre-Check Out Inspection Time and Date:			
Final Check Out Inspection Time and Date:			

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-009 Rev. (11-16)		<h2 style="text-align: center;">INSPECTOR'S PRE-FINAL CHECKLIST</h2>	
<b>USE OF FORM:</b> Items to be accomplished by you in preparation for your termination of quarters from housing. A complete termination checklist is in your Housing Manual. Please print legibly and complete all blocks.			
Service Member's Name <i>(Last, First, MI)</i> :		Date/Time of Pre-Inspection:	
Current Quarters Address:		Estimated Date of Final Inspection:	
Phone Number:		Date/Time of Final Inspection:	
<b>TENANT RESPONSIBILITIES</b>			
FLOORS	<b>Hardwood floors:</b> Clean with (1/4 cup vinegar / 4 quarts water) & damp mop. Clean no-wax & bathroom floor with mild soap. <b>Basement floors:</b> Sweep and mop - *pet owners use bleach & water mixture. Use bleach mixture half way up walls for mildew and/or pet odors.		
PAINT	Do not remove picture nails from walls or spackle to fill holes. Wash and rinse all walls and ceilings. Remove wallpaper/borders; clean then paint a primer over stenciling & painted walls, completely covering walls.		
KITCHEN	Wash and rinse all cabinets inside and out and on top if open to ceiling. Thoroughly clean refrigerator & stove. Leave out from wall for inspection. Replace all burnt-out light bulbs. Appliance bulbs are a self-help item/40 watts. Do not unplug or turn off refrigerator unless you will be plugging it right back in. Call 968-6488 to disconnect gas stove if needed.		
OTHER	Clean all windows inside and out and screens. Thoroughly clean trash can & recycling bin. Store in garage or shed. Remove all heater vent covers, clean down inside, clean vent cover, and replace. Clean all blinds with a mild soap. Clean outside light globes of bugs. Remove inside light globes, clean & reinstall. Clean ceiling fan blades thoroughly. Remove and throw away toilet seat prior to final inspection		
EXTERIOR GROUNDS	Within a 50 foot distance of quarters must be neat, grass cut and trimmed along building lines, holes filled, area seeded, walks shoveled and stones removed from yard. Clean window wells of leaves/debris. Sheds must be swept clean and in good repair. Yard free of animal feces.		
SCREENS	All screens are to be repaired before termination. Ask Housing Inspector to explain options. Call 968-6488 for instructions if damage was unavoidable or documented.		
FURNACE FILTERS	Should be new or in good condition. Check under hot water heater for items clean. Top of furnace & hot water heater wiped clean.		
MOVING TRUCKS	Moving trucks are not allowed on sidewalks or grassy (lawn) areas.		
PET OWNERS	Provide three (3) flea bombs. Inspector will set these off at final inspection.		
TRASH AREA	DO NOT LEAVE WOOD OR METAL AT TRASH AREA OR CURB for the trash collector. You will be billed if FED has to pick up. Call recycling center at 968-6688 to make arrangements for disposing of other than household trash. Dumpsters are available for specific items.		
DRYER DUCTS	Clean out the dryer vent area, stuff with newspaper/rag or tape the opening closed. Check/clean outside grid lint catch and end of duct (hose) after detaching from the dryer.		
<b>RECOMMENDED CLEANING PRODUCTS:</b> Oven - yellow can of Easy Off Bathroom - Barkeepers Friend Walls, baseboards - Mr. Clean Magic Eraser		Have cleaning products at final. Suggested items are: SOS Pad, green padded one sided sponge, spray cleaner, paper towels/rag.	
You are responsible for any damage to your unit noted on your pre and/or final inspection beyond normal wear and tear.			
<b>Final Inspection: You must call the Housing Office at 968-6505 to arrange for your final inspection.</b>			
Resident's Signature: <i>"I have received a copy of the Termination Inspection Checklist (BCCHSG-010)."</i>			Date:
Inspector's Signature:			Date:

### **IMPORTANT NOTES TO REMEMBER:**

1. Allow yourself at least three (3) days after your movers leave to clean your quarters.
2. All personal items must be removed from your quarters before the final inspection. This includes any self-help equipment borrowed.
3. All trash, boxes, garbage and hazardous waste materials must be removed before your final inspection.
4. Have all keys to the quarters available to give to the Housing Inspector. Any missing keys could result in a monetary charge.
5. Have cleaning materials on hand for your final inspection to include mop, broom, brush, degreaser, glass cleaner, paper towels, scrub pads, rags or sponges. These items will come in handy if you do not pass your first inspection. *It is the responsibility of the resident to acquire the necessary equipment and cleaning items needed for their Final Inspection.*
6. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office cannot mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you.
7. Equipment for lawn care and other self-help items are available on a “first come, first served” basis. Please plan ahead and don’t rely on self-help for services.
8. Do not allow movers to drive onto grass during your pack out. *Damages to grounds by movers will be your responsibility.*
9. You are required to be present at the final inspection. A Power-of-Attorney will be required for spouses who stand in for service members unavailable due to emergency situations.
10. If something comes up and you cannot make the final inspection date, please contact your Local Housing Office immediately. Remember your entitlement to BAH is dependent on a successful and complete Final Inspection.

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCSHG-010 Rev. (11-16)		<b>TERMINATION INSPECTION CHECKLIST</b>	
USE OF FORM: The items contained on this sheet must be accomplished prior to your final inspection. For your convenience, a space has been provided for your use to check off each item as you complete it. Personnel assigned to UPH/UPLH should contact their Housing Representative regarding items on this list that may need to be modified.			
Service Member's Name <i>(Last, First, MI)</i> :		Pre-Check Out Inspection Date:	Final Check Out Inspection Date:
Permanent Duty Station <i>(Include Work Phone #)</i> :		Quarters Address <i>(Street, Apt#, City, State, Zip, Home Phone #)</i> :	
	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>KITCHEN AREA</b>	<i>Cabinets/ Drawers</i>	Clean all cabinets and drawers thoroughly, inside and out. Remove all fingerprints, drip lines, grease and sticky substances. Clean shelving, removing all dust, food crumbs, litter, etc. Remove all personal paper liners from drawers and shelves.	
	<i>Counter Tops and Sink</i>	Remove all fingerprints, grease and sticky substances. Remove soap residue from sink. Polish all chrome fixtures with a scouring pad.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out. Hood should be completely free of grease. Filter should be replaced with new one from Self-Help. Turn off the power switch to the fan in order to clean fan blades. Replace bulb if burned out. Do not use oven cleaner on hood or any aluminum parts as it will damage the enamel paint finish and ruin the parts.	
	<i>Gas Range</i>	Call 968-6488 to disconnect gas stove. Clean sides and back of range, sides of cabinets and floor under range. Remove all top burner grills, drip-pans, oven racks and broiler pans; place all items in a large plastic bag, Spray with yellow can of oven cleaner, Tie opening snugly and set outside (preferably in the sun) for 10 to 24 hours. After this time, usually all that is required is a light scrubbing with a scouring pad to remove remaining residue. Lift the range top and clean outside edges, top, underside and bottom, removing all burned matter and grease. STOVE MUST BE COMPLETELY GREASE FREE.	
	<i>Refrigerator</i>	Carefully move the refrigerator away from the wall to clean the exterior of the unit, including top, and floor below. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all trays and racks in warm water and detergent. Clean all interior surfaces, including rubber gasket, removing all trapped food particles, spills or mildew. Pull out drain pan and empty/clean. LEAVE REFRIGERATOR PLUGGED IN AND ON SETTING #2.	
	<i>Dishwasher</i>	Clean entire unit inside and out including rubber door gasket. Remove all food particles and soap residue. Remove plate from bottom of dishwasher, clean out, and replace.	
<b>BATHROOM(S)</b>	<i>Microwave (if furnished)</i>	Thoroughly clean inside and outside of microwave to remove grease and stains. Do not use oven cleaner on any parts as it will damage the enamel paint finish and ruin the parts.	
	<i>Tubs, Tiles &amp; Showers</i>	Clean bathtub, tiles, and shower. No soap film, mildew, sediment or stains can be left in tub, on walls. Do not use abrasive cleaner if you have a fiberglass tub. Polish all chrome fixtures with a SOS scouring pad (or equivalent).	
	<i>Exhaust Fan(s)</i>	Vents must be dust free. Use vacuum to clear dust and lint buildup, Wipe clean with mild soapy water. DO NOT DISASSEMBLE.	
	<i>Sinks, Mirrors &amp; Counter Tops</i>	Remove all fingerprints, stains and soap residue. Polish all chrome fixtures with a SOS scouring pad (or equivalent). Clean out sink(s). There should be no stains on counter top or in sink. Mirrors should be clean and spot free.	
	<i>Medicine Cabinet</i>	Clean and disinfect inside and outside frame. Remove shelves, wash and reinstall. Clean mirror front to remove all stains, water spots and streaks.	
	<i>Toilets</i>	Remove toilet seat. Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Remove all additives from water.	

(Continued on Page 2)

	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>ALL INTERIOR ROOMS</b>	<i>Floors</i>	<p><b>Sheet Vinyl/Floor Tiles:</b> Remove all dirt and scuff marks with mild soap. Pay special attention to corners and along metal strips. Do not use excessive amount of water on floors. DO NOT WAX.</p> <p><b>Hardwood Floors:</b> Sweep &amp; remove any marks as directed. Clean hardwood floors with (1/4 cup vinegar/4 qts water) &amp; damp mop.</p> <p><b>Sweep and mop basement floors</b> - *pet owners use bleach &amp; water mixture. Use bleach mixture half way up walls for mildew and/or pet odors.</p> <p><b>Carpets:</b> All carpets must be steamed cleaned. It is the responsibility of the resident to plan ahead.</p>	
	<i>Walls and Ceilings</i>	<p>Walls and ceilings must be washed in preparation for painting. Remove all marks, handprints and cobwebs from walls and ceilings. Thoroughly clean all electrical plate covers, baseboards and all trim.</p> <p>Pay particular attention to the kitchen and bathroom walls remove all grease and food spatters. TSP or ammonia/water mixture is effective.</p> <p>Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse/wash walls thoroughly.</p> <p>Do not remove all nails, picture hangers and hooks from walls. Do not remove plastic anchors from walls.</p>	
	<i>Woodwork</i>	Clean all doors and door frames and woodwork throughout unit. All grease, sticky substances and fingerprints must be removed from cabinets, drawers, doors and hand railings. Clean door tracks of sliding closet doors.	
	<i>Windows</i>	Wash all windows, inside and out, ledges, casings and window tracks. Some windows can be tilted in to clean both sides (ask your inspector). Outside windows can be washed down with a squeegee. Second level outside windows may be hosed off. All windows should be free of streaks.	
	<i>Screens</i>	Remove and wash both sides of window screens All screens are to be repaired before termination. Ask Housing Inspector to explain options. Call 968-6488 for instructions if damage was unavoidable or documented	
	<i>Mini-Blinds</i>	Remove vertical/mini-blinds and wash with mild soap. Reinstall when dry.	
	<i>Decals and Tape</i>	All decals, tape and sticky residue must be removed. Rubber decals in bathtubs and shower stalls must also be removed.	
	<i>Light Fixtures</i>	Remove, clean and re-install all light covers. Clean light fixtures to remove dust, dirt and marks. Replace any missing or burned out light bulbs with a maximum wattage of 60W. Clean ceiling fan blades thoroughly.	
	<i>Patio Doors</i>	Clean glass and screen door, doorframe and door track. All areas should be free of dirt, including the corners. Any damage done by pets to the glass or screen door is subject to a monetary charge.	
	<i>Furnace &amp; Hot Water Heaters and Vents</i>	Clean furnace and hot water heater area. Replace the air return filters throughout the unit. All vents must be dust free. Vent covers can be removed and run through the dishwasher.	
	<i>Dryer Ducts</i>	Clean out the dryer vent area, stuff with newspaper/rag or tape the opening closed. Check/clean outside grid lint catch and end of duct (hose) after detaching from the dryer.	
	<i>Detectors</i>	Clean and test Smoke and CO detectors. Replace batteries if needed.	

(Continued on Page 3)

	<b>Item</b>	<b>Action</b>	<b>Done</b>
<b>EXTERIOR</b>	<i>Garbage Cans, Recycle Bins, &amp; Garbage</i>	Garbage cans and recycling bins must be cleaned, washed out with a disinfectant and placed in storage area/shed/garage. All trash and garbage must be removed from premises prior to final inspection. Bags, boxes, and discarded items are not to be left in garage, carport, or common areas.  <u>DO NOT LEAVE WOOD OR METAL AT TRASH AREA OR CURB</u> for the trash collector. You will be billed if Maintenance has to pick up. Call recycling center at 968-6688 to make arrangements for disposing of other than household trash. Dumpsters are available for specific items.	
	<i>Lawn / Garden Area</i>	Lawns within a 50 foot distance of quarters must be mowed, weeded, edged and free from paper or debris (including pet feces). Cultivate and re-seed all bare areas and fill all holes. Flowerbeds must be cultivated and weeds removed. All weeds/grass must be removed from patio/garbage enclosure areas. Driveways, sidewalks and curbs must also be weeded. Trim all shrubs and bushes if required. Clean window wells of leaves and debris. Repair of pet damage to grounds is the responsibility of the resident.	
	<i>Garage, Stalls &amp; Driveways</i>	Garages, driveways and parking stalls must be free of any fresh oil stains and all debris. Wash down all concrete walkways.	
	<i>Walls, Doors and Light Fixtures</i>	Wash down all exterior walls and doors, front and back, including doorframes. Clean fingerprints and remove cobwebs. Clean outside light covers (inside and out) & replace burnt out bulbs.	
	<i>Storage Sheds</i>	Outside storage sheds must be emptied and swept out.	
	<i>Personal Structures and Additions</i>	Any structure or addition you have installed, or placed on the premises, must be removed prior to the final inspection, unless prior approval is received (i.e. storage sheds, fences, satellite dish and post, etc.). Restore any damaged grounds as required.	
<b>OTHER INFORMATION</b>	<i>Residents With Pets</i>	Provide three (3) flea bombs. Inspector will set these off at final inspection. It is the responsibility of any pet owner to exterminate fleas in their unit. At the time of vacating, you will ensure there is no flea infestation.  <b><i>Any lingering pet odors or pest infestations detected within 60 days of your final inspection may result in monetary charges against you to eliminate the problem(s).</i></b>	
	<i>Keys/Garage Door Opener</i>	All keys and garage door openers must be turned in to the inspector at final inspection.	
	<i>Communicate</i>	Call attention to any repair work that has not been completed by Housing Maintenance. Alert the housing representative to any problems you may be aware of either in the unit or the neighborhood.	
	<i>To Do's</i>	<input type="checkbox"/> Change of Address to local Postal Office? <input type="checkbox"/> Stop Newspaper Delivery? <input type="checkbox"/> Turn off Telephone Service? <input type="checkbox"/> Turn off Cable/Satellite TV Service? <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	

(Continued on Page 4)

	Item	Action	Done
FINAL INSPECTION	The Final Inspection	1. Allow yourself at least three (3) days to clean your quarters after you pack out.	
		2. All personal items must be removed from quarters before final inspection.	
		3. All trash, boxes, garbage and hazardous waste materials must be removed before final inspection.	
		4. Have cleaning materials on hand for your final inspection to include mop, broom, brush, degreaser, glass cleaner, paper towels, rags or sponges. These items will come in handy if you do not pass your first inspection.	
		5. If you hire someone to clean your quarters, it is a private contract between you and the cleaner. The Housing Office can not mediate disputes or get involved in your contract with a cleaner. You are still responsible for the cleanliness of your unit and you must be present for the final inspection. It is suggested you have any contract cleaner you may have hired at the final inspection with you.	
		6. Equipment for lawn care and other self-help items are available from MWR. Please plan ahead and don't rely on self-help for services.	
		7. Do not allow movers to drive onto grass or sidewalk during your pack out.	
		8. The service member is required to be present at the final inspection. Power-of-Attorney will be required for spouses who stand in for service members unavailable due to emergency situations.	
		9. If something comes up and you can not make the final inspection date, please contact your Local Housing Office immediately. Remember, your entitlement to BAH depends on a successful and complete final inspection.	
		RECOMMENDED CLEANING PRODUCTS: Oven - yellow can of Easy Off Bathroom - Barkeepers Friend Walls, baseboards - Mr. Clean Magic Eraser	
You are responsible for any damage to your unit noted on your pre and/or final inspection beyond normal wear and tear.			
Final Inspection: You must call the Housing Office at 968-6505 to arrange for your final inspection.			
Notes:			

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-011 Rev. (11-16)		<h2 style="text-align: center;">RESIDENT CHARGES/DAMAGES NOTIFICATION</h2>		
To: (Resident)		From: <div style="text-align: right;">Housing Division</div>		
Quarters Address:		Date of Inspection:		
REF: COAST GUARD HOUSING MANUAL, COMDTINST M11101.3(series)				
<p>Inspection of the above quarters revealed damage to Government property beyond fair wear and tear. As the responsible individual, you are required to make arrangements to restore the property to its original condition, or to pay for repairs IAW reference (a).</p> <p>You may accomplish the necessary repairs or restoration yourself, if you are competent to accomplish professional work standards, or by a private contractor. These repairs <b>MUST BE INSPECTED</b> and <b>APPROVED</b> by a Housing Department Inspector prior to termination of Government quarters.</p> <p>A description of the damage(s) and <b>ESTIMATED</b> repair costs are listed below. Please indicate the method of your proposed restoration and return this form with the <b>FIRST ENDORSEMENT</b> completed and <b>SIGNED BY YOU</b> to the Housing Department.</p>				
ITEM	DESCRIPTION OF DAMAGE	ESTIMATED COST		TOTAL COST
		LABOR	REPAIR MATERIAL	
<b>TOTAL</b>				<b>\$</b>
Payment must be in the form of cashier's check or bank or postal money order and made payable to: <b>"U.S. COAST GUARD"</b> , sent to the Housing Office, Bldg 5215, Buzzards Bay, MA 02542. <b>Payment due upon receipt.</b>				
Signature: (Housing Department)		Date:		
<b>First Endorsement</b>				
From: (Resident)		To: <div style="text-align: right;">Housing Department</div>		
Method of proposed restoration: (use reverse side if more space is required) <div style="height: 100px; border: 1px solid black; margin-top: 10px;"></div>				
Signature: (Resident)			Date:	

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-012 Rev. (11-16)		<h1>VIOLATION NOTICE</h1>	
USE OF FORM: All residents are required to abide by the regulations outlined in the Base Cape Cod Housing Manual, BCCINST M11101.1 (series). This form is being issued to notify you of a violation to housing policy.			
Service Member's Name <i>(Last, First, MI)</i> :		Command:	Date:
Quarters Address:		Area: <input type="checkbox"/> Front Yard <input type="checkbox"/> Front Porch <input type="checkbox"/> Back Yard <input type="checkbox"/> Patio Area <input type="checkbox"/> Side Yard <input type="checkbox"/> Driveway <input type="checkbox"/> Other:	
<b>Notice to Resident of Violation</b>			
An inspection of your housing area was conducted today. The following item(s) were found to be a violation of our housing policy. To assist us in maintaining the housing areas in a satisfactory condition for everyone, it is requested you complete this form by specifying the actions you have taken to correct the described violation. <b><i>Sign the bottom of this form and return it to the Housing Office no later than:</i></b>			
[    ] Day		[    ] Month	
		[    ] Year	
Should your response not be received at the Housing Office by the date specified a second violation notice will be sent to you at your command via your Commanding Officer.			
<input type="checkbox"/> Clean up trash enclosure area <input type="checkbox"/> Mow / edge grass <input type="checkbox"/> Trim hedges/bushes <input type="checkbox"/> Clean up animal feces <input type="checkbox"/> Improperly stored personal items <i>(i.e. toys/patio furniture)</i>		<input type="checkbox"/> Dispose of packing / crating material <input type="checkbox"/> Vehicle parked in unauthorized area <input type="checkbox"/> Vehicle not registered/licensed- <b><u>Remove from housing</u></b> <input type="checkbox"/> Remove boat/trailer/camper/RV from housing area <input type="checkbox"/> <b>Other:</b>	
Your cooperation in maintaining the housing area is greatly appreciated. You may contact a housing representative if you have questions regarding this violation notice.			
Housing Representative's Signature:		Date:	
<b>Resident's Declaration of Action Taken</b>			
Service Member's Signature:		Date:	
<b>Housing Office Use Only</b>			
Unit Re-inspected by (Housing Representative's Signature):		Date:	
<b>Action Taken:</b> <input type="checkbox"/> Violation rectified <input type="checkbox"/> Violation not rectified - Notify LHO	Comments:		

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-013 Rev. (11-16)	<h1>INSURANCE FACTS FOR RESIDENTS</h1>	
<b>USE OF FORM:</b> The purpose of this form is to provide information to you concerning insurance coverage so you can protect yourself against loss and to help prevent misunderstanding about the U.S. Government insurance coverage. It is not an effort by the U.S. Government to change responsibilities that are authorized by legislature. Please print.		
<b>Section I: Service Member Information</b>		
Service Member's Name <i>(Last, First, MI)</i> :		Rank/Rate:
Permanent Duty Station <i>(Include Work Phone #)</i> :	Quarters Assigned <i>(Street, City, State, Zip, Home Phone #)</i> :	
<b>Section II: General Information</b>		
<ol style="list-style-type: none"> <li>1. Generally, except under special circumstances, the U.S. Government and/or the U.S. Coast Guard is NOT legally responsible for loss to the resident's personal property, possessions or personal liability and the U.S. Government/U.S. Coast Guard will not cover such losses or damages.</li> <li>2. If damages or injury to U.S. Government property is caused by the resident, the resident's guest(s) or child (children), the U.S. Government will have the right to recover payments made to resolve such damages or injury.</li> <li>3. Following is a non-inclusive list of examples of possible costly misfortunes that, except for special circumstances, you could be legally responsible for:           <ol style="list-style-type: none"> <li>a. Neighborhood children play street hockey and break your vehicle's windshield.</li> <li>b. Your defective electrical extension cord starts a fire, which causes damage to the building and your personal property and/or the personal property of others.</li> <li>c. A friend or a handyman you hire, if injured, when he slips on the floor you have just washed.</li> <li>d. You forget the bath water is running and it floods and damages your unit.</li> <li>e. Your locked car is broken into and your personal property, and that of a friend, is stolen.</li> <li>f. A burglar breaks your front door, storage room, or garage lock and steals your valuables or personal property.</li> </ol> </li> <li>4. If you desire to protect yourself and your property against loss, damage, or liability, the U.S. Government strongly recommends you consult with your insurance agent and obtain appropriate coverage for fire, theft, liability, and other perils. The cost is reasonable considering the peace of mind, the protection, and the financial security that you get if you are adequately protected by insurance.</li> <li>5. For example, a renter's insurance policy with a \$250 deductible offering \$20,000 in personal property protection, \$100,000 in liability protection, and other special coverage for computers, jewelry, guns, cash, credit cards, etc., cost about \$20 per month. This is a very reasonable cost to ensure your family is properly insured against serious losses.</li> <li>6. Questions regarding renter's insurance, specific policies or insurance companies should be addressed with an appropriate insurance agent or company.</li> </ol>		
Service Member's Signature:		Date:
Housing Representative's Signature		Date:

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-014 Rev. (11-16)	<b>COMPACT FLUORESCENT LIGHT (CFL) OCCUPANCY AGREEMENT</b>	
<b>USE OF FORM:</b> This agreement to occupy the premises indicated is issued by the United States Government, acting through the United States Coast Guard, and the Service Member identified below. By execution of this agreement, the service member agrees to comply with all terms, conditions and provisions specified and those contained in the Coast Guard Housing Manual, COMDTINST M11101.13 (series). Please print.		
<b>Section I: Service Member Information</b>		
Service Member's Name (Last, First, MI):	EMPLID:	Rank/Rate:
Permanent Duty Station (Include Work Phone #):	Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone #):	
<b>Section II: Provisions of Occupancy</b> (read each statement and acknowledge by initialing in the block)		
	I have read P.L. 110-140, Section 522 and understand the requirements placed on the Coast Guard.	
	I understand the disposal requirements if I use a CFL in place of an incandescent bulb.	
	I understand the EPA recommended clean-up procedures if a CFL is broken in my home.	
	I understand the requirement to notify the Housing Office if a CFL is broken and I will not attempt to remove any flooring or CG-owned fixture from the home as a result of a broken CFL.	
	I have received a copy of P.L. 110-140, EPA's "Frequently Asked Questions: Information on CFLs and Mercury", EPA's "How to Choose" table, and the USCG disclosure letter on mercury.	
<b>Section III: Execution of Agreement</b>		
<b>CERTIFICATION:</b> <i>I have received a copy of the required enclosures and will read and abide by all of the regulations.</i>		
Service Member's Signature:	Date:	
Housing Representative's Signature:	Date:	

## MEMBER CONTACT INFORMATION

### PRIVACY ACT STATEMENT

In accordance with 5 USC 552 (E) (3), the following information is provided to you when you are supplying personal information to the U.S. Coast Guard.

1. Authority: Section 515P.L.84-161, as amended (10 USC 2674). Authorized solicitation of the information.
2. Principal Purpose(s): To determine each applicant's eligibility for assignment to suitable military housing accommodations.
3. The Routine Uses: The information used by CG housing office to evaluate the assignment of housing accommodations.
4. Disclosure: Disclosure of the information is voluntary, but failure to provide the information may result in the inability of the CG housing to provide suitable housing to the applicant and at the most expeditious time. Disclosure of the information herein contained to other than the agency is in accordance with the Freedom of Information Act.

### Section I: General Information

Service Member's Name (Last, First, MI):		Quarters Assigned:		Date Assigned:
EMPLID/SSN:	Birth Date:	Rate/Rank:	Branch of Service:	Rotation Date:

### Section II: Command Information

Permanent Duty Station:	Phone Number:
Work E-mail Address:	
Supervisor Name:	Phone Number:
Work E-mail Address:	

### Section III: Contact Information

Home E-mail Address:		
Alternate E-mail Address:		
Home Phone Number:	Member Cell Phone Number:	Spouse Cell Phone Number:

### Section IV: Dependent Information (list all persons residing with you)

Name	Sex	Relationship	Birth Date
	M / F		
	M / F		
	M / F		
	M / F		
	M / F		
	M / F		

If any resident of your household has any special needs or unusual medical requirements indicate below:

### Section V: Vehicle Information

Make	Model	Year	Color	Plate Number & State

All vehicles owned by residents must have a valid state registration. **Unregistered, abandoned, improperly parked and inoperable vehicles are not allowed in the housing area.** All residents are required to follow established housing procedures for correctly using, stowing, and protecting privately owned vehicles.

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-016 Rev. (11-16)		<h1>HOUSING COMPLAINT</h1>	
USE OF FORM: The person making the complaint shall complete blocks 1-11 and deliver this form to the Local Housing Office. Please print.			
<b>Section I: Complainant's Information</b>			
1. Complainant's Name <i>(Last, First, MI)</i> :		2. Rank/Family Member:	
3. Complainant's Permanent Duty Station <i>(Include Work phone)</i> :		4. Complainant's Address <i>(Street, City, State, Home Phone #)</i> :	
<b>Section II: Nature of Complaint/Offender Information:</b>			
5. Date & Time of Offense:		6. Location of Offense:	
7. Offender's Name & Address <i>(if known)</i> :		8. Offender's Rank/Family Member <i>(if known)</i> :	
9. How was Complaint Reported <i>(i.e. called OOD, Local Police, Housing Office, etc.)</i> :			
10. Description of Complaint/Offense: <i>Please provide detailed information regarding the nature of the complaint/offense, i.e., who, what, where, when happened. (Use reverse or additional sheets if necessary).</i>			
11. Complainant's Signature:		Date:	
<b>Section III: Housing Office Action</b>			
12. Date & Time Complaint Received:		13. Housing Personnel Assigned to Case:	
14. Action Taken <i>(i.e. Met with complainant/offender, dismissed, contacted command/ WLS, etc.)</i> :		15. Warning Letters Issued: <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, enter date of letter):</i>	

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-017 Rev. (11-16)	<b>FIREARM REGISTRATION</b>			
USE OF FORM: This form is used to register firearms with the Local Housing Office. Please complete all sections, providing all requested information. Please print.				
<b>Section I: Service Member Information</b>				
Service Member's Name ( <i>Last, First, MI</i> ):			Rank/Rate:	
Permanent Duty Station ( <i>Include Work Phone #</i> ):		Quarters Address ( <i>Street, Apt#, City, State, Zip, Home Phone #</i> ):		
<b>Section II: Notification/Authorization for Weapons/Firearms(s) in Coast Guard Housing</b>				
All firearms must be stored in a safe manner. Firearms must either be stored in a locked gun safe or with a trigger or cable lock. Ammunition must be stored in a locked location separate from the firearm.				
<i>Type/Brand</i>	<i>Gauge/Caliber</i>	<i>Model #</i>	<i>Serial #</i>	<i>Permit # w/ State</i>
CERTIFICATION: <i>It is mandatory for all housing residents to register their firearms with the Housing Office during their occupancy in government quarters. Firearms are defined as (but not limited to): pistols, rifles, shotguns, BB and pellet guns. You swear that the firearms listed above are the only firearms in your residence. If you have listed "NONE", you swear there are no firearms in your residence. If your firearm status changes, you will notify the Housing Office in writing immediately upon acquiring/releasing the firearm(s). You understand that by submitting false information, you are subject to administrative and/or judicial punishment. It is understood if you, or your family members, are found guilty of discharging any firearm within or near government owned/leased housing you will be subject to eviction. You will ensure that your firearm is stored in accordance with Massachusetts laws while in government quarters. You understand you are required to comply with all applicable Federal, State and local laws, including BCCINST M11101.1 (series)</i>				
Signature of Service Member:			Date:	
Housing Representative Signature:			Date:	

## Firearms Registration and Possession

### MASSACHUSETTS GUN LAWS

MASSACHUSETTS GENERAL LAW (MGL), 140.131L (a) states: "It is unlawful to store or keep a firearm, rifle, shotgun or machine gun in any place unless that weapon is equipped with a tamper-resistant safety device or is stored or kept in a securely locked container."

YOU MUST ALSO POSSESS A MASSACHUSETTS STATE FIREARMS LICENSE OR FIREARMS IDENTIFICATION CARD TO HAVE IN YOUR POSSESSION.

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

For additional information go to the Town of Bourne Police Department web site at:

<http://www.townofbourne.com/Departments/PUBLICSAFETY/PoliceDepartment/tabid/195/Default.aspx>

Personnel in government housing may store firearms in their quarters or at the FORCECOM Armory.

Personnel residing in BEQ or BOQ **must** store their firearms in the Armory. You may contact the Armory at 508-968-6329

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-018 Rev. (11-16)		<h2 style="text-align: center;">GUEST AUTHORIZATION REQUEST</h2>		
USE OF FORM: Complete all sections, providing requested information and return to the Housing Office. Please print.				
<b>Section I: Service Member Information</b>				
Service Member's Name ( <i>Last, First, MI</i> ):			Rank/Rate:	
Permanent Duty Station ( <i>Include Work Phone #</i> ):		Quarters Address ( <i>Street, City, State, Zip, Home Phone #</i> ):		
<b>Section II: Guest Information</b>				
Name (First, M. I., Last)	Age	Relationship to Resident	Arrival Date	Departure Date
CERTIFICATION: "Jointly and individually, we hereby certify that no financial consideration is being paid to the resident or any member of this family by the guest(s) as rental for occupancy of the premises. Additionally, the assigned member is responsible for the conduct of guests."				
Guest Signature:			Date:	
Service Member's Signature:			Date:	
<b>Section III: Authorization</b>				
Remarks:				
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Local Housing Officer Signature:			Date:

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-019 Rev. (11-16)		<h1 style="text-align: center;">HOME BUSINESS REQUEST</h1>	
USE OF FORM: This agreement to operate a home business is issued by the Area Housing Officer and granted to the Service Member identified below. By execution of this agreement, the Service Member agrees to comply with all terms, conditions and provisions specified. Please print.			
<b>Section I: Service Member Information</b>			
Service Member's Name (Last, First, MI):		Branch of Service:	Rank/Rate:
Permanent Duty Station (Include Work Phone #):		Quarters Address (Street, Apt #, City, State, Zip, Home Phone #):	
<b>Section II: Type of Home Business</b>			
Business Name: _____ Description: _____ _____ _____ Insurance Company and Policy #: _____ License Required: <input type="checkbox"/> YES / <input type="checkbox"/> NO			
<b>Section III: Provisions of Home Business Approval</b>			
1. This approval is granting the service member named herein the approval to conduct a private business to sell, or attempt to sell, goods and/or services including but not limited to computer services, cosmetics, household products, cleaning products, tailoring, jewelry sales/parties, tax preparation, dressmaking, etc. 2. This approval becomes null and void if the Coast Guard, as a result of this home business, incurs excessive utility charges. 3. Computer websites must meet local, state and federal guidelines and must not bring discredit to the Coast Guard or U.S. Government. 4. The service member is responsible for any costs, whether they are for alterations, damages, or repairs, necessary to repair government property caused by or for this business. The U.S. Government is not liable for any damages to business related items. 5. Any alterations to the quarters as a result of this approval must be requested prior to beginning work. Such requests must be submitted via a Self Help Project Request, BCCHSG-023, to the Housing Office. All alterations and subsequent restoration will be at the service member's expense. External alterations and advertising are prohibited. 6. The raising of any kind of animals for commercial purposes, such as breeding for sale or profit, is strictly prohibited.			
Service Member's Signature:		Date:	
Maintenance Department:	Recommend: Approval / Disapproval	Date:	
Local Housing Officer:	Recommend: Approval / Disapproval	Date:	
Area Housing Officer:	Approved / Disapproved	Date:	
<b>Section IV: Execution of Agreement</b>			
Service Member's Signature:		Date:	
Government Representative Signature:		Date:	

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-020 Rev. (11-16)		<h1>PET AGREEMENT</h1>						
<b>Section I:</b> Member Information	1. Service Member's Name ( <i>Last, First, MI</i> ):		2. Rank:		3. Permanent Duty Station:			
	4. Quarters Address ( <i>No. Street/Apt No, Home Phone</i> ):							
<b>Section II:</b> Pet Information	5. Type of Pet / Breed / Color ( <i>i.e. Dog, Black Lab / Cat, mix, calico</i> )		6. Pet's Name	7. Rabies Exp Date	8. Sex	9. Spayed /Neutered	10. Age	11. Tag#
	1-				M / F	Y / N		
	2-				M / F	Y / N		
<b>Section III: Terms and Conditions</b>								
<p>By submitting this document I am requesting permission to maintain the above described pet(s) in my assigned government quarters. I have read and agree to abide by the pet regulations stipulated in the Base Cape Cod Housing Manual, BCCINST M11101.1 (series) and any additional regulations listed below.</p> <ol style="list-style-type: none"> <li>I am allowed a maximum of two dogs, <b>or</b> two cats, <b>or one of each</b>, which I have identified above.</li> <li>I am allowed a <b>reasonable number</b> of other pets, such as caged birds, fish, hamsters and the like. Barnyard and exotic species such as rabbits, chickens, snakes, lizards, arachnids, etc. are not allowed.</li> <li>I must keep my dog(s) restrained on a leash (no longer than 8 feet) when I either walk my pet(s) or when outside of my dwelling. I will not leave my dog(s) outside of my yard unattended.</li> <li>I understand that my pets must never be kept in the garage or shed, or tied to trees or existing structures.</li> <li>I must adhere to all local animal control ordinances, including licensing requirements and vaccinations. It is my responsibility to update my housing records verifying they reflect accurate/current pet information.</li> <li>I will maintain the area where my pet(s) are kept in a sanitary condition at all times.</li> <li>I will ensure my pet(s) shall not be a public hazard or nuisance and will be under control at all times. I understand if my animal bites or menaces a person or another animal, I will be ordered to permanently remove my pet from the housing area within five days and I may lose my pet privilege.</li> <li>I understand the breeding/raising of animals of any species is prohibited. I am aware accidental litters, which would exceed the total number of two (2) pets, must be removed by the age of 10 weeks.</li> <li>I understand my pets are not to be left in my quarters or yard unattended while I am away. I understand that even though I may have someone care for my pet(s) in my absence, I am still fully responsible for my pet(s) and their actions. I understand I am required to notify the Housing Office with the name and phone number of the pet guardian prior to my departure.</li> <li>I understand it is my responsibility to exterminate fleas in my yard and in my unit. At the time I vacate my assigned quarters, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I understand I will be held financially responsible for an adequate extermination. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.</li> <li>I understand a random yearly pet/house cleanliness inspection will be performed at my quarters by the Housing Office staff. I also understand "just cause" inspections may be conducted at any time.</li> </ol>								
<b>Section IV: Agreement/Acknowledgement</b>								
<p>Should any damage occur as a result of my pet's actions, the Housing Authority has permission to restore quarters and charge me the costs incurred. I agree to immediately pay these costs, in the event I fail to do so, the Housing Authority has permission to place a pay adjustment authorization against my pay for the restoration cost. I agree to abide by all regulations stipulated. I understand the Housing Authority reserves the right to revoke my pet privilege or my privilege to reside in government quarters for failing to abide by any of these regulations.</p>								
Service Member's Signature:						Date:		
Housing Office Representative's Signature:						Date:		

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-021 Rev. (11-16)		<h2 style="text-align: center;">ABSENCE FROM QUARTERS</h2>	
USE OF FORM: This Form is used to notify the Housing Office of any absence from your quarters 14 days or longer per BCCINST M11101.1 (series). Please provide all requested information.			
<b>Section I: Service Member Information</b>			
Service Member's Name (Last, First, MI):		Rank/Rate:	Command:
Quarters Type: <input type="checkbox"/> Family <input type="checkbox"/> UPH	Quarters Address (Street, Apt #, Home Phone #):		
<b>Section II: Absence from Quarters</b>			
Absence applies to: <input type="checkbox"/> Entire Family <input type="checkbox"/> Member Only			
Date of absence: From: _____ To: _____			
Address while absent in case of emergency (Full Mailing Address & Phone #):			
Name & Phone # of Caretaker (If Applicable):			
Caretaker will reside in quarters during my absence: <input type="checkbox"/> Yes <input type="checkbox"/> No			
CERTIFICATION: <i>During this absence the above named caretaker (if applicable) will adequately care for my government quarters and grounds. I understand I must request in advance, and receive prior written approval, for any absence in excess of sixty (60) days. I understand it is against regulations to rent or sublease my government quarters during my absence. My spouse or I will notify the Housing Office immediately after we return. I understand the Housing Office will enter my quarters in case of emergency. I understand I am responsible for the conduct of any caretaker while in my assigned quarters. I will notify the Housing Office if my absence exceeds the date above.</i>			
Remarks:			
Signature of Service Member:			Date:
<b>Section III: Housing Office Approval</b>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
Signature Of Local Housing Officer:			Date:

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-022 Rev. (11-16)		<h1>HOUSING FIRE SAFETY REPORT</h1>	
<b>Section I: Building Information</b>			
Address:		Date:	Inspector Initials: Resident Initials:
<b>Section II: Underlined Items Require Corrective Action.</b>			
1.	Report gas smells immediately to <u>9 1 1</u> .		
2.	Have and practice a home escape plan		
3.	Ensure house numbers are visible from the street.		
4.	Keep batteries in smoke detectors!! Test monthly - Change annually - Vacuum annually		
5.	Ensure extinguisher and CO detector are serviceable, and in their proper location.		
6.	Immediately report to maintenance any electrical problems i.e. dimming of lights, frayed wiring or cords, and cracked or uncovered outlets.		
7.	Use power strips with circuit breakers instead of multiple outlet extension cords and adapters.		
8.	Turn on no more than one heat producing appliance per circuit at the same time— toasters, curling irons, hair dryers, irons, etc., and unplug them when not in use.		
9.	Ensure electrical cords aren't run under carpets or rugs, run through holes in walls, ceilings, floors, and doorways or attached to a building.		
10.	Extension cords are for short-term use such as when using for portable hand tools, electric drills, sanders etc.; disconnect them at the end of the day		
11.	Storage of flammables (such as paints, lacquers, gas, propane, etc) is prohibited in Military Housing Units.		
12.	Keep trash, boxes and combustibles from accumulating.		
13.	Store combustibles away from electric panel, stairways and not within two (2) feet of the furnace, hot water heater and vent pipes. NOTE: Non-combustibles may be stored under the stairway.		
14.	Keep items off all pipes.		
15.	Nothing is to be stored in the window well.		
16.	Keep the filter in the furnace clean.		
17.	Clean clothes dryer, lint collector and dryer hose before lint build up.		
18.	Kitchen – Remove combustibles from cooking area.		
19.	Keep kitchen hood vent clean.		
20.	Keep matches and lighters out of reach of children.		
21.	Attend to candles, cooking, and sterilizing at all times.		
22.	Other:		
MAINTENANCE CONTROL (508) 968-6488 Email for work requests: <a href="mailto:BCC-WORK-REQUEST@USCG.MIL">BCC-WORK-REQUEST@USCG.MIL</a> Include: Name; Address; Phone Number; Description of Work; Permission to Enter (Y/N/Call)			

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-023 Rev. (11-16)	<b>SELF HELP PROJECT REQUEST</b>
USE OF FORM: Complete all sections, providing requested information and return to the Housing Office. Please print.	
<b>Section I:</b> Service Member Information	
Service Member's Name ( <i>Last, First, MI</i> ):	Rank/Rate:
Permanent Duty Station ( <i>Include Work Phone #</i> ):	Quarters Address ( <i>Street, Apt#, City, State, Zip, Home Phone #</i> ):
<b>Section II:</b> Description of Work	
<b>I request permission to perform the following alteration(s) to my quarters:</b> ( <i>Explain what, where, how many, installer name, type, size, color. Provide drawing(s), sketches, measurements, etc. as needed/requested. Use additional pages if necessary.</i> )	
Fence <input type="checkbox"/>	Satellite <input type="checkbox"/> Painting <input type="checkbox"/> Other <input type="checkbox"/>
CERTIFICATION: I have read and agree to the terms set forth in the Base Cape Cod Housing Manual for the above indicated request type. I understand and agree I am subject to a Housing Office inspection of my project. Any corrections required, as directed by Housing, will be mine to bear. I understand and agree that upon termination of assignment to quarters I must return my unit to the original, or an approved, condition at my own expense.	
Service Member's Signature:	Date:
<b>Section III:</b> Housing Inspector Approval	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> See Remarks	Approving Official Signature:  Date:

## **FENCING**

A wood or vinyl picket fence may be installed at the occupant's expense using the following guidelines.

### **Materials:**

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

### **Construction:**

All pickets must be 3-1/2 to 4' high, rounded, or flat at the top, spaced 3" apart and all pickets, posts and sections must be plumb and in alignment with finished side facing out. Except for posts, the fence shall not contact soil or ground. The fence shall not be attached to any portion of the house structure or shed and there must be a minimum of 3" between the fence and the house. The fence must have a gate with a minimum opening of 2'9". The fence must be **painted white**, at the owner's expense.

For townhouse units, one panel of 6' high solid or shadow style privacy fence will be permitted between the units.

### **Location:**

The fence must not block public walkways, extend more than 50 feet or exceed the side wall width of the quarters. In some locations the backyard abuts the street, in which case the Housing Office will determine the specific fence location.

### **Conditions:**

Fences must be maintained and **painted white** at all times. Upon termination, fences must be removed, the holes filled with soil, and re-seeded.

Member Initials: \_\_\_\_\_

## **SATELLITE DISH**

1. In accordance with the regulations stated in the U.S. Coast Guard Housing Manual the satellite dish will not be mounted on the housing structure, shed or on any roof surface.
2. All installation openings to the basement should enter through the sill plate and be sealed completely to weather.
3. The dish must be installed on a post; and will be removed upon termination and hole filled and reseeded.

Member Initials: \_\_\_\_\_

## **SELF-HELP PAINTING INFORMATION**

### **Rules:**

1. No paint will be issued. Elective painting is the responsibility and at the cost of the resident.
2. Residents are allowed to paint walls only with signed authorization from the Housing Office. (Paint swatches must be provided) **The painting of Kitchens, Bathrooms and Basements are not permitted.**
3. Approved paint will be off whites and pastels, no dark colors. A shade or two darker than the lightest pastels will be looked at and determined by the housing inspector for approval.
4. No window frames, trim, ceilings, light switch or plug plates, nor outlet plugs, are to be painted.

### **Repainting:**

1. Switch/outlet plates are to be removed before repainting.
2. Quality paint is recommended, will save you time and additional coats/costs.
3. All rooms/walls painted must be returned to their original color utilizing a quality white primer.
4. Resident painted walls must be covered completely and evenly with the primer so there is no trace of color.
5. Total wall repainting is required - even if you only painted half a wall or designs.
6. No repaint will pass if paint is found on the switch/outlet plates or plugs.
7. Light/switch plates must be replaced if painted.
8. You must pass a final inspection on the paint before you leave the area. This includes housing inspector and a maintenance representative.

Member Initials: \_\_\_\_\_

<b>U.S. Department of Homeland Security</b> U.S. Coast Guard BCCHSG-024 Rev. (11-16)		<h2 style="text-align: center;">SELF HELP MATERIAL ISSUE</h2>	
<b>Section I: Resident Information</b>			
Service Member/Resident's Name <i>(Last, First, MI)</i> :		Rank/Rate:	<input type="checkbox"/> Service Member <input type="checkbox"/> Family Member (must be at least 18 years of age)
Permanent Duty Station <i>(Include Work Phone #)</i> :		Quarters Assigned <i>(Street, Apt #, City, State, Zip, Home Phone #)</i> :	
<b>Section II: Material requested</b> (check item(s) you are requesting)			
	BASKET STRAINER KITCHEN SINK (300752) 61F2A		TOUCH UP HOUSING PAINT (500502) 40F2A
	BATTERY, AA (Thermostat) (100002) 72A2B		>>EMPTY PAINT CAN (100115) 43F4A
	BATTERY, 9V (Smoke/CO Det's) (100000) 72B2A		>>1 INCH PAINT BRUSH (100493) 73B2A
	DOOR STOP 3" (500073) 67D1A		
	GRASS SEED (SDC Floor)		
	FURNACE FILTERS (500057) 38A1A		
	MICROWAVE MESH FILTER (500100) 71I2A		
	MICROWAVE CHARCOAL FILTER (500101) 71I3A		
	RANGE HOOD FILTER (500099) 71I1A		
	TOILET TISSUE HOLDER (500081) 66D2B		
REPLACEMENT SPECIALTY LIGHT BULBS		REPLACEMENT LIGHT COVERS	
	APPLIANCE 40 WATT BULB (200820) 45C5A		CYLINDER SCREW ON (200920) 49B2A
	CEILING FAN BULBS CANDLE (200836) 46E3A		SMALL HALLWAY ROUND (200852) 49D4A
	MICROWAVE BULB (200841) 56D3B		TULIP STYLE FOR CEILING FAN (200853) 46D6A
	HOUSEHOLD BULB (200838) 44D1A		
	SPECIALTY BULB ( ) LOC:		
CERTIFICATION: <i>I understand and agree that these items are solely for use in my assigned government owned quarters</i>			
<b>Section III: Material Issued</b>			
Resident Signature:			Date
Issuing Official Signature:			Date: