



BDBQNINST 11101.1A

COAST GUARD BASE DETACHMENT BORINQUEN INSTRUCTION M11101.1A

Subj: COAST GUARD BASE DETACHMENT BORINQUEN LOCAL HOUSING POLICY

Ref: (a) Coast Guard Housing Manual, COMDTINST M11101.13 (series)  
(b) Coast Guard Child Development Services, COMDTINST M1745.15 (series)  
(c) COMDT (CG-13) memo 11101 of 12 Dec 19

1. PURPOSE. This Instruction establishes the Coast Guard Base Detachment Borinquen housing policy and occupancy regulations for all individuals and commands under Base Detachment Borinquen Local Housing Authority.
2. ACTION. All personnel assigned to government quarters will be given a copy of this instruction and made familiar with its contents. Authorized for Intranet release. Not authorized for Internet release.
3. DIRECTIVE AFFECTED. AIR STATION BORINQUEN HOUSING MANUAL ASBQNINST M11101.1G is hereby cancelled.
4. DISCUSSION. The Housing Program shall be administered to be fair and equitable to everyone to ensure that Coast Guard, Department of Defense (DoD), and eligible Federal civilian employees are adequately housed.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
6. PROCEDURES. The Local Housing Authority (LHA) is guided by reference (a) in matters pertaining to housing. In addition, the Local Housing Officer that oversees housing at BDBQN shall adhere to the guidelines contained within this instruction.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATION.
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2 and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this

Manual contains guidance on, and provisions for, compliance with applicable environmental mandates, Coast Guard categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates. Due to the administrative and procedural nature of this Manual, and the environmental guidance provided within it for compliance with all applicable environmental laws prior to promulgating any directive, all applicable environmental laws prior to promulgating any directive, all applicable environmental considerations are addressed appropriately in this Manual.
8. DISTRIBUTION. No paper distribution will be made of this notice. An electronic version will be located on the BDBQN SharePoint site: <https://cg.portal.uscg.mil/units/dol/dol-3/BSJ/BDB/Shared%20Documents/Forms/AllItems.aspx>
9. RECORDS MANAGEMENT CONSIDERATIONS. This Notice has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., NARA requirements, and Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. None.
11. REQUEST FOR CHANGES. Individuals may recommend changes via the chain of command to the Personnel Support Department Head.

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Supervisor, Base Detachment Borinquen

Enclosure: (1) Base Detachment Borinquen Tenant Occupancy Guidelines

**Chapter 1 – Assignment and General Information**

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Welcome</b>	1-2
<b>B</b>	<b>Hours of Operation</b>	1-2
<b>C</b>	<b>Phone Listings</b>	1-2
<b>D</b>	<b>Application Process</b>	1-2
<b>E</b>	<b>Basic Allowance for Housing (BAH) &amp; Overseas Housing Allowance (OHA)</b>	1-2
	1. BAH/OHA Entitlement	1-2
	2. Verify Your LES	1-2
<b>F</b>	<b>Assignment to Housing</b>	1-3
	1. Family Housing	1-3
	2. Unaccompanied Personnel Housing	1-3
<b>G</b>	<b>Check-in Inspection</b>	1-3
	1. Inspection Report	1-3
	2. Additional Discrepancies	1-3
<b>H</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. Damages or Loss to Personal Property	1-4
	a. Mover's Damage	1-4
	b. Claims by Sponsors for Loss or Damage	1-4
<b>H</b>	<b>Renters/Liability Insurance</b>	1-4
	1. Insurance	1-4
	2. Play Structures	1-4
<b>I</b>	<b>Website</b>	1-5
<b>J</b>	<b>Housing Advisory Board</b>	1-5
<b>K</b>	<b>Town Hall Meetings</b>	1-5
<b>L</b>	<b>Lockout</b>	1-5
<b>M</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
	6. Exposure	1-6

## Chapter 1 – Assignment and General Information

- A. Welcome** Congratulations on your assignment to your new home in Base Detachment Borinquen's Military Family Housing (MFH). In most cases you have already met with a representative from the local 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 onboard Base Detachment Borinquen.

B. Hours of Operations	Who	Hours of Operation
	Base Detachment Borinquen Housing Office	<ul style="list-style-type: none"> <li>• 0800 – 1600 Monday - Friday</li> <li>• Closed weekends/holidays</li> </ul>
<i>The Housing Office is closed for lunch from 1130-1230, Monday through Friday.</i>		

- C. Phone Listings** Local Housing Authority – (787) 890-8431  
 Local Housing Officer – (787) 890-8400 Ext 8516  
 Housing Front Desk – (907) 890-8470  
 Base San Juan Transportation Office – (787) 729-2316  
 Officer Of the Day (OOD) – (787) 306-7431

- D. Application Process** 1. Reference (a) provides the procedures for Coast Guard active duty, Department of Defense active duty, and civilian employees to apply for Coast Guard owned housing.

- E. Basic Allowance for Housing (BAH) & Overseas Housing Allowance (OHA)**
1. BAH/OHA Entitlement. Your entitlements to BAH/OHA will stop on the day prior to the date you are assigned Government housing. Your BAH/OHA will start the date you pass and complete your final check-out inspection. In both instances it is the military member's responsibility to verify that the BAH/OHA stop and start documents have been processed. *No military member in Family Housing is entitled to receive any BAH/OHA, full or partial.*
  2. Verify Your Pay Slip. Pay close attention to your pay slip. Notify your payroll office immediately if you continue to draw BAH/OHA for more than one pay period after assignment to government quarters.

## Chapter 1 – Assignment and General Information

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| <b>F. Assignment to Family Housing or Unaccompanied Personnel Housing (UPH)</b> | <ol style="list-style-type: none"> <li>1. All Coast Guard active duty personnel, either accompanied or unaccompanied, are expected to live in Coast Guard owned housing upon acceptance of orders. <b>The only exception is for single members who are E-6 and above.</b> These members have two options.               <ol style="list-style-type: none"> <li>a. Elect assignment to a two-bedroom family house if the inventory allows and bedroom-qualified families are not displaced. No other occupants will be assigned to the unit. Members will be authorized limited guest privileges for immediate family members, such as parents or siblings and their immediate family members. Pets are authorized. This does not apply to unaccompanied personnel with BAH-eligible dependents.</li> <li>b. Request release from housing for authorization to seek housing in the local community.</li> </ol> </li> <li>2. <u>Family Housing.</u> Family size and household good delivery date generally determine the assignment to family housing.</li> <li>3. <u>UPH.</u> Members assigned to permanent party UPH shall adhere to the guidelines contained in Appendix A of this manual.               <ol style="list-style-type: none"> <li>a. Unaccompanied and single E-4s and below will share two bedroom UPH quarters. Housing will assign unaccompanied and single E-5s and above to single occupancy UPH quarters if inventory exists.</li> </ol> </li> </ol> |
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| <b>G. Check-in Inspection</b> | <ol style="list-style-type: none"> <li>1. <u>Inspection report.</u> Upon assignment to quarters, all residents are required to complete an initial check-in inspection with a housing representative from the local housing office. The local housing office retains a complete report of the current conditions of your housing unit. It is recommended that you keep a copy for your personal files.</li> <li>2. <u>Additional Discrepancies.</u> <i>Within the first two weeks of assignment,</i> you must provide the local 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 upon termination of quarters.</li> </ol> |
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## Chapter 1 – Assignment and General Information

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### H. Moving into Quarters

1. Household Goods (HHGs). The Base San Juan Transportation Office 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. Contact the housing office if you have any questions regarding disposal of any additional packing material left behind by the movers.

You can place cardboard in the green recycle bin and packing paper located on the west side of La Plaza.

4. Storage. There are long-term storage facilities available, but limited in the Aguadilla area.
5. Damages 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 Housing Office and the servicing Transportation Office. Failure to report damage may result in you being held responsible.
  - b. **Claims by Sponsors for Loss or Damage:** While assigned to government quarters, you may file claims for loss or damage to your personal property located at such quarters, provided such damage or loss is not caused by your own negligence or property. Refer to Chapter 6, Coast Guard Claims and Litigation Manual, COMDTINST 5890.9(series).

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### I. Renters/ Liability Insurance

1. Insurance. While in family housing, residents are not required to carry renter's liability insurance. However, 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 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. If a resident owns a waterbed, it is strongly encouraged that waterbed insurance be acquired in addition to renter's insurance.

**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 (i.e., faulty wiring). A resident may be held financially responsible for any damage to the unit determined to be caused by the resident, their dependents or guest, such as a fire started from a pot left on a stove, a candle, or even children playing with a match or lighter.

2. Play Structures. Residents choosing to set up personal play structures or equipment, such as swings are strongly encouraged to obtain liability insurance.

**Chapter 1 – Assignment and General Information**

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| <b>J. Website</b> | Base Detachment Borinquen maintains a web page that contains information on local housing. It can be accessed at:<br><a href="https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-San-Juan/Base-Detachment-Borinquen/Personnel-Support-Department/Housing-Department/">https://www.dcms.uscg.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-San-Juan/Base-Detachment-Borinquen/Personnel-Support-Department/Housing-Department/</a> |
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| <b>K. Housing Advisory Board</b> | If desired by residents, a Housing Advisory Board may be established for discussion of housing and housing related concerns. Meetings, open to all housing residents, are at the call of the chairman. Call the Housing Officer for additional information. The board consists of the Personnel Support Department Head, Facilities Engineering Department Head, and the Local Housing Officer. |
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| <b>L. Town Hall Meetings</b> | The Base Detachment Borinquen Supervisor, and key staff, may hold annual Town Hall meetings, open to all residents. The dates/times (if anticipated) will be published well in advance of the scheduled meeting. Town Hall meetings are designed primarily to share information relative to activities planned throughout the complex. |
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| <b>M. Lockout</b> | If you are locked out of your quarters during normal work hours (Monday through Friday) contact the Housing Office at (787) 890-8470. You must contact Officer of the Day (OOD) if you're locked out on a weekend, holiday, and/or after hours at (787) 306-7431. |
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## Chapter 1 – Assignment and General Information

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### N. Environmental Health Hazards

1. History: To comply with the spirit of Housing Urban Development (HUD) and Environmental Protection Agency (EPA) lead paint, asbestos, and radon disclosure regulations, the Coast Guard is required to notify residents who occupy Coast Guard owned housing of known or suspected asbestos, lead, and radon environmental health hazards.

Based on the date of construction and Environmental Risk Assessments (ERA) conducted throughout Base Detachment Borinquen housing, units may contain some type of environmental health hazard.

2. Notification/Disclosure Letters: As part of the check-in procedures, each resident will be issued disclosure letters indicating that their assigned quarters have been assessed for environmental health risks (if applicable); whether or not the quarters currently contain environmental health risks; the location and type of environmental health risks; and issued the appropriate EPA pamphlets. 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 your Local Housing Office or electronic versions can be downloaded from the internet at hyperlink at:  
  
<http://www.epa.gov/opptintr/lead/index.html>
5. ERA Reports: All ERA reports and records are accessible and maintained in the Housing Office.
6. Exposure: If lead-based paint or asbestos containing material is present in your quarters and it becomes damaged and/or exposed, you should immediately contact the Housing Office. The Housing Office will contact the Safety and Environmental Health Office to evaluate the severity of the risk to residents and make recommendations for corrective action.



**Chapter 2 –Occupancy, Vacating and Inspection of Family Quarters**

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Purpose</b>	2-2
<b>B</b>	<b>Occupancy</b>	2-2
	1. Minimum Time Requirement	2-2
	2. Changes in Family Composition	2-2
	3. Reporting Changes in Status	2-2
	4. Temporary Absences	2-2
	5. Relocation	2-2
	6. Guests	2-2
	7. Live-in Dependent Care	2-2
	8. Foster Care	2-3
<b>C</b>	<b>Procedures for Vacating Quarters</b>	2-3
<b>D</b>	<b>Extension in Quarters</b>	2-3
<b>E</b>	<b>Inspection of Quarters</b>	2-3
	1. Right of Inspection	2-4
	2. What is Inspected	2-4
	3. Sponsor Presence	2-4
	4. Notification of Intent to Vacate	2-4
	5. Type of Inspections	2-4
	a. Check-in Inspection	2-4
	b. Annual inspections	2-4
	c. Pre-Inspection (Final Check-Out)	2-4
	d. Final Check-Out	2-4
	e. Just Cause	2-4
	f. Grounds	2-5
<b>F</b>	<b>Paying to Clean Quarters</b>	2-5
<b>G</b>	<b>Correcting a Discrepancy</b>	2-5
<b>H</b>	<b>Damage to Coast Guard Quarters</b>	2-5
	1. Damage or Loss	2-5
	2. Pet Damage	2-5
	3. Action Under the UCMJ	2-5
	4. Denial of Future Quarters Assignment	2-5

## Chapter 2 – Occupancy, Vacating and Inspection of Family 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 family housing.

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- B. Occupancy**
1. Minimum Time Requirement. By accepting assignment to government quarters, you are expected to remain in military family housing for a minimum of 12 months. Refer to the procedures for terminating quarters if you desire to vacate your housing after 12 months.
  2. Changes in Family Composition: Sponsors are required to notify the housing office of any change in the number of family members. If your qualification for government quarters increases (for instance, you acquire an additional family member qualifying you for larger government quarters), the housing staff will attempt to meet your additional requirements. However, this move will be for your convenience and is at your own expense.
  3. Reporting Changes in Status: You are responsible and required to notify the housing office of any changes in your status, which might affect your continued eligibility to government quarters.

**EXAMPLES:** Separation from active duty, changes in rank or grade, receipt of PCS orders (includes TEMDU), family separation, divorce/separation, extended leave from the quarters.

4. Temporary Absences: You must notify the housing office if you and or your family members will leave your quarters vacant for more than fourteen days. Sponsors are to notify the Housing Office of absences exceeding fourteen days by emailing the housing office at [D07-DG-BaseDetBON-Housing@uscg.mil](mailto:D07-DG-BaseDetBON-Housing@uscg.mil). You are responsible for maintaining the quarters during your absence. This includes making sure all utilities are adjusted to the low settings or turned off, and the grounds are cared for. Grounds care is mandatory; the name and phone number of the caretaker must be provided to the housing office in the email notification.
5. Relocation: Voluntary relocation to other government quarters (i.e. move to a different size unit due to a change in family size) will be at member's expense and will only occur when excess housing is available and approved by the Housing Officer. Any relocation must be completed within 14 days of assignment to the new quarters.
6. Guests. Per reference (a) you are authorized to have guests stay in your residence for a period not to exceed 21 consecutive days without notification to the housing office. Any guests occupying Base Detachment Borinquen housing beyond 21 days requires notification by completing form BDBQBHSG-001, which is available at the housing office. Requests beyond 30 days must be submitted in writing, to the housing officer, via your commanding officer for the Area Housing Authority's (AHA) approval. You are solely responsible for the conduct of your guests.
7. Live-in Dependent Care: A live-in dependent care provider is permitted in government quarters providing you meet the criteria set forth under current regulations per chapter 4.C.1.a of reference (a). Submit all requests to the Area Housing Office. All requests for an additional bedroom for non-dependents must be submitted in writing to Commander CG PSC (psd-fs-housing), through the AHA.

## Chapter 2 –Occupancy, Vacating and Inspection of Family Quarters

### Section 2-B Continued

8. **Foster Care.** Having foster children in family housing is permitted as long as the living conditions that result are reasonable. The presence of foster children does not guarantee an increase in your bedroom entitlement. Notify the Housing Officer in writing if you intend to become a foster parent. Approval must be obtained by CG PSC (psd-fs-housing), through the AHA prior to becoming a foster parent

### C. Procedures for Vacating Quarters

The below steps shall be followed when a resident is preparing to terminate his/her government owned quarters:

Step		
1	What Happens	
2	Sponsor receives PCS, separation, or authorized relocation orders.	
3	Sponsor notifies Housing Office 45 days in advance of termination/departure.	
4	Housing Office schedules pre-termination inspection time/date with sponsor.	
5	Sponsor thoroughly cleans quarters IAW this instruction and guidance provided by the Coast Guard Housing office.	
	Housing Office Inspector and sponsor perform final inspection.	
	If	Then
	Passes Inspection	Housing Office notifies servicing SPO via e-mail to start sponsors OHA.
	Fails Inspection	A Sponsor corrects discrepancy. Housing Office notifies servicing SPO via e-mail to start sponsors OHA.
		B Sponsor does not correct discrepancy. No OHA will be started, if member anticipates departure on PCS orders, those orders shall be held in abeyance until member completes all necessary discrepancies and is released by the Family Housing Officer.

### D. Extension in Quarters

Extensions in quarters may be made under certain conditions in accordance with reference (a). Contact the Housing Office for details and procedures. Residents authorized to remain in quarters after their separation or retirement date are required to pay rent at an amount equivalent to the OHA normally forfeited for their pay grade upon separation.

### E. Inspection of Quarters

1. **For-Cause Inspections.** A for-cause inspection may be conducted when the housing officer suspects conditions which adversely affect housing condition or resident's safety, health, and welfare. For suspected or reported damage, the housing officer must promptly conduct a for cause inspection. For-cause inspections may occur without notice to the member if the circumstances require. For-Cause inspections must be documented using the **Quarters Inspection Checklist, Form CG-6089**.
2. **What is Inspected.** Any and all rooms, garage, storage areas, and grounds. In addition, to ensure your safety, fire extinguishers, carbon monoxide and smoke

## Chapter 2 – Occupancy, Vacating and Inspection of Family Quarters

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detectors, as well as safety and environmental health hazards are checked.

*Section 2-E  
Continued*

3. **Sponsor Presence.** If the sponsor is not available (i.e. TDY, deployed) a resident, normally the spouse (or a family member over the age of 18) may act as the sponsor's representative during annual and pre-inspections. However, a resident may not act as a sponsor for any other inspections unless they possess a valid Power of Attorney.
4. **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). Only the sponsor may submit the intent to vacate unless a designee (usually the spouse) 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. Your HHG pack out date should be known prior to the 45-day mark to allow for pick-up of your HHGs and cleaning of your quarters.
5. **Types of Inspections.**
  - a. **Check-in Inspection.** Upon acceptance of quarters, a Housing Office representative will conduct the inspection with the sponsor. Residents should notify the Housing Office immediately, or within 10 days after initial occupancy if they discover additional discrepancies that were not noted during the initial inspection. After 30 days no changes will be allowed to the initial check-in inspection report.
  - b. **Annual Inspections.** Annual inspections are required per reference (a). The Housing Office will set up a scheduled appointment with all residents. Residents who fail to show for scheduled inspections will be afforded the opportunity to reschedule an inspection. The Housing Officer and Housing Inspector may complete an inspection without the sponsor for residents who fail to show for the rescheduled inspection.
  - c. **Pre-Inspection.** Generally a preliminary --"pre" termination (or pre-final) inspection will be conducted by a Housing Representative and the sponsor (or designated representative) 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. Refer to form BDBQNHSG-003 Pre-Final Inspection for required cleaning and repairs.
  - d. **Final Check-Out.** The final inspection is conducted on your date of termination. There shall be no household goods or personal items in the quarters during this inspection. The sponsor or legal representative must be present during the final inspection. To pass the final inspection, there must be no discrepancies. When quarters are found acceptable, you will be cleared of government quarters and the Housing Office will notify your servicing SPO via e-mail to start your OHA. Should you fail the final inspection, you'll be expected to rectify the discrepancy prior to your departure from Base Detachment Borinquen family housing.
  - e. **Just Cause.** The Local Housing Officer may inspect assigned quarters for Just Cause only when necessary to ensure safety, health, and welfare. Just Cause inspections are normally unannounced and may be conducted at any time. No

## Chapter 2 –Occupancy, Vacating and Inspection of Family Quarters

### Section 2-E Continued

inspection for Just Cause will be conducted without first consulting with the sponsor's Executive Officer. The sponsor may or may not be involved.

- f. **Grounds.** Housing Representatives will frequently inspect exterior grounds of the housing area. If a discrepancy is noted, a violation notice will be issued. This notice will indicate what discrepancy(ies) exists, and what type of corrective action a sponsor must take. The resident's copy must be returned to the housing office by the date directed indicating the corrective action taken.

### Paying to Clean Quarters

Should you desire to have your quarters cleaned by a professional contractor, the Housing Office may maintain a list of personnel available for this work, which will be done entirely at your expense. The contract is between you and the contractor, not the Coast Guard. The responsibility for meeting termination standards and requirements is yours, not the contractor's.

### F. 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.

### G. Damage to Coast Guard Quarters

1. Damage or Loss: You are responsible for damage to government quarters or loss of government property arising from intentional or unintentional acts of negligence caused by you, your family member(s), visitor(s)/guest(s), or pet(s). You 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: Members will be held financially responsible for any damage incurred to the residence by their pets.
3. Action Under the UCMJ: The Housing Officer may recommend action under the UCMJ whenever damage beyond what can reasonably be termed fair wear and tear is negligently or willfully done to public quarters, equipment, furnishings or grounds by the sponsor or by family members, guests, or pets.
4. Denial of Future Quarters Assignment: Every attempt will be made to adjudicate all necessary claims for damage to Base Detachment Borinquen Family Housing prior to the member being allowed to depart. In the unlikely event restitution for damage to quarters remains unsettled upon transfer of a 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 3 – Safety and Security**

<b>Table of Contents</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>A</b>	<b>Safety</b>	3-2
<b>B</b>	<b>Reporting Emergencies</b>	3-2
<b>C</b>	<b>Emergency Information</b>	3-2
<b>D</b>	<b>Fire</b>	3-2
	1. Call 911	3-2
	2. Fire Extinguishers	3-2
	3. Smoke Detectors	3-3
<b>E</b>	<b>Fire Evacuation Planning</b>	3-3
	1. Spreading the Word	3-3
	2. Escape Plan	3-3
	3. Predetermined Meeting Place	3-3
<b>F</b>	<b>Fire Prevention</b>	3-4
	1. Kitchen	3-4
	2. Living Areas	3-4
	3. Laundry Rooms	3-4
	4. Proper Storage	3-5
	5. Barbecues	3-5
	6. Flammable Liquids	3-5
	7. Fuel Powered Machinery	3-5
	8. Garages/Carports	3-5
<b>G</b>	<b>Use of Commercial Fire Pits</b>	3-5
<b>H</b>	<b>Portable Generators</b>	3-6
<b>I</b>	<b>Construction Areas</b>	3-6
<b>J</b>	<b>Traffic Safety</b>	3-6
	1. Speeding/Stop Signs	3-6
	2. Children	3-6
<b>K</b>	<b>Hurricanes and other Natural Disasters</b>	3-6
	1. Hurricane Conditions	3-7
	2. Supplies	3-7
	3. Getting Prepared	3-7
<b>L</b>	4. Local Authorities	3-8
	<b>Yola Landings</b>	3-8
<b>M</b>	<b>Quarters Security</b>	3-8
<b>N</b>	<b>Vandalism</b>	3-9
	1. General	3-9
	2. Coast Guard Policy on Vandalism	3-9
<b>O</b>	<b>Thefts, Break-ins, Burglary</b>	3-9
<b>P</b>	<b>Firearms, Weapons, &amp; Explosives</b>	3-10
	1. Firearms Registration and Possession	3-10
	2. Other Weapons	3-10
	3. Misuse of Weapons	3-10
	4. Hobbies Involving Lead	3-10
	5. Threat to Safety	3-10
<b>Q</b>	<b>Fireworks</b>	3-10
<b>R</b>	<b>Joggers, Walkers, Bicyclists, Skaters</b>	3-10
	1. Helmets	3-10
<b>S</b>	<b>Violence, Family Violence, &amp; Residents Disputes</b>	3-11

### Chapter 3 – Safety and Security

- A. Safety** 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 taken for emergencies. The first step is to become familiar with the contents of this chapter. Remember that the safety and security of human life should always be the most important priority in any emergency.

- B. Reporting Emergencies** Residents are encouraged to **call 911** for fire, medical and other emergencies. Refer to the *Emergency Information* list below for emergency numbers appropriate to your housing site. **BE PREPARED!**

**C. Emergency Information**

TYPE OF EMERGENCY	Location	
	Base Detachment Borinquen Complex	City of Aguadilla
<b>Fire</b>	<b>EMERGENCY: 911</b>	Estacion de Bomberos Ramey Maleza Alta Aguadilla, PR 00603  Phone: (787) 890-2330  <b>EMERGENCY: 911</b>
<b>Medical</b>	Base Detachment Borinquen Medical Clinic  Phone: (787) 890-8477  <b>EMERGENCY: 911</b>	Ambulance  Phone: (787) 868-5362/0911  <b>EMERGENCY: 911</b>
<b>Security /Police</b>	Base Security/Front Gate  Phone: (787) 890-8400 Ext 8529  <b>EMERGENCY: 911</b>	Policia de PR – Comandancia Region Aguadilla  Phone: (787) 891-3800  <b>EMERGENCY: 911</b>

- D. Fire**
1. Call 911. In the event of a fire **call 911**.
  2. Fire Extinguishers. 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. If no fire extinguisher is provided, residents should immediately notify the housing office for replacement.
  3. Smoke Detectors. All housing units are equipped with one or more **smoke detectors** to protect occupants from the threat of a fire. Take this alarm seriously whenever it goes

### Chapter 3 – Safety and Security

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*Section 3-D  
Continued*

off – get out of the house and call 911. 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 at that time) to ensure its effective operation. **At NO time should this device be removed or incapacitated by removal of batteries.** The sponsor (member) may be held liable for damage to the property if said damage can be attributed to the device being removed!!

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**E. Fire Evacuation  
Planning**

1. Spreading the Word. Have a method of spreading the word to all members of your home 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 member's escape routes. This should include two escape routes from each bedroom. Always keep these routes free from obstruction.
  3. Predetermined Meeting Place. Practice escaping to the outdoors and meeting at a point away from the house.
-



### Chapter 3 – Safety and Security

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#### F. Fire Prevention

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 four 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, especially children, who might be in the way.

On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward into the cabinet spaces and other parts of the home.

When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed by small children or caught by clothing and pulled off the stove.

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

If your stove is not working properly or appears to be overheating or arcing, place a call to the customer service desk to ensure repair.

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 no surge protecting “octopus” style outlets (outlet plugs designed to allow multiple appliances to be plugged into a single wall outlet) and “daisy chaining” of any outlets *is not allowed in government-owned housing*. However, surge protectors are encouraged and authorized. Wall outlets that are broken (including the cover), arcing, or not holding plugs securely should be reported to the Housing Office.

Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as the bathroom too close to towels or left lit in other rooms and the occupant of that room falls asleep.

Matches, lighters, and other flame producing devices should be stored in areas that are not assessable to children. Children or teens playing with flame producing devices or smoking cigarettes are the second major cause of fires and fire related injuries in Family Housing.

3. Laundry Rooms. Dryer vents (interior and exterior) should be cleaned regularly to prevent build up of lint, which can be a fire hazard.

### Chapter 3 – Safety and Security

*Section 3-F  
continued.*

4. Proper Storage. Don't store newspaper, cartons, old furniture, or oil soaked rags in enclosed areas like the garage or closets. Keep all items at least three (3) feet away from the hot water heater. Dispose in a solid plastic or metal trash container, not plastic or paper bags, or cardboard boxes. Empty daily. Do not store combustible or flammable liquids in the home.
5. Barbecues. Never use an outdoor barbecue indoors. Use outdoor barbecues at least five (5') feet from any structure. Do not leave fires unattended and have an extinguishing agent nearby (water or a fire extinguisher). Ensure your BBQ is **FULLY COOLED** prior to storing anywhere near the residence. Using barbecues too close to the exterior walls of units is a leading cause of damage to those quarters. The resident is responsible for this damage.
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 any potential ignition source.
7. Fuel Powered Machinery. Lawn mowers, motorcycles, trail bikes, jet skis, mopeds, and other fuel-powered machinery are to be stored in a well-ventilated area away from combustible materials.
8. Garages. Garage areas can become a severe fire hazard if not watched closely.
  - Storage of flammable liquid, such as gasoline is restricted to five gallons.
  - Welding is prohibited.
  - Automotive repairs and bodywork (sanding and painting) are prohibited in Family Housing.
  - 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. Use of Personal  
Fire Pits**

Per reference (a), personal, tenant-owned or tenant-constructed outdoor wood/gas burning fire pits, or chimineas, are not authorized in Coast Guard owned family housing. However, the use of the community fire pit located at Ray Park or the Community Center may be requested, in writing, through the Housing Office with final approval authority from the Base Detachment Borinquen Supervisor per Appendix D of this instruction.

### Chapter 3 – Safety and Security

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<b>H. Portable Generator Instructions &amp; Guidance</b>	<p>The majority of homes on Base Detachment Borinquen have propane generator systems. For those homes that do not have propane generator systems, portable 2000 and 3000-Watt generators are available for residents' usage. The purpose of these generators is to provide power to freezers and refrigerators in order to minimize loss of perishable foods, as well as provide a limited amount of lighting and convenience power. Connection of air conditioners, stoves, washers and dryers is NOT authorized.</p> <ol style="list-style-type: none"><li>1. These generators have a very limited power capacity when compared to commercially supplied electricity. Overloading, misuse, or lack of maintenance will result in fire, safety hazard, and/or ruined unit. Generators are limited in supply and there may not be another to replace a damaged or malfunctioning unit.</li><li>2. No generator modifications are permitted without the written approval from the Facilities Engineering Department Head. Any person found violating this order is subject to loss of housing privileges, eviction, and UCMJ action.</li><li>3. Generators are gasoline-consuming device that produce carbon monoxide gas, much like a car. UNDER NO CIRCUMSTANCES may a generator be operated inside the house, garage, or other enclosed space.</li><li>4. NEVER fill the gas tank while the engine is running. In addition, if the engine is hot, DO NOT allow gas to come in contact with hot areas on the motor. Fill the gas tank with regular unleaded gasoline. Store all gas containers away from the generator.</li><li>5. Make sure the generator is in the "ON" position and the choke in the "choke" position and pull the cord to start the engine. Once the motor starts, move the choke to the "run" position. Let the generator run with nothing plugged in for about one minute. Plug items in ONE AT A TIME! After each item is added to the generator load, allow the generator to settle out, and then plug in the next item, etc.</li><li>6. When ready to shut down the generator, unplug all items, and allow the generator to run under no load for about one minute.</li></ol>
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<b>I. Construction Areas</b>	<p>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 must counsel their children to stay away from machinery and construction vehicles for their safety and respect the property of others. Military members are financially and legally responsible for damages to material and equipment caused by their children at construction sites.</p>
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*Look for and carefully read housing 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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<b>J. Traffic Safety</b>	<ol style="list-style-type: none"><li>1. <u>Speeding/Stop Signs</u>. Residents must observe the posted speed limits and stop at all stop signs when driving in housing areas. Children will dart unexpectedly into the street. Be especially cautious in areas where deaf family members reside. There will be signs posted. Failure to adhere to posted speed limits and stop signs may result in loss of housing privileges.</li><li>2. <u>Children</u>. Parents should constantly supervise small children and not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, and 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. See Appendix C for additional child safety information.</li></ol>
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### Chapter 3 – Safety and Security

#### K. Hurricanes and Other Natural Disasters

1. General. All residents should refer to ASBQNINST M3140.1(series), Natural Disaster Plan for more detailed information. Hurricane season is from June 1<sup>st</sup> to November 30<sup>th</sup>. The following Hurricane Conditions of Readiness and Response, which include personal items to have on hand, provide guidance with recommendations based on condition.

**Condition Five.** The period between 01 December and 31 May when the time hurricane/heavy weather passage is least expected in the local area.

**Condition Four.** A seasonal hurricane condition automatically set by all units from 01 June and extending through 30 November unless directed otherwise by the District Commander.

1. Plastic drinking water containers (1 gal. per person per day for seven days).
2. Flashlights, candles, portable radio, and extra batteries.
3. Medications (two weeks supply) and First Aid Kit with gauze.
4. Canned/ready-to-eat food for your entire family (seven days).
5. Paper plates, cups, napkins, or towels (seven days).
6. Hand-operated can opener and plastic utensils, matches and sterno.
7. Toilet articles including soap, tissues, diapers and baby wipes.
8. Portable ice chest, bucket for water and plain bleach.
9. Plastic trash bags and zip lock bags for valuable papers, and extra cash.
10. Bug spray, insect repellent, and a loud rescue whistle.
11. Avoid accumulation of articles that cannot be stored inside.
12. Five gallons of gas in an approved container for emergency generator.

**Condition Three.** Hurricane possible within 48 hours. (NOAA Watch).

1. Re-check emergency supplies. Stock up on extra batteries.
2. Fill/service family automobile with gas and oil.
3. Police the yard for loose limbs, coconuts, boards or debris.

**Condition Two.** Hurricane possible within 24 hours (NOAA Warning).

1. Fill water jugs, bathtub, freezer, and other containers.
2. Take down awnings, swings, and antennas. Watch power lines.
3. Bring in garbage cans, grills, bikes, toys, and lawn furniture.
4. Bag valuable papers, linens, and dry clothes in plastic.
5. Secure all doors and windows. Do not tape windows.

**Condition One.** Hurricane imminent within 12 hours. Damage Assessment Teams assigned. Work parties continue work. Remove window air conditioners. DO NOT GO OUTSIDE until the ALL CLEAR is given by SECURITY vehicle siren.

**Post Hurricane Condition (All Clear).** Even after the ALL CLEAR there will be many dangers. Hot electrical wires, downed telephone lines, blocked or flooded roads, and broken water mains are to be expected. Don't go out until emergency repairs are completed.

2. Supplies. The Coast Guard 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 obtain and/or create his or her own Emergency Preparedness Kit.
3. Getting Prepared. It is imperative that families prepare themselves for hurricanes and/or any type of natural disaster. It is recommended that families keep enough food,

### Chapter 3 – Safety and Security

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medicine and water to last for a minimum of one week.

*Section 3-K  
Continued*

4. Local Authorities. In the event of an emergency, residents must cooperate with local authorities (military or civilian).

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**L. Yola Landings**

A yola is a small, 16-30 foot fishing vessel common in the western Caribbean. They are frequently used to illegally transport migrants from Haiti and the Dominican Republic to Puerto Rico. With Borinquen located on the northwest corner of the island, it's not unusual that periodically a yola will land at or near Survival Beach.

While most migrants are harmless, there are some who have threatened violence in their sometimes desperate search for a better life. There are precautions for you to take when you see a yola approaching or migrants on the beach. Please use the following guidelines:

1. NOTIFY SECURITY IMMEDIATELY AT 787-890-8472.
2. Remain clear of Survival Beach or the affected area until given the "all clear" by security.
3. Secure all items that could possibly be attractive as a quick getaway (your car, bicycles, etc.).
4. If darkness is approaching it is recommended that you lock your house and remain indoors. Although most migrants have been known to be friendly, harmless, and usually more frightened than you, there may be criminals among the migrants.

How safe are you really, and how does Security respond? Our fence line is patrolled day and night until the situation is determined to no longer be a threat. In an attempt to notify base residents of landings in the future, Security will secure the gate to Survival Beach, and will attempt to deliver a message to each house. Typical yola landings pose no threat, but in the interest of safety, it is always best to follow the guidelines listed above.

1. Security immediately notifies Border Patrol, which responds without delay. The FBI is also very quick to respond.
2. Our own Coast Guard Intelligence agent is notified and responds, ready for any situation.
3. The Security Office also forms a security task force, consisting of: the Officer of the Day, Security Chief, Security Petty Officer, Security Officer, Security Guard, and numerous Coast Guard members from the air station.

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**M. Quarters  
Security**

If your unit will be vacant for more than fourteen (14) days, residents should follow the below procedures before leaving:

1. Cancel all daily deliveries (newspaper, mail, etc.) or arrange pickup.
2. Notify the Housing Office. We also recommend that you notify a neighbor.
3. Arrange to have your lawn cut.
4. Leave shades in normal position, not completely closed.
5. Leave a small light on.

### Chapter 3 – Safety and Security

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#### **N. Vandalism**

Vandalism, malicious damage to government property, and other such crimes will not be tolerated. Residents can assist in curtailing and preventing such acts by doing the following:

1. Reporting any incidents to Security and the Housing Office.
2. Cooperating in investigations.
3. Knowing where your children are and what they are doing.
4. Educating your children on the need for law and order and the serious consequences of involvement in vandalism type behavior.

#### Coast Guard Policy on Vandalism:

1. **Arrest.** Security will be notified and is authorized to apprehend anyone committing vandalism.
2. **Loss of Housing Privilege.** Residents caught vandalizing will be evicted from housing. At a minimum, parents of children whose guests are found committing an offense will be issued a warning concerning their responsibilities. Incidents can result in financial restitution, and may lead to eviction from Coast Guard quarters. Major offenses may be cause for termination of quarters after one occurrence.

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#### **O. Theft, Break-ins, Burglary**

Although the chances of burglary or vandalism may be low, 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 adequately insured for protection against possible loss. Report any theft, break-ins, and burglary to Security immediately. Any sponsor or family member found to have committed theft or burglary will be evicted. *Please provide a copy of the police report to the housing office.*

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### Chapter 3 – Safety and Security

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**P. Firearms,  
Weapons, &  
Explosives**

1. Firearms Possession. Without exception, privately owned firearms are prohibited on Base Detachment Borinquen property, including the housing area.
2. Air Soft and All other Toy/BB-Type Guns. Use of these types of items are prohibited on Base Detachment Borinquen property, including the housing area. Paint ball guns are prohibited in the Housing Area, except when authorized by the Command for MWR sponsored events.
3. Other Weapons. The below list of weapons are potentially dangerous and their use in any government housing area is prohibited. Any subsequent damage or injury by such weapons is the occupant's responsibility.
  - Bows and Arrows.
  - Spear Gun.
  - Swords, long knives, machetes, etc. (except military ceremonial swords)
  - Marital arts weapons.
4. Misuse of Weapons. Misuse, discharging, brandishing, etc. of any firearm (i.e. air rifles, BB guns, handguns, rifles, shotguns, or other similar weapons) within a family housing area will result in immediate termination of quarters, UCMJ prosecution and possible arrest.
5. Hobbies Involving Lead. The melting, casting, machining, soldering, and buffing of lead is prohibited in housing.

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**Q. Fireworks**

The possession of explosives and fireworks (for sale, storage or use) is prohibited in government owned housing areas. Fireworks do not include paper caps or highway flares.

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**R. Joggers,  
Walkers,  
Bicyclists,  
Skaters**

1. Helmets. All residents (this includes children in bike seats) must wear an approved bicycle helmet with chin strap fastened under chin (or suitable equivalent) while operating a bicycle or skating (including skate boards/in-line skates) in Coast Guard Housing areas. Furthermore, all residents must observe the following rules:
  - Do not interfere with the normal traffic flow.
  - During evening/night/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 (or any government property) using in-line skates and/or skateboards.

### Chapter 3 – Safety and Security

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| <b>S. Violence, Family Violence, &amp; Resident Disputes</b> | <p>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 should <b>immediately dial 911</b>. Minor disputes can be reported by submitting a Resident Complaint form.</p> <p><i>Any acts of family violence <b>must be immediately reported to Security, and to the Coast Guard Work-life Staff.</b></i></p> |
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## Chapter 4 – Neighborhood Regulations

Table of Contents		
Section	Subject	Page
<b>A</b>	<b>Purpose</b>	4-3
<b>B</b>	<b>Pets</b>	4-3
	1. Definition	4-3
	2. Loss of Privilege to Retain Pets	4-3
	3. Discussion	4-3
	4. Pet Agreement	4-3
	5. Maximum Amount	4-3
	6. Clean Up	4-3
	7. Control of Pets	4-4
	a. Abandonment	4-4
	b. Dogs/Cats	4-4
	8. Removal by Authorities	4-4
	9. Registration/Inoculations	4-4
	10. Complaints	4-4
	11. Bites and Aggressive Acts	4-4
	12. Pet Damage	4-4
	13. Breeding	4-4
	14. Spaying/neutering	4-4
	15. Animal Mistreatment	4-5
	16. Dead Animals	4-5
	17. Violations	4-5
	18. Responsibility of Animal Owners	4-5
<b>C</b>	<b>Businesses &amp; Yard Sales</b>	4-6
	1. Home Businesses	4-6
	2. Yard Sales	4-6
<b>D</b>	<b>Operation of Family Day Care</b>	4-6
	1. Definition	4-6
	2. Policy	4-6
	3. 10 Hour Policy	4-7
	4. Authorization	4-7
<b>E</b>	<b>Child Supervision Standards</b>	4-7
<b>F</b>	<b>Occupant Relations</b>	4-7
	1. Definition	4-7
	2. Multiple or Recurring Complaints	4-7
	3. Who Can Make a Complaint	4-7
	4. How to Make a Complaint	4-8
<b>G</b>	<b>Motor Vehicles</b>	4-8
	1. Regulation Enforcement	4-8
	2. Registration	4-8
	3. Speed Limits	4-9
	4. Road Use	4-9
	5. Parking	4-9
	a. Assigned Parking	4-9
	b. Open Spaces	4-9
	c. No Parking	4-9
	d. Visitor Parking	4-9
	e. Unauthorized Vehicles	4-9
	6. Recreational Vehicle and Equipment Control	4-9
	a. Rules	4-9

Continued on the next page

**Chapter 4 – Neighborhood Regulations**

<b>Table of Contents Continued</b>		
<b>Section</b>	<b>Subject</b>	<b>Page</b>
<b>G</b> (cont'd)	7. Storage of Small Recreational Items	4-10
	8. Recreational Vehicle Storage Lot	4-10
	9. Vehicle Maintenance	4-10
	a. Minor Maintenance	4-10
	b. Major Maintenance	4-10
	10. Vehicle Washing	4-10
<b>H</b>	<b>Courtesy Rules</b>	4-11
	1. Golden Rule	4-11
	2. Quiet Hours	4-11
	3. Playgrounds	4-11
	4. Curfew	4-11
	5. Bands	4-11
	6. Parties	4-11
<b>I</b>	<b>Waterbeds</b>	4-11
<b>J</b>	<b>Christmas - Holiday Lighting and Decorations</b>	4-11
<b>K</b>	<b>Pools, Spas and Hot Tubs</b>	4-12
	1. Pools	4-12
	2. Spas and Hot Tubs	4-12
<b>L</b>	<b>Personally Owned Play Equipment/Outside Storage</b>	4-12
	1. Play Equipment	4-12
	2. Trampolines	4-12
	3. Approval	4-12
	4. Insurance	4-12
	5. Portable Play Equipment	4-12
	6. Storage of Personal Play Equipment	4-12

## Chapter 4 – Neighborhood Regulations

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- A. Purpose** This chapter provides basic information on housing policies, regulations, and procedure within the housing community. The Coast Guard Housing Manual, reference (a), contains additional guidance on family housing.
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- B. Pets**
1. **Definition:** Only domesticated animals such as dogs, cats, hamsters, fish and the like are allowed in family housing. Wild animals (i.e. skunks, raccoons, ferrets, foxes, wolves or their hybrids) and exotic animals such as primates (monkeys and apes), snakes, other reptiles and other animals normally restricted to zoo-type confinement, will not be kept on Coast Guard property. For purposes of this article, a hybrid is defined as a cross between a domestic animal and wild animal, regardless of wild animal parentage in the cross. Livestock (domestic farm animals, i.e. poultry, horses, etc.) will not be kept on this installation.
  2. **Loss of Privilege to Retain Pets.** The failure by sponsor and family members to properly care for and attend to their pets will result in losing the privilege to have domestic pets. It is solely the MEMBER's responsibility to ensure pets are properly cared for.  
  
This includes failure to attend to barking animals, animals left in the residence barking uncontrolled and disrupting other families, lack of member and family members in promptly picking up and disposing of animal waste in yards, pets being allowed to urinate inside the residence.  
  
**Any family (regardless of members availability due to military duties) who fails to adhere to the rules and regulations outlined within this instruction and further amplified/acknowledge by the member upon initial assignment (via the Base Detachment Borinquen pet registration form) shall immediately lose their privilege to retain domestic pets OF ANY KIND in lieu of a THIRD violation notice issued by the Housing Officer. To ensure members and their families are well aware of the ramifications of failing to adhere to this section, the Housing Officer shall notify, the member and their respective Executive Officer upon issuance of members SECOND violation.**
  3. **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.
  4. **Pet Agreement:** Residents who have or acquire a pet(s) must submit/have a signed Pet Agreement (PSD-fs Form-003) on file with the Housing Office.
  5. **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, rabbits and the like, may be maintained upon approval from the Housing Officer. However, rabbits will be limited to one (1).
  6. **Clean Up:** Areas where pets are kept (both indoors and outdoors) shall be maintained in a sanitary condition at all times. Pet owners must be prepared to clean up after their pets when taking them for a walk. Failure to do so may result in revocation of the owner's privilege to keep pets.
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## Chapter 4 – Neighborhood Regulations

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### 7. Control of Pets:

*Section 4-B  
Continued*

- a. **Abandonment.** Abandonment of pets is prohibited and may result in eviction from family housing.
  - b. **Dogs/Cats.** All dogs/cats must wear an identification. Animals shall be kept inside the pet owner's residence, or when outside the residence, inside an existing fenced area, or on a leash with the pet owner. For those residents assigned to housing units that have no installed fence, temporary restraint devices (i.e. leash/restraint device screwed into the ground) are allowed. Pet owners remain fully responsible for their animal and the restraint device should never be attached to the housing unit. The leash or chain used to restrain the animal should be of sufficient length to allow the animal to roam but not encroach common areas and sidewalks. Residents should contact the Housing Office at any time for guidance.
8. **Removal by Authorities:** Any pet(s) 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 fee, and any fee for emergency treatment.
  9. **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 per local laws. Inoculations shall be kept current.
  10. **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.
  11. **Bites and Aggressive Acts:** Any animal that is found to be a menace or bite a person or another animal **MAY** be permanently removed from the housing area within five (5) days of the incident. Every animal encounter situation is different. Therefore, the final determination of permanent removal won't be made until after a complete investigation has been conducted and recommendation made by the Housing Officer to the Base Commanding Officer. Once notification is given, 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.
  12. **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.
  13. **Breeding:** Breeding/raising animals of any species in Coast Guard Housing is prohibited. Accidental litters must be reported and removed from the housing area by age 10 weeks.
  14. **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. Female animals will be kept in isolation, inside the
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## Chapter 4 – Neighborhood Regulations

### Section 4-B Continued

owner's quarters during their heat period, in a way that prevents attracting male animals.

15. 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.
16. Dead Animals: Dead animals will be disposed of in accordance with local animal control regulations (call local animal control authorities for guidance).
17. Violations: Violations of these regulations will result in the loss of the privilege to maintain pets. In addition, violations may also result in the loss of the privilege to live in government quarters.
18. Responsibility of Animal Owners: Owners of animals kept in housing areas will ensure the following control measures are taken:
  - a. All animals will be controlled at all times by their owners to prevent them from becoming a nuisance or menace to other persons, animals, or property on the installation. A "nuisance" is defined as that which causes trouble, annoyance (prolonged barking or howling), or damage to private or public property. All animals will be controlled to prevent them from biting or causing injury to people or other animals.
  - b. Animals will not be permitted to roam at large. When outside, animals shall be kept on a leash by a mature, responsible individual who is able to control the actions of the animal. In open, wooded, or dog play areas away from housing, a dog may be off a leash as long as it is under voice control. Unleashed dogs may accompany their owners while jogging.
  - c. While an animal is outside, it will be controlled to prevent it from damaging property. The owner is responsible for daily cleaning up of any wastes deposited by the owner's animal. The pet owner shall keep pet housing (including pens and yards where animals are kept) and adjacent areas in a clean, sanitary condition free from objectionable odors.
  - d. Common-use areas, such as playgrounds, and athletic fields are OFF LIMITS to animals at all times.
  - e. The hours between 2200 and 0600 are designated as quiet hours. Animals will not be allowed outdoors unattended during this period. Dogs or cats will never be allowed to create a neighborhood disturbance.

### C. Businesses & Yard Sales

1. Home Businesses. The Area Housing Authority is responsible for the approval of all requests to operate a home-based business. The sponsor (member) must submit a memorandum to the AHA for approval, prior to conducting any business venture in Government owned housing. *You are responsible for any costs, alterations, damages or repairs necessary to government property caused by or for this business.*
2. Yard Sales. Residents may have yard sales. There are currently no restrictions on the number of yard sales allowed. Items are not to be left outside the residence overnight.

## Chapter 4 – Neighborhood Regulations

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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) pose 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.

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## Chapter 4 – Neighborhood Regulations

### Section 4-D continued.

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.

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. Contact the Regional Work-Life office at (305) 695-2398 to request a FCC application packet or for any questions about the current FCC program and policies contained within reference (b).

### 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. Appendix C provides Base Detachment Borinquen policy regarding Child Supervision.

### F. Occupant Relations

1. Definition: A complaint is an allegation made by a resident or an official citing of a regulations violation, or discontent against another resident or official. A complaint is normally defined as infractions of the UCMJ, or violations of Coast Guard Housing regulations, a person's civil rights, and/or city, state, and federal ordinances, laws, and regulations.
2. Multiple or Recurring Complaints: Complaints of the same nature can lead to the eviction of a sponsor. Normally, sponsors will be given a warning prior to eviction. *However, if the situation warrants, the Area Housing Authority may evict any resident without prior complaints.*
3. Who Can Make A Complaint:
  - Sponsor
  - Spouse of sponsor
  - Coast Guard active duty member, civilians, and contracted employees
  - Authorized visitor/guest

## Chapter 4 – Neighborhood Regulations

- Persons as determined by the Area Housing Office

Section 4.F  
continued.

4. **How to Make a Complaint:** Prior to submitting a complaint to the local housing office, residents are strongly encouraged to resolve problems and differences without formal involvement. If informal resolution cannot be reached, the following steps may be taken:

Step	Action								
1	<p><b>Complainant</b> completes sections I and II of the Housing Request/Complaint Form (BDBQNHSG-002) (Block I.4. is optional).</p> <p><i>Note: Resident personal information will only be released to authorized Coast Guard and/or law enforcement officials.</i></p>								
2	<b>Complainant</b> delivers the Resident Complaint Form to the Housing Office.								
3	<p><b>Housing Officer</b> investigates and determines severity of the complaint. If valid complaint, Housing Officer takes the following action:</p> <table border="1"> <thead> <tr> <th>If</th><th>Housing Officer shall:</th></tr> </thead> <tbody> <tr> <td><b>Initial Complaint</b></td><td> <p>Issue verbal warning. Then:</p> <ul style="list-style-type: none"> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG-002 in resident's file.</li> </ul> </td></tr> <tr> <td><b>Second Complaint</b></td><td> <p>Issue written notification letter (Warning Letter) to sponsor via sponsor's Commanding Officer. Then:</p> <ul style="list-style-type: none"> <li>• Send copy of warning letter to Base San Juan XO.</li> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG-002 and copy of letter in resident's file.</li> </ul> </td></tr> <tr> <td><b>Third Complaint</b></td><td> <p>After review by Local Housing Officer, recommendation will be routed via Base San Juan XO/CO to issue written eviction letter to sponsor via sponsor's Commanding Officer. Then:</p> <ul style="list-style-type: none"> <li>• Send copy of eviction letter to Base San Juan XO.</li> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG -002 and copy of letter in resident's file.</li> </ul> </td></tr> </tbody> </table>	If	Housing Officer shall:	<b>Initial Complaint</b>	<p>Issue verbal warning. Then:</p> <ul style="list-style-type: none"> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG-002 in resident's file.</li> </ul>	<b>Second Complaint</b>	<p>Issue written notification letter (Warning Letter) to sponsor via sponsor's Commanding Officer. Then:</p> <ul style="list-style-type: none"> <li>• Send copy of warning letter to Base San Juan XO.</li> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG-002 and copy of letter in resident's file.</li> </ul>	<b>Third Complaint</b>	<p>After review by Local Housing Officer, recommendation will be routed via Base San Juan XO/CO to issue written eviction letter to sponsor via sponsor's Commanding Officer. Then:</p> <ul style="list-style-type: none"> <li>• Send copy of eviction letter to Base San Juan XO.</li> <li>• Complete Section III of BDBQNHSG-002.</li> <li>• File BDBQNHSG -002 and copy of letter in resident's file.</li> </ul>
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- G. Motor Vehicles**
1. **Regulation Enforcement:** The rules and regulations outlined below apply to all vehicles stored and maintained in Coast Guard Owned Government Quarters under the control of Base Detachment Borinquen.
  2. **Registration:** All motor vehicles in Coast Guard housing areas must have a valid registration and carry liability insurance per local laws. Unregistered, abandoned, improperly parked and 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 owner expense.



## Chapter 4 – Neighborhood Regulations

### Section 4-G Continued

3. **Speed Limits:** Posted speed limits **shall be** observed. Repeated violations of speeding by residents, guests or family members can lead to loss of driving privileges within Coast Guard Housing or possible eviction.
4. **Road Use:** Only licensed motorized vehicles may be used by residents in the housing area. The use of go-carts, off road motorcycles, ATVs, etc. is strictly prohibited.
5. **Parking:** Residents of the housing area may utilize designated parking spots, limited to two vehicles in their immediate residence.
  - a. **Assigned Parking.** Please do not allow guests to park in a neighbor's parking space. Residents are responsible for keeping assigned parking areas, carports or garages clean of oil and debris. Do not clutter the area by storing items other than vehicles in parking areas.
  - b. **Open Spaces.** Open Spaces will be utilized on a "first-come-first-served basis"; however, cars must be moved on a regular basis and not parked in the same unmarked spaces habitually. To provide for the consideration of other residents and their guests, excess vehicles will be parked in an area not to cause congestion. At no time shall vacant housing unit parking spaces be used as additional parking by other housing residents or their guests.
  - 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, alleys, and mailboxes or obstruct traffic. There is no parking available for resident owned or operated commercial vehicles in the housing areas.
  - 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..

**Recreational Vehicles and Equipment Control:** All boats, RVs, campers and trailers shall be registered with the Security Office and parked at the designated parking area along the fence on the west side of the Hangar. Additional parking, if necessary, will be made available in the parking lot to the east of Bldg. 408. Boats, RVs, and campers are not to be stored in the housing area for the consideration of other residents.

**The Coast Guard is not liable for damage to anything stored in these areas.**

With approval from the Base Detachment Borinquen Security Division, residents are allowed **LIMITED** and **TEMPORARY** parking of their RV, boats, ATV, etc. at their housing residence for a general period of about **72 HOURS**. This period of time provides ample opportunity to prepare for and secure from recreational activities (i.e. loading camper, cleaning ATV's etc.). Exceptions to this rule should be directed to Base Detachment Borinquen Security Division. Documentation of waiver must be maintained with the vehicle at all times while in exception status.

- a. **Rules.** Both guests and residents must park per the following regulations:
  - Vehicle must not restrict normal vehicular traffic movement.
  - Vehicle must be fully operational, have valid state registration and have liability insurance.
  - Vehicle must not damage landscape.

## Chapter 4 – Neighborhood Regulations

*Section 4-G  
Continued*

- 
- Vehicle must not be a safety hazard.

6. Storage of Small Recreational Items: Un-trailerred (non-motorized) small boats such as canoes, rowboats, rafts and kayaks may be kept in the housing area at the resident's quarters under the provisions listed above, and must also comply with the following conditions:

- Must be stored in your assigned backyard or garage only.
- Must be stored at least two feet above the ground (if outside).

Contact the Housing Office for additional information relative to the Storage Lot.

7. Vehicle Maintenance:

- a. Minor Maintenance. Minor maintenance of personal motor vehicles is authorized in the housing area and **limited to** flat tire changes, headlight repair, battery changes, and similar minor work. Contact the Housing Office for additional questions.
  - b. Major Maintenance. Major maintenance such as transmission repairs/removal, engine tune-ups/overhauls/removal and bodywork (sanding and painting) are not permitted in the housing areas. Vehicles shall not be in an inoperable status in excess of **48 hours**. All inoperable vehicles must be removed from the housing area.
8. Vehicle Washing: Vehicles may be washed in the vicinity of a resident's quarters. **CONSERVE WATER** and be reasonable in the manner and frequency of your vehicle washing.
-

## Chapter 4 – Neighborhood Regulations

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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 yard clean, pay attention to your children, 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 0600 weekdays (Sunday – Thursday) and between 2400 through 0800 weekends (Friday, and Saturday) and proceeding day if a holiday.
  3. Playgrounds. Playground quiet hours are between 2000 through 0800. The use of tobacco products, including e-cigarettes, is prohibited in playground areas.
  4. Curfew: During the school year, children under the age of 16 should be supervised in the public areas of Base Detachment Borinquen between the hours of 2200 and 0600. During the summer vacation the hours are amended to 2300 and 0600. There are not restrictions if they are accompanied by a legal guardian, and/or traveling to and/or from functions, i.e. job, movies, etc.
  5. Bands: Bands (musical groups) are not authorized in the housing area without prior approval of the Housing Officer.
  6. Parties: Parties in a resident’s home are permitted if they meet the guidelines listed below. Violation of 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 21 may consume alcohol.
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- I. Waterbeds**      Waterbeds are authorized in government quarters. However, **sponsors will be held responsible for any damage caused by the waterbed**. Prior to installation you must obtain approval of the Housing Office, and it is recommended that you obtain waterbed insurance.
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- J. Christmas – Holiday Lighting and Decorations**      Holiday lighting is authorized for use from November 1st until the February 1st. Lighting should not be left on when no one is home or overnight. Lights and decorations must be attached to the quarters without causing damage. Adhesive clips are the preferred means of hanging lights. **With the exception of balconies, for safety reasons, roof decorations and lighting above the first floor is 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 facades.
- Holiday lighting/decorations shall be removed and stored as soon as SAFELY practical but no later than February 15th.
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## Chapter 4 – Neighborhood Regulations

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- K. Pools, Spas and Hot Tubs**
1. Pools. “Kiddy” pools are authorized in the housing areas providing the water level does not exceed **12 inches in depth**. Swimming pools are not authorized. The following rules apply:
    - Pools must be supervised by an adult at all times when in use.
    - Pools may not be left in front yards or common areas when not in use and must be drained when not in use.
    - Residents are fully responsible for any incidents involving pools, including replacing dead grass.
  2. Spas and Hot Tubs. Spas and **Hot Tubs** are not authorized in government owned housing under the following conditions:
- 

- L. Personally Owned Play Equipment/ Outside Storage**
1. Play Equipment. All family housing areas have age appropriate play areas for resident use. Therefore, the use of personally owned play equipment is discouraged. Resident owned play sets must be commercially purchased. The equipment shall not be anchored in cement. Home built play sets (swing sets, jungle gyms, play houses, etc.), tree houses, and tree swings are **NOT** permitted.
  2. Trampolines. The use of **TRAMPOLINES** in Coast Guard Family Housing is strictly prohibited!
  3. Approval. The Housing Officer must authorize permission for the use of personal play equipment. Request permission using a Self-Help Form BDBQNHSG-001. Approval will be granted only when space and safety are not an issue.
  4. Insurance. For their own protection, residents choosing to set up personal play structures or equipment such as swing sets are strongly encouraged to obtain liability insurance.
  5. 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 such as streets and cul-de-sacs.
  6. Storage of Personal Play Equipment. When not in use, all personally owned play equipment shall be stored either in your garage or on your back patio (if applicable).
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**Appendix A**  
**Unaccompanied Personnel Housing (UPH) Permanent Party Occupancy Guidelines and Regulations**

1. **CHECK-IN PROCEDURES:** Prior to assignment members must submit a DD Form -1746 to the housing office. The Housing Office will respond with a DD Form-1747 stating the availability of UPH. The member's unit is responsible for ensuring the DD Form-1746 is submitted to the housing office in a timely manner. Members requiring UPH will keep the UPH Manager informed of arrival date and time on island, change in marital status and/or delayed travel. Assignment to the UPH will follow the priority guidelines set forth in the Coast Guard Housing Manual, COMDTINST M11101.13 (series).
  - a. Members reporting during normal hours of operation 0800-1600 will complete all required check-in forms with the Housing Office staff.
  - b. Members reporting after hours, on holidays, or on weekends will be checked into UPH transient quarters by the Officer of the Day (OOD). Refer to Appendix B for check-in and check-out procedures. The OOD can be reached at (787) 306-7431. Members that check in with the OOD shall report to the UPH Manager by 0830 the next working day to complete all applicable check-in paperwork to be assigned to UPH permanent party quarters.
  - c. Residents will take full responsibility of the assigned room, bathroom, kitchen, common area, and furniture within.
2. **CHECK-OUT PROCEDURES:** Members shall give a written notice of intent to vacate UPH no less than 45 days prior to departure.
  - a. Utilizing the standard Notice to Vacate form, PSD-fs Form-007, the UPH Manager and resident will schedule a date and time to conduct a pre-inspection and final inspection. Final inspections will be scheduled Monday through Friday between the hours of 0800 and 1600. The original notice will be filed in the resident's folder and a copy will be provided to the resident. Residents shall be present for pre-inspections and final inspections.
  - b. A pre-checkout inspection must be conducted at least 30 days prior to the actual date a resident will vacate the room. This inspection will allow the Housing Office staff to inform the member of any discrepancies that need attention.
  - c. Members must return rooms to original condition and suitable for immediate reassignment. Housing left in an unsatisfactory condition will result in a commercial cleaning fee chargeable to the vacating resident.
  - d. The vacating resident's belongings shall be removed from the room prior to conducting the final check-out inspection. The UPH Manager and resident will jointly inspect and inventory the room of all government owned furnishings and equipment. The inspection and condition of furnishings and equipment will be recorded on forms CG 6091 and CG 6092.
  - e. Residents who plan to depart on weekends, holidays or after hours will be put into a transient room after their final inspection the business day before. Residents placed into a transient room until departure shall ensure the room is clean and orderly prior to departing. Transient room keys will be dropped off with the Housing Office staff upon departure.
  - f. After completion of final inspection, residents will return all linens and room keys to the Housing Office staff.
  - g. Failure to complete a proper check-out could result in loss of orders, damage claims, negative counseling and/or delayed travel.
3. **ROOM REGULATIONS:** UPH spaces will be kept in a clean and orderly manner.

**Appendix A (cont.)**  
**Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

- a. Residents are authorized and encouraged to decorate their rooms and common area. However, offensive, inflammatory or any material that conflicts with the Coast Guard Core Values is prohibited. Any difference in opinion of what constitutes good taste shall be resolved in the presence of the Housing Officer. The painting of walls, floors, bathrooms and any interior modifications is prohibited without prior approval from the Local Housing Officer and Facility Engineering.
  - b. Furniture is inventoried and shall not be removed from the room at any time without approval from the UPH Manager. Failure to comply may result in administrative action. The addition of personal furnishings and equipment is permitted, but shall be arranged in a manner that does not obstruct avenues of escape and in accordance with fire code regulations.
  - c. Bicycles, kayaks and non-motorized vehicles may be stored in a member's room with approval from the UPH Manager.
  - d. Ventilation, heat sensors, smoke detectors, fire sprinklers or any related fittings shall not be covered, removed or tampered with in any manner.
  - e. Doors shall not be blocked. Rooms are not permitted to be partitioned with curtains or by draping material from the ceiling.
4. **TOBACCO USE:** Per the CG Health Promotion Manual, COMDTINST M6200.1 (series), tobacco use (smoking and smokeless, spit lug, leaf, snuff, dip, E-Cigs, etc.) is NOT allowed in Coast Guard owned living quarters. Use of tobacco products is to take place outside UPH quarters. Personnel that use tobacco outside their UPH are required to ensure the area is clean and free of debris. Failure to do so may result in administrative action.
5. **GUESTS:** A guest is anyone not a resident of the assigned room/unit.
- a. All non-residents of the UPH shall be sponsored by a resident and registered with the Housing Office and Security. Guests under the age of 18 are not permitted unless accompanied by their parent/guardian. All residents are responsible for the conduct of their guests and will ensure they abide by all regulations and policies.
  - b. Overnight guests are not authorized for E-5 and below. Single and unaccompanied personnel E-6 and above are authorized overnight guests. Overnight guests are limited to dependents and immediate family members (e.g. spouse, children, grandparents, and siblings), and their guest's immediate family members (spouse and children). The following guidelines shall be strictly adhered to:
    - a) All overnight guest requests shall be submitted to the Local Housing Officer using BDBQN HSG-004 form a minimum of 05 business days prior to arrival. For Area Housing Authority (AHA) requests shall be submitted 20 business days prior to exceeding AHA approval thresholds or prior to initial arrival.
    - b) All overnight guest requests shall be submitted to [D07-DG-BaseDetBQN-Housing@uscg.mil](mailto:D07-DG-BaseDetBQN-Housing@uscg.mil).
    - c) As required by reference (a), overnight guest visitations beyond 30 days or exceeding 45 cumulative days in a 12 month period requires the AHA written approval.
    - d) No overnight guests visitations may not exceed 90 consecutive days or 120 cumulative days in a 12 month period.
  - c. Guest visiting hours are from 0800-2200 Sunday through Thursday and 0800-2400 Friday and Saturday. Sponsors shall escort guests at all times, to include entering and exiting their assigned UPH. Any member that has been evicted from the UPH is prohibited from entering the UPH as a guest.

**Appendix A (cont.)**  
**Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

6. NOISE: Quiet hours are from 2200-0600. Any noise complaints after hours can be directed to the OOD or Security.
7. LOST ROOM KEYS: Replacement room keys cost \$25 dollars in the form of a check or money order made payable to the U.S. COAST GUARD. Checks are to be hand carried to the La Plaza Housing office.
  - a. Residents will report the loss of a room key to the UPH Manager. The Housing Office will place a work order for new room key and prepare a lost key damage claim.
  - b. A lost key after hours will be reported to OOD. The OOD will provide limited entry for the resident. The resident will report loss of key to the UPH Manager on the following working day. Housing Officer and designated Key Custodians are the only ones authorized to receive a new key from the locksmith.
8. MAINTENANCE AND WORKORDER REQUESTS: To submit a workorder residents must complete a Maximo Work Order Request and email the work order to [BQNMAXIMO@uscg.mil](mailto:BQNMAXIMO@uscg.mil). For emergencies contact the Housing Office at (787) 890-8470. After hours, contact the the OOD.
  - a. After a work order is submitted, the resident will be contacted by Facility Engineering or responsible contractor to schedule a date and time to conduct repairs. Residents are required to be present when Facility Engineering or contractor responds to a workorder.
  - b. Residents shall report all common space discrepancies, including areas surrounding the outside of the UPH, to the UPH Manager. A workorder will be submitted upon receipt of the report.
  - c. If residents are on leave or TDY and the Housing Office staff recognize a maintenance issue with the resident's living area they will place the work order and schedule a date and time to complete the work order(s). If this were to occur the UPH Manager will accompany the person(s) during repairs.
9. FOOD STORAGE: Food that is not stored in a refrigerator is required to be stored in air tight containers to prevent the onset of rodents and other pests.
10. CONTROLLED SUBSTANCE: All prescription drugs and medical supplies must be prescribed by a Licensed Health Care Professional and must be secured and under the control of the member listed on the prescription. Illegal drugs and paraphanilia are not allowed on Coast Guard property.
11. FLAMMABLES: Fireworks, explosives, flammable liquids and vapor-producing flammables are prohibited within the UPH.
12. WEAPONS: Firearms in UPH are prohibited.
13. STORAGE AREAS: Limited storage areas are available on a space available basis only. Assignment to these storage areas is managed by the Housing Office. All items must be clearly identified with owners name.
14. ELECTRICAL APPLIANCES: A maximum of 20 amps of total electrical load may be placed on an electrical outlet. Space heaters are prohibited and will be confiscated. Extension cords shall not be run under rugs, across access ways or attached to ceilings and baseboards.
15. CLEANING BILL: Individual rooms, common areas, and shared bathrooms are a joint responsibility between all roomates. Bathrooms will be cleaned by all individuals that utilize the space. If conflict arises between roommates, contact the UPH Manager for resolution.
16. INSPECTIONS:

## **Appendix A (cont.)**

### **Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

- a. Quarterly inspections shall be conducted by the UPH Manager. If rooms and common space are not consistently clean, the UPH Manager will initiate monthly or weekly inspections as needed. The Housing Office staff is responsible for room inspections.
  - b. Residents shall notify Housing Office staff via email when the UPH house will be vacant for more than 14 days.
  - c. During inspections, microwaves and refrigerators will be opened to ensure health and safety standards are in compliance with federal regulation.
  - d. Annual room, common space, and furniture inspections will be conducted with the resident present.
  - e. UPH houses shall be inspection ready prior to the Housing staff conducting a room inspection. The following cleaning list will ensure that each resident is setup for success:
    - (1) All floors shall be vacuumed/swept and free of debris and clutter.
    - (2) All horizontal surfaces shall be wiped down. This includes desks, dressers, windowsills, top of the fridge & microwave, baseboards, etc.
    - (3) Trash shall be taken out.
    - (4) Refrigerator & freezer shall be cleaned: wiped down, no rotten food, no stains from spilled food or drink.
    - (5) Microwave shall be clean. This is to include any food left inside.
    - (6) Any personal items that are left out on desks, dressers, or other furniture shall be neat in appearance.
    - (7) All laundry shall be in a hamper/laundry bag. Dirty laundry shall not be left on the floor or on the bed.
    - (8) The deck in the head shall be swabbed and free of debris and stains.
    - (9) Showers shall be clean and free of stains.
    - (10) Sinks and counter tops shall be wiped down and free of stains, water spots, hair, or random clutter.
    - (11) The toilet shall be cleaned inside and out.
  - f. If an inspection is unsatisfactory, a notice will be left in the resident's room indicating a failed inspection. A re-inspection date will be listed on the notice. First failure will result in Command notification, second consecutive failure will result in 3307 and possible eviction.
17. **RELEASE FROM GOVERNMENT QUARTERS:** Once assigned, members may request to live on the economy by submitting a request to the UPH manager. A waiting list must be maintained and a member's position is determined by the date of the request per the Coast Guard Housing Manual, COMDTINST M11101.13 (series), Chapter 7.H. Members must only be released when the UPH is fully utilized and additional rooms are needed for newly arriving members.
- a. Members will be added to the release list the date they check into barracks unless they decline a release to live on the economy.
  - b. Personnel in paygrades E-3 and below, and geo-bachelors, are not authorized to be released.
  - c. The Housing Officer has the right to remove individuals from the release list as a result of poor performance in cleanliness and reliability.
  - d. The Housing Office staff is authorized to augment the list when a gender specific room is required for an incoming member.



**Appendix A (cont.)**  
**Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

25. ALCOHOL POLICY: Alcohol use or possession in UPH shall be in accordance with Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Any situation involving the possession or consumption of alcohol not covered under this policy shall be brought to the attention of the Personnel Support Department Head. Any violation or observed violation of this policy shall be reported directly to the Personnel Support Department Head.

- a. All UPH residents (and guests) shall conduct themselves in accordance with the Coast Guard's Core Values of Honor, Respect and Devotion to Duty. Responsible behavior is both expected and required.
- b. In accordance with Coast Guard Regulations 1992, COMDTINST M5000.3 (series), only the consumption and/or possession of beer and ale shall be permitted by authorized personnel in space(s) designated by the Base Commanding Officer.
- c. Failure to follow this policy shall be reported to Base Detachment Borinquen Security, Base Detachment Borinquen leadership and the member's Command.
- d. The possession, consumption or storage of any alcoholic beverage by residents or guests under the age of 21 is strictly prohibited; personnel shall not contribute to the alcohol consumption of minors at any time.
- e. Alcohol is strictly prohibited in all watchstander and OOD rooms.
- f. Residents and their guests 21 years of age or older are permitted to possess and consume alcohol in their designated rooms and designated common spaces:
- g. In an effort to improve habitability for members assigned TDY to Borinquen in the course of their duties transient personnel desiring to possess and/or consume alcohol in their rooms shall route a request to the Base Borinquen Personnel Support Department Head, via the Local Housing Officer, for approval. Alcohol is not authorized for members on restriction or otherwise facing disciplinary or administrative action.
- h. In any case, where a roommate is under 21 years of age, no alcohol is to be possessed or consumed in the assigned room.

26. NON-COMPLIANCE: There are three categories of UPH violations, specifics of which are included below:

Category 1: Violations generally involve failure to properly maintain expected housekeeping standards. Failure to take prompt action to resolve these issues may result in the assessment of damage and potential damage claim charges billed to the member.

Category 2: Violations will result in a warning/possible CG-3307 and notification to the member's chain of command. Subsequent Category 2 violations will result in a negative CG-3307 and possible eviction.

1. Unauthorized alcoholic beverages;
2. Use of incense, candles or unauthorized flammables;
3. Use of space heaters;
4. Pet violation;
5. Subletting;
6. Visible pornography;
7. Missed appointments.
8. Guest policy violation

**Appendix A (cont.)**  
**Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

Category 3: Violations will result in an immediate negative CG-3307 and possible eviction:

1. Possession or consumption of alcohol under 21 years of age;
2. Supplying alcohol to a Minor;
3. Tampering with fire alarm;
4. Illegal drugs;
5. Weapons violation;
6. Vandalism;
7. Theft.

**Appendix B**  
**Unaccompanied Personnel Housing (UPH) Transient Quarters Occupancy Guidelines and Regulations**

1. CHECK-IN PROCEDURES: Prior to room assignment members must provide a copy of their temporary duty (TDY) orders to the Housing Office. The Housing Office will assign TDY personnel to UPH transient quarters based on availability. The member's permanent duty station is responsible for ensuring TDY orders as issued and submitted to the housing office in a timely manner. Members requesting UPH transient quarters will keep the housing office staff informed of arrival.

- a. Members reporting during normal hours of operation 0800-1600 will complete all required check-in forms with the housing office staff.
- b. Members reporting after hours, on holidays, or on weekends will be checked into UPH transient quarters by the Officer of the Day (OOD). Refer to Appendix B for check-in and check-out procedures. The OOD can be reached at (787) 306-7431. Members that check in with the OOD shall report to the UPH Manager by 0830 the next working day to complete all applicable check-in paperwork to be assigned to UPH transient quarters.
- c. Personnel assigned to transient quarters will take full responsibility of the assigned room and furniture within.
- d. Linens shall be issued at the time of check in.

2. CHECK-OUT PROCEDURES:

- a. Personnel shall notify the housing office staff via email at [D07-DG-BaseDetBQN-Housing@USCG.mil](mailto:D07-DG-BaseDetBQN-Housing@USCG.mil) to schedule a date and time to conduct a check-out inspection. Personnel checking out after-ours or on weekends will contact the OOD at (787) 306-7431 to conduct a check-out inspection. Personnel assigned to UPH transient quarter shall be present for the check-out inspection.
- b. Members must return rooms to original condition and suitable for immediate reassignment. UPH transient quarters left in an unsatisfactory condition will result in a commercial cleaning fee chargeable to the vacating member.
- c. The vacating resident's belongings shall be removed from the room prior to conducting the final check-out inspection. A representative from the Housing Office and resident will jointly inspect and inventory the room of all government owned furnishings and equipment. The inspection and condition of furnishings and equipment will be recorded on forms CG 6091 and CG 6092.
- d. After completion of check-out inspection, personnel will return all linens and room keys to the housing office staff.
- e. Failure to complete a proper check-out could result in damage claims, negative counseling and/or delayed travel.

3. ROOM REGULATIONS: Rooms will be kept in a clean and orderly manner. Furniture shall not be rearranged.

- a. Personnel are authorized to decorate their rooms. Offensive, inflammatory or any material that conflicts with the Coast Guard Core Values is prohibited. Any difference in opinion of what constitutes good taste shall be resolved in the presence of the UPH Manager.
- b. Bicycles, kayaks and non-motorized vehicles may be stored in a member's room with approval from the UPH Manager.

**Appendix B (cont.)**  
**Unaccompanied Personnel Housing (UPH) Transient Quarters Occupancy Guidelines and Regulations**

- c. Ventilation ducts, heat sensors, smoke detectors, fire sprinklers or any related fittings shall not be covered, removed or tampered with in any manner.
  - d. Doors shall not be blocked. Rooms are not permitted to be partitioned with curtains or by draping material from the ceiling.
4. TOBACCO USE: Per the CG Health Promotion Manual, COMDTINST M6200.1 (series), tobacco use (smoking and smokeless, spit lug, leaf, snuff, dip, E-Cigs, etc.) is NOT allowed in Coast Guard owned living quarters. Use of tobacco products is to take place outside UPH quarters. Personnel that use tobacco outside their UPH are required to ensure the area is clean and free of debris. Failure to do so may result in administrative action.
5. GUESTS: A guest is anyone not to the assigned room.
- a. All non-residents of the UPH shall be sponsored by a UPH occupant and registered with the housing office and base security. Guests under the age of 18 are not permitted unless accompanied by their parent/guardian. All residents are responsible for the conduct of their guests and will ensure they abide by all regulations and policies. Overnight guests are not authorized.
  - b. Guest visiting hours are from 0800-2200 Sunday through Thursday and 0800-2400 Friday and Saturday. Sponsors shall escort guests at all times, to include entering and exiting their assigned UPH. Any member that has been evicted from the UPH is prohibited from entering the UPH as a guest.
6. NOISE: Quiet hours are from 2200-0600. Any noise complaints after hours can be directed to the OOD or Security.
7. LOST ROOM KEYS: Replacement room keys cost \$25 dollars in the form of a check or money order made payable to the U.S. COAST GUARD. Checks are to be hand carried to the La Plaza Housing office.
- a. Residents will report the loss of a room key to the UPH Manager. The Housing Office will place a work order for new room key and prepare a lost key damage claim.
  - b. A lost key after hours will be reported to OOD. The OOD will provide limited entry for the resident. The resident will report loss of key to the UPH Manager on the following working day. Housing Officer and designated Key Custodians are the only ones authorized to receive a new key from the locksmith.
8. MAINTENANCE AND WORKORDER REQUESTS: Personnel shall contact the housing office to request a work order. The housing office staff shall submit a work order.
- a. After a work order is submitted, the housing office staff will coordinate with the Facility Engineering Department and the member to schedule a date and time to conduct repairs.
9. FOOD STORAGE: Food that is not stored in a refrigerator is required to be stored in air tight containers to prevent the onset of rodents and other pests.
10. PETS: Pets are not allowed to be kept in the UPH.
11. CONTROLLED SUBSTANCE: All prescription drugs and medical supplies must be prescribed by a Licensed Health Care Professional and must be secured and under the control of the member listed on the prescription. Illegal drugs and paraphernalia are not allowed on Coast Guard property.
12. FLAMMABLES AND AMMUNITION: Fireworks, explosives, flammable liquids and vapor-producing flammables are prohibited within the UPH.
13. WEAPONS: Firearms in UPH are prohibited.

**Appendix B (cont.)**

**Unaccompanied Personnel Housing (UPH) Transient Quarters Occupancy Guidelines and Regulations**

14. ELECTRICAL APPLIANCES: A maximum of 20 amps of total electrical load may be placed on an electrical outlet. Space heaters are prohibited and will be confiscated. Extension cords shall not be run under rugs, across access ways or attached to ceilings and baseboards.
15. SECURITY: Individual rooms are to remain locked when the assigned resident is not present.
16. CLEANING BILL: Individual rooms, common areas, and shared heads are a joint responsibility between all roommates. Bathrooms will be cleaned by all individuals that utilize the space. If conflict arises between roommates, contact the UPH Manager for resolution.
17. ALCOHOL POLICY: Alcohol use or possession in UPH shall be in accordance with Coast Guard Regulations 1992, COMDTINST M5000.3 (series). Any situation involving the possession or consumption of alcohol not covered under this policy shall be brought to the attention of the Local Housing Officer. Any violation or observed violation of this policy shall be reported directly to the Personnel Support Department Head.
  - a. All UPH personnel (and guests) shall conduct themselves in accordance with the Coast Guard's Core Values of Honor, Respect and Devotion to Duty. Responsible behavior is both expected and required
  - b. In accordance with Coast Guard Regulations 1992, COMDTINST M5000.3 (series), only the consumption and/or possession of beer and ale shall be permitted by authorized personnel in space(s) designated by the Base Commanding Officer.
  - c. Failure to follow this policy shall be reported to Base Detachment Borinquen Security, Base Detachment Borinquen leadership and the member's Command.
  - d. The possession, consumption or storage of any alcoholic beverage by personnel or guests under the age of 21 is strictly prohibited; personnel shall not contribute to the alcohol consumption of minors at any time.
  - e. Alcohol is strictly prohibited in all watchstander and OOD rooms.
  - f. All personnel are strictly prohibited from consuming alcohol on barracks property outside of the interior of any barracks building.
  - g. Residents and their guests 21 years of age or older are permitted to possess or consume alcohol in their designated room and common space.
  - h. In any case, where a roommate is under 21 years of age, no alcohol is to be possessed or consumed in the assigned room or common space.
26. NON-COMPLIANCE: There are three categories of UPH violations, specifics of which are included below:

Category 1: Violations generally involve failure to properly maintain expected housekeeping standards. Failure to take prompt action to resolve these issues may result in the assessment of damage and potential damage claim charges billed to the member.

Category 2: Violations will result in a warning/possible CG-3307 and notification to the member's chain of command. Subsequent Category 2 violations will result in a negative CG-3307 and possible eviction.

  1. Unauthorized alcoholic beverages or exceeding limit;
  2. Use of incense, candles or unauthorized flammables;
  3. Guest policy violation

**Appendix B (cont.)**

**Unaccompanied Personnel Housing (UPH) Transient Quarters Occupancy Guidelines and Regulations**

4. Use of space heaters;
5. Pet violation;
6. Visible pornography;
7. Missed appointments.

Category 3: Violations will result in an immediate negative CG-3307 and possible eviction:

1. Possession or consumption of alcohol under 21 years of age;
2. Supplying alcohol to a Minor;;
3. Tampering with fire alarm;
4. Illegal drugs;
5. Weapons violation;
6. Vandalism;
7. Theft.

**Appendix C**  
**Base Detachment Borinquen Child Supervision Policy**

1. Definitions:

- a. Babysitting: Babysitting is defined as care of young children home for no more than ten hours a week. Babysitting is typically provided in the child's home, not at a Base facility.
  - b. Child-Care: Child-Care is defined as regular, scheduled, reimbursable, 10-50 hours a week, held in a caregiver's residence. All Child-Care performed in government quarters must comply with applicable Coast Guard requirements.
  - c. Physically Attended: The adult/babysitter/child care provider responsible for a child must be physically present with the child unless the child is in a fenced enclosure of a residence or a fenced playground area that can be directly observed by the responsible party.
  - d. Supervision: The adult/babysitter/child care provider responsible for a child must know the location of the child at all times. The adult does not have to be physically present with the child but must be readily available in case of an emergency.
2. Children 7 years of age and under should be physically attended by an adult or babysitter/child care provider at all times. This requirement does not preclude school age children from walking to and from the bus stop when in the company of children 8 years of age and older.
3. Children 7 years of age and under will not be left unattended in any vehicle on Coast Guard property.
4. Children 8 through 9 years of age may be physically unattended for a period of time, but should be supervised by an adult or designated babysitter/child care provider at all times.
5. Children 10 years old and above may be left alone in Coast Guard housing, following the parent's supervision requirements, and may be unsupervised in the community.
6. Children 10 through 11 years of age may be left alone in Coast Guard housing to babysit siblings.
7. Children 12 through 18 years old may baby-sit in Coast Guard housing. Babysitters are encouraged to attend a babysitting course, which includes basic first aid and accident prevention (Example: Red Cross or American Safety & Health Institute).
8. Actions to be taken in response to violations of policy:
- a. First Incident: When an incident is reported and to ensure child safety, the Base Detachment Borinquen Security will attempt to return the child to the supervising adult. A blotter report will be forwarded to Work-Life, the Housing Office, and the member's command.
  - b. Subsequent Incident: Repeat incidents may result in administrative or other actions.

**Appendix D**  
**Fire Pit Regulations**

1. Personal, tenant-owned or tenant-constructed outdoor wood/gas burning fire pits are not authorized in Coast Guard owned family housing per the Coast Guard Housing Manual, COMDTINST M11101.13 (series).
2. All personnel shall promote fire safety at all times and comply with local suspensions and/or closures that may be issued by Base Detachment Borinquen or partner agencies based on current conditions.
  - a. Fires are only allowed fire rings located at Ray Park and the Community Center. Fires shall consist of untreated wood only. No glass, metal, fireworks, explosives, trash or debris shall be burned. Remove nails from pallets. Bring your own firewood; gathering, cutting or scavenging of firewood or kindling from Base Detachment Borinquen property is not permitted except where authorized. Use of accelerants, such as lighter fluid, gasoline or petroleum products, is strictly prohibited and may result in loss of fire pit privileges.
  - b. Fires must be extinguished with water and be cool to the touch before leaving the site. A fire hose shall be attached to the fire hydrant located on Cliff Rd across from Ray Park. The fire hose will be ready for use, and personnel shall be physically present at all times a fire is lit.
  - c. Fires shall be attended at all times by an adult. Minors must be properly supervised.
  - d. The fire pit SHALL not be used if winds exceed 25 MPH (using NOAA wind forecast models).
  - e. All fires must be extinguished by 2200. Plan accordingly.
  - f. Vehicles must remain on streets or designated parking areas. No camping is allowed.
3. Procedures for requesting and using the Ray Park Fire Pit:
  - a. An email request using BDBQNHSG-002 form must be submitted to D07-DG-BaseDetBQN-Housing@uscg.mil at least 48 hours prior to the date the fire pit will be used.
  - b. The Housing Office will review and notify the requestor if the request is or is not approved.
  - c. Approved fire pit requests will be sent to Facility Engineering (BQNMAXIMO@uscg.mil) and Security (D07-DG-BaseDetBQN-Security@uscg.mil ) by the housing office. The housing office will courtesy copy the requester and Base Detachment Supervisor.
  - d. Approved users are responsible for obtaining the fire hose, nozzle, and fire hydrant wrench from the OOD. The OOD can be contacted at (787)306-7431.
  - e. Approved users will attach the fire hose to the fire hydrant, fake-out the hose toward the fire pit, open the fire hydrant, and charge the fire hose. Users who are unfamiliar with this equipment or procedure shall arrange training with the OOD along with their request for the equipment.
  - f. A generous spray down of the windward side and brush near the fire pit prior to lighting the fire.
  - g. The fire will be extinguished using the fire hose. Soak for a minimum of 3 minutes. Stir coals twice while soaking to check for residual heat, smoke or embers.
  - h. Upon extinguishing the fire, the fire hydrant will be turned off, the hose will be drained of water, and coiled up. Contact the OOD to retrieve the fire hose, nozzle and wrench. The OOD will also inspect the area to ensure all debris and trash has been removed by the user.
  - i. Fire pits may be secured for unacceptable behavior of attendees, non-compliance with Base Detachment Borinquen policy or if the fire pit site is disorderly or in disrepair.
  - j. In the event a fire gets out of control, contact local authorities first and then immediately contact the OOD.



**Appendix D (Cont.)**  
**Fire Pit Regulations**

4. Procedures for requesting and using the Community Center Fire Pit:
- a. An email request using BDBQNHSG-002 form must be submitted to D07-DG-BaseDetBQN-Housing@uscg.mil at least 48 hours prior to the date the fire pit will be used.
  - b. The Housing Office will review and notify the requestor if the request is or is not approved.
  - c. Approved fire pit requests will be sent to Facility Engineering (BQNMAXIMO@uscg.mil) and Security (D07-DG-BaseDetBQN-Security@uscg.mil) by the housing office. The housing office will courtesy copy the requester and Base Detachment Supervisor.
  - d. Approved users are responsible for obtaining the fire hose, nozzle, and fire hydrant wrench from the OOD. The OOD can be contacted at (787)306-7431.
  - e. Approved users will attach a garden hose to the nearest spigot located at the community center (near laundry), and fake out the hose towards the fire pit.
  - f. Two (02) ABC extinguishers will be staged prior to the start of the event.
  - g. The fire will be extinguished using the fire hose. Soak for a minimum of 3 minutes. Stir coals twice while soaking to check for residual heat, smoke or embers.
  - h. Upon extinguishing the fire, the fire hydrant will be turned off, the hose will be drained of water, and coiled up. Contact the OOD to retrieve the fire hose, nozzle and wrench. The OOD will also inspect the area to ensure all debris and trash has been removed by the user.
  - i. Fire pits may be secured for unacceptable behavior of attendees, non-compliance with Base Detachment Borinquen policy or if the fire pit site is disorderly or in disrepair.
  - j. In the event a fire gets out of control, contact local authorities first and then immediately contact the OOD.

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

Responsibilities			
Description of Maintenance Item	Who's Responsible		
	Resident	Government	Note
Back-up Generator	X	X	1
Dishwasher		X	2
Door Care (Interior)	X	X	3
Driveway, Garage, Catch Basins, and sump pumps	X	X	4
Electrical Service		X	5
Fire Extinguishers	X	X	6
Floor Maintenance	X	X	7
Gardens	X		8
Grass Mowing/Lawn Care	X		9
Grounds Care (litter pick-up/yard appearance)	X		10
Lighting/Light Fixtures	X	X	11
Painting	X	X	12
Refuse Removal		X	13
Plumbing	X	X	14
Refrigerator	X	X	15
Smoke Detectors		X	16
Street Maintenance	X	X	17
Stove/Range	X	X	18
Walls, Cabinets, and Trim Care	X	X	19
Window Screens	X	X	20
Window Shades/Mini Blinds	X	X	21
55 Gallon Water Drum	X	X	22

**Appendix E (Cont.)  
Maintenance Responsibility Handout**

v

<b>Note 1 Backup Generator (Installed)</b>	
<b>General:</b> Back-up propane generators are installed at most units. They will run monthly maintenance cycles automatically, for about 5 minutes.	
<b>Resident Shall:</b> Mow and trim grass around the unit and propane tank. Trim growth within the propane tank fencing.  Ensure all vents and openings on the unit are clear of debris  Check to ensure the casing is locked and in good condition, and there are no visible oil or fluid leaks coming from the bottom of the casing.  Check fuel gauge on tank. Report levels below 50% to the Service Desk	<b>Government Shall:</b> Perform all maintenance and repairs  Monitor and order propane

<b>Note 2 Dishwasher</b>	
<b>Resident Shall:</b>  Routinely clean inside and out. If broken, submit a work order and contact the housing office.	<b>Government Shall:</b>  Perform maintenance as necessary.

<b>Note 3 Door Care Interior</b>	
<b>Resident Shall:</b> Wipe down interior doors with mild household cleaner as necessary.  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 result in the sponsor to be charged for repairs.	<b>Government Shall:</b> Repair/replace door and hardware as necessary.  Charge sponsor for repair/replacement if damage is beyond normal wear and tear.

<b>Note 4 Driveways, Garages, Catch Basins and Storm Drains</b>	
<b>General:</b> Residents are responsible for cleaning garages and driveways.	
<b>Resident Shall:</b> Pick up and/or clean any auto fluid/oil spots on driveways and/or garage floor.  Keep personal debris from getting into storm drains and catch basins. (Debris such as leaves, grass cuttings, paper, rags, wood, etc.)	<b>Government Shall:</b> Check during all inspections.  Perform maintenance as necessary.

**Appendix E  
Maintenance Responsibility Handout**

Note 5		Electrical Service	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		Use electric service responsibly.	Provide electric service.
		Reset breakers as necessary (see below).	Provide troubleshooting when appropriate.
		Notify the OOD of power outages. For persistent electrical problems submit a work order.	Repair electrical systems as necessary.
		Purchase surge protectors to protect personal electronic equipment (i.e. computers TV, VCR, Stereo, etc).	
<b>Resetting a Circuit Breaker:</b> Circuit breakers in the electric 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 with a reduced appliance load, do not reset it. <b>Call the Facility Engineering during business hours. After hours contact the OOD.</b>			

Note 6		Fire Extinguishers	
		<b>General:</b> Fire extinguishers are government property, usually installed under the kitchen sink or on the wall, and in the garage. They should be replaced if missing.	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		Check charge on a monthly basis. Sign and date the inspection tag	Replace or recharge spent or faulty fire extinguishers.
		Familiarize yourself and your family members on the proper use of the fire extinguisher. Operating instructions can be found on the extinguisher.	Check during all inspections.
		Submit a work order if extinguisher needs servicing.	

Note 7		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 all floors in your unit. Keep in mind, excessive water spillage on floors may cause severe damage. Also note that many houses have very old tile the government has been restricted from replacing by the State Historic Preservation Office. Unfortunately, if these tiles are stained or chipped, we may not be authorized to replace them.	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		<b>Tile floors:</b> <ul style="list-style-type: none"> <li>Dust mop and spot mop as needed. Periodically damp mop as necessary.</li> <li>Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners.</li> <li>Never flood floor with water.</li> <li><b>NEVER</b> wax tile floors.</li> </ul>	Repair and replace flooring as necessary.  Charge sponsor for any damage beyond normal wear and tear.  Seal as necessary.

**Appendix E (Cont.)  
Maintenance Responsibility Handout**

<b>Note 8</b>		<b>Gardens</b>	
		<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. Vegetable gardens are only permitted in the back yard of units. Raised garden beds are permitted</p>	
		<p><b>Resident Shall:</b></p> <p>Receive approval from the housing office using a Self Help Work Order Request (BDBQNHSG-002) prior to planting any garden.</p> <p>Purchase all garden supplies.</p> <p>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> <p>Restore to a low maintenance condition before vacating.</p>	<p><b>Government Shall:</b></p> <p>Maintain common area gardens, shrubs, etc.</p>

<b>Note 9</b>		<b>Grass Mowing/Lawn Care</b>	
		<p><b>General:</b> All residents are required to mow their grass lawns as needed. The grounds maintenance contractor performs common area lawn maintenance.</p>	
		<p><b>Resident Shall:</b></p> <p>Ensure that grass height does not exceed <b>three inches</b>. Edge half inch from all sidewalks and driveways with no grass or weeds growing up through any cracks or crevices.</p> <p>Residents who live in duplex units will coordinate and share the mowing/trimming responsibilities with their respective neighbors.</p> <p>Residents with sidewalks around their unit are responsible to mow between the curb and sidewalk.</p> <p>Resident shall also maintain the bushes and plantings in their yard.</p> <p>Bag all grass clipping and yard debris. Un-bagged yard debris will collect in storm drains, aggravating base flooding issues during heavy rains.</p>	<p><b>Government Shall:</b></p> <p>Maintain all common area lawns.</p> <p>Maintain all trees, and common area bushes and shrubs</p>

<b>Note 10</b>		<b>Grounds Care</b>	
		<p><b>General:</b> All residents are responsible for maintaining the exterior grounds around their quarters in a neat and orderly fashion. Sponsors 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>	
		<p><b>Resident Shall:</b></p> <p>Pick up all litter/yard debris in their yard, walks, parking</p>	<p><b>Government Shall:</b></p> <p>Periodically inspect all exterior</p>

**Appendix E**  
**Maintenance Responsibility Handout**

<p>and/or driveway areas.</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p>When not in use, neatly stow all toys and bicycles, tools, boxes etc., in the back yard area, patio or garage. Bicycles and other toys <b>shall not</b> be left in the street, common areas, walkways, parking areas, or front yards.</p> <p>Comply with all Hurricane Season guidance for yard care</p> <p><u>Common Yard Areas:</u> In places that share a common yard area, the following applies:</p> <ul style="list-style-type: none"> <li>Stow all portable items inside or in your garage or storage shed.</li> </ul> <p>Stow lawn furniture and larger toys, such as swing sets and prefabricated forts behind the unit.</p>	<p>grounds and notify sponsors of deficiencies by issuing a Violation Notice, BDBQNHSG-005.</p> <p>Maintain all common area grounds.</p>
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Note 11		Lighting/Light Fixtures	
	<b>Resident Shall:</b>		<b>Government Shall:</b>
	<p>Pick-up from the Housing Office and replace burned-out light bulbs. Occupant <b>must</b> bring the burned out bulbs to the housing office when requesting replacement bulbs. Government will only replace light bulbs for installed fixtures.</p> <p>Frequently remove and wash light covers with water and mild detergent. Dry thoroughly, and reinstall.</p> <p>Replace all burned out bulbs before vacating the unit.</p>		<p>Perform troubleshooting as necessary.</p> <p>Provide shades, specialty bulbs, reflectors, and globes as necessary for installed fixtures.</p> <p>Provide all bulbs in working order to new residents upon arrival.</p>

**Appendix E (Cont.)  
Maintenance Responsibility Handout**

Note 12	Painting	
	<p><b>Interior Painting:</b> Most units will be painted during change of occupancy maintenance, however, under normal living conditions interior painting may be done no more than once every five 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 may be authorized to paint interior walls/ceilings if they so desire.</p> <p><i>Residents may be required to restore any painted area to the original color prior to vacating. Some examples would be, the color used is different from the original, the application itself is unsatisfactory (streaking, insufficient coverage), etc. The requirement to restore the painted area prior to departure, due to either the color used or an unsatisfactory job, will be addressed by the Housing Office on the Self Help Project Work Order Request or at the pre-termination inspection.</i></p> <p><b>Exterior Painting:</b> Done as needed (at a minimum, every 10 years) in order to maintain water tightness and to protect surfaces from deterioration.</p>	
	<p><b>Resident Shall:</b></p> <p>Receive approval from the Housing Officer, using a Self Help Work Order Request (BDBQNHSG-002) 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 failure to the Housing Office.</p>	<p><b>Government Shall:</b></p> <p>Perform all scheduled interior and exterior painting as necessary/programmed.</p>

Note 13	Refuse Removal and Recycling	
	<p><b>General:</b> Trash dumpsters are located throughout the housing complex. Please ensure no garbage is ever left unattended. Also, make sure dumpsters are properly secured after each use. Failure to close properly can/may attract unwanted animals into the housing areas.</p> <p><b>Recycling:</b> Recycling is expected and encouraged! Receptacles for plastic, paper and card board are located on Base near the CG La Plaza Gym parking lot.</p> <p>To ensure all residents have access to recycling, break down all boxes and crush plastic as much as possible before recycling. Failure to break down cardboard results in rapid overflow of the dumpster, preventing all residents from participating in the recycling program.</p>	

**Appendix E**  
**Maintenance Responsibility Handout**

Note 14	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. The sewage infrastructure is very dated. Flushing items other than toilet paper may result in a clogged system, and should be avoided. Beach sand is also a major contributor to clogged shower drains. Prevent sand from entering your drain as much as possible.</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, 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 plunger on hand to assist in reducing sluggishness in drains.</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 submit a work order and Facility Engineering during business hours for any leaks, or plumbing problems that you cannot repair. After hours contact the OOD.</li> <li>• Clean up overflows using mop, wet/dry vacuum.</li> <li>• Take care that no toys, combs, brushes, or other items are flushed into the sewage system.</li> <li>• Flush only toilet paper. Flushing sanitary wipes, paper towels, or other hygiene products may result in a clog. Prevent sand from entering the drain.</li> </ul>	<p><b>Government Shall:</b></p> <p>Provide troubleshooting assistance and repairs as needed.</p>

Note 15	Refrigerator	
	<p><b>General:</b> Each provided refrigerator/freezer has a life expectancy of 12 years; with proper cleaning and care you will assure care free operation of this kitchen appliance for many years. Government furnished refrigerators are considered installed property and will <b>NOT</b> be replaced with personal refrigerators.</p>	
	<p><b>Resident Shall:</b></p> <p>Clean the refrigerator and freezer sections at least twice a year. Do not use abrasives. Use warm water and one tablespoon of baking soda to a quart of water. Rinse thoroughly with water and wipe dry. The water evaporation pan located under the refrigerator should be cleaned periodically.</p>	<p><b>Government Shall:</b></p> <p>Provide troubleshooting and repair.</p>



**Appendix E (Cont.)**  
**Maintenance Responsibility Handout**

<b>Note 16</b>		<b>Smoke Detectors</b>	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		Test the smoke detector monthly to ensure batteries do not need replacing. Follow the instructions below.	Install smoke detectors in quarters as appropriate; replace if broken.
		Do not remove smoke detectors.	Provide batteries and test during all inspections.
<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. To clear the alarm, gently blow or fan the smoke out of the vents until the alarm stops. Clean the detector once a year by holding the nozzle of a vacuum cleaner to the side slot openings.			

<b>Note 17</b>		<b>Street Maintenance</b>	
		<b>General:</b> The maintenance and repair of streets within the housing areas is the government's responsibility.	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		During road maintenance residents are required to remove all vehicles from the street. Instructions will be issued prior to any parking restrictions	Provide street maintenance.  Issue resident instructions.

<b>Note 18</b>		<b>Stove/Range</b>	
		<b>General:</b> Each provided kitchen range has a life expectancy of 12 years, with proper cleaning and care you will guarantee care-free operation of this kitchen appliance.	
		<b>Resident Shall:</b>	<b>Government Shall:</b>
		Report malfunctions to the housing office and submit a work order.	Perform troubleshooting services and repairs.
		Follow these cleaning guidelines: Clean the range and hood 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 subject to high heat will turn to hard carbon and be difficult to remove. Immediately, wipe up any acidic food (vinegar, fruit juices, tomato, milk, fruit pie filling) spilled on porcelain to avoid permanent stains. Clean enamel parts using warm soapy water or cleaning powder that will not scratch the surface.	
		Glass/Ceramic Cook Tops: Immediately turn off burner if food is spilled. Clean when burner is cool with glass/ceramic cook top cleaner and cloth	

**Appendix E**  
**Maintenance Responsibility Handout**

Note 19 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>All walls are poured concrete, and may contain encapsulated lead paint beneath more recent coats. Consult with the housing office before drilling holes or concrete anchors. Repair all holes prior to vacating. Removable sticky 3M (or similar) picture hangars and hooks are recommended instead of screws or concrete anchors.</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 quarter's 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>
<p><b>Cleaning Instructions:</b></p> <p>Never use any harsh cleansers, abrasives, automotive/marine/aircraft degreasers or steel wool.</p> <p>Wash walls and cabinets using a mild detergent applied with a sponge or soft cloth. After washing, rinse with a sponge and clean water. <b><u>Do not overuse water.</u></b></p>	

Note 20 Windows/Screens	
<p><b>General:</b> Unless you're cleaning a window or the screen, window screens should remain in place at all times.</p> <p>Windows have an installed tinting treatment. Do not remove this coating under any circumstances. The window treatment and HVAC units installed are part of an energy savings performance contract. Residents should leave windows closed at all times in order for the government to remain compliant with this contract.</p>	
<p><b>Resident Shall:</b></p> <p>Carefully remove screens and use a mild detergent and water to spray clean.</p>	<p><b>Government Shall:</b></p> <p>Determine if sponsor is responsible for repair/replacement of screens.</p> <p>Repair/replace worn out screens as necessary.</p>

**Appendix E (Cont.)**  
**Maintenance Responsibility Handout**

Note 21	Window Shades/ Blinds	
	<b>General:</b> Shades/ blinds have an expected life of several years. Shades/mini blinds that become unusable through abuse or are missing after check-in inspection will be replaced at sponsor's expense.	
	<b>Resident Shall:</b> Periodically clean all window shades and mini blinds.  Reimburse the government for any damaged window shades or mini blinds.	<b>Government Shall:</b> Determine if sponsor is responsible for repair/replacement of shades/blinds.  Repair/replace worn out shades/blinds as necessary.

Note 22	55 Gallon Water Barrel	
	<b>General:</b> Each resident will be issued a 55 gallon water barrel to store water for extended water outages.	
	<b>Resident Shall:</b> Clean barrel and treat water to ensure safe use as needed.	<b>Government Shall:</b> Issue a 55 gallon barrel to resident if one is not present.

Department of Homeland  
Security

U.S. Coast Guard

BDBQNHSG-001

(Rev. 11/19)

**GUEST AUTHORIZATION REQUEST**  
**BASE DETACHMENT BORINQUEN HOUSING**

**Section I** Service Member Information: Please print.

Service Member's Name (*last, first, MI*):

Rank/Rate:

Permanent Duty Station (*Include Work Phone #*):

Quarters Assigned (*Street, Apt #, City, State, Zip, Home Phone*):

**Section II** This request is only needed for visits more than 21 consecutive days. A written request must be submitted to the Local Housing Officer. Guest visitation beyond 30 days or exceeding 45 cumulative days requires AHA approval using [AHA Waiver Request Form](#)

**GUEST INFORMATION**

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 his/her guests.

Guest Signature:

Date:

Service Member's Signature:

Date:

**Section III: AUTHORIZATION**

☐ -Approved  
☐ -Disapproved

Housing Officer Signature:

Date

Remarks

## HOUSING OFFICE REQUEST / COMPLAINT FORM

(CHECK ONE)

- |  |  |
|--|--|
| <input type="checkbox"/> SELF-HELP         | <input type="checkbox"/> COMPLAINT                 |
| <input type="checkbox"/> SPECIAL REQUEST   | <input type="checkbox"/> ABSENSE FROM QUARTERS     |
| <input type="checkbox"/> RAY PARK FIRE PIT | <input type="checkbox"/> COMMUNITY CENTER FIRE PIT |

### Section I Service Member Information: Please print.

Service Member's Name (last, first, MI):

Rank/Rate:

Permanent Duty Station (Include Work Phone #):

Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone):

### Section II: Description of Request of Complaint: (include dates, contact info, etc.)

**CERTIFICATION:** I have read and understand the regulations stated in the CG Housing Manual, COMDTINST M11101.13 (series) and Government Owned and Leased Housing Resident Handbook, BASEKODIAKINST M11101.3 (series) pertaining to my request. I understand the Housing Authority reserves the right to revoke my privileges if I fail to abide by any of these regulations.

Service Member's Signature:

Date:

### Section III: AUTHORIZATION

- ☐ -Approved  
☐ -Disapproved

Local Housing Officer Signature: Please Print and Sign

Date:

Remarks

## PRE-FINAL INSPECTION CHECK-OFF

*Instructions:* 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 should contact their Housing Representative regarding items on this list that may need to be modified.

### Section I - General Information

Resident Name:	Pre-Check Out Inspection Date:	Check Out Inspection Date
----------------	--------------------------------	---------------------------

	Item	Action	Done
<b>KITCHEN AREA</b>	<i>Cabinets/ Drawers</i>	Clean all cabinets and drawers thoroughly, inside and out. Remove all personal paper liners from drawers and shelves.	
	<i>Counter Tops and Sink</i>	Remove all grease and sticky substances. Remove soap residue from sink. Polish all chrome fixtures with a scouring pad (or equal). Make sure garbage disposal does not have remains of food in it.	
	<i>Range Vent Hood</i>	Clean entire hood inside and out. Hood should be completely free of grease. Filter may be soaked in bag of ammonia or sprayed with degreaser. Disconnect or 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>Electric Range</i>	Carefully pull range away from wall and have pulled out at time of inspection. 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. <u>CL</u> Lift the range top and clean outside edges, top, underside and bottom, removing all burned matter and grease. <b>STOVE MUST BE COMPLETELY GREASE FREE.</b>	
	<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 interior surfaces, including rubber gasket, trays, and racks, removing all trapped food particles, spills or mildew. Pull out drain pan and empty/clean. Suggest baking soda be placed in refrigerator/ freezer. <b>LEAVE REFRIGERATOR PLUGGED IN AND ON SETTING #2.</b>	
	<i>Dishwasher (if furnished)</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.	
	<i>Microwave (if furnished)</i>	Thoroughly clean inside and outside of microwave to remove grease and stains.	
<b>BATHROOM(S)</b>	<i>Tubs, Tiles &amp; Showers</i>	Clean bathtub, tiles, and shower doors & tracks. No soap film, mildew, sediment or stains can be left in tub, on walls or shower doors. Do not use abrasive cleaner if you have a fiberglass tub. Polish all chrome fixtures with a SOS scouring pad (or equal).	
	<i>Sinks, Mirrors &amp; Counter Tops</i>	Polish all chrome fixtures with a SOS scouring pad (or equal). Clean out sink(s). There should be no stains or soap residue 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>	Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Clean toilet seat, lid and underneath rim. Remove all additives from water.	

(Continued on Page 2)

	<i>Item</i>	<i>Action</i>	<i>Done</i>
<b>ALL INTERIOR ROOMS</b>	<i>Floors</i>	<b>Floor Tiles:</b> Remove all dirt, wax and scuff marks (strong TSP solution works good). Do not use excessive amount of water on floors. DO NOT WAX. Clean baseboards and all trim.	
	<i>Walls and Ceilings</i>	Walls and ceilings must be washed in preparation for painting. TSP or ammonia/water mixture is effective. Remove all grease and food spatters from kitchen walls. Remove all nails, picture hangers and hooks from walls. You will be advised whether or not to patch. Remove all marks, handprints and cobwebs from walls and ceilings. Thoroughly clean all electrical plate covers, baseboards and all trim.	
	<i>Doors/ Drawers/ Cabinets</i>	Clean all doors and door frames throughout unit. All grease, sticky substances and fingerprints must be removed from cabinets, drawers, doors and hand railings.	
	<i>Windows</i>	Wash windows, screens, mini-blinds, ledges. All windows should be free of streaks.	
	<i>Decals and Tape</i>	All decals, tape and sticky residue must be removed. Rubber decals in bathtubs 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. It is the responsibility of the resident to purchase light bulbs.	
	<i>Hot Water Heaters and Vents</i>	Clean hot water heater area. All vents must be dust free. Vent covers can be removed and run through the dishwasher. Clean outside dryer vent (if accessible). If dryers are furnished, clean along the edges and around the lids of both. Clean filter in dryer.	
	<i>Detectors</i>	Clean and test smoke and CO detectors. Replace batteries if needed.	
<b>EXTERIOR</b> (If applicable)	<i>Lawn/Garden Areas</i>	Lawns must be watered, mowed, weeded, edged and policed for paper or debris (including pet feces). Garden areas and flowerbeds must be cultivated and weeds removed. Cultivate and re-seed all bare areas and fill all holes. Pet damage to grounds is the responsibility of the resident. Trim all shrubs and bushes if required.	
	<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/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.	
	<i>Garage, Stalls &amp; Driveways</i>	Garages, driveways and parking stalls must be free of any fresh oil stains, all debris and weeds. Wash down all concrete walkways.	
	<i>Walls, Doors and Light Fixtures</i>	Wash down all exterior walls and doors, front and back, including doorframes. Remove cobwebs. Clean outside light covers & replace burnt out bulbs.	
	<i>Storage Sheds</i>	Outside storage sheds must be emptied, swept and washed out. Clean doors and gates.	
	<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. metal storage sheds, fences, awnings, etc.). Restore any damaged grounds as required.	

(Continued on Page 3)



	Item	Action	Done
OTHER INFORMATION	Residents With Pets	It is the responsibility of any pet owner to exterminate fleas in their unit. <b><u>If fleas are not properly/adequately exterminated, you will be held financially responsible for an adequate extermination. 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). Damage to any part of the house or grounds due to pets is subject to a monetary charge.</u></b>	
	Keys	All keys must be turned in to the Inspector at final inspection..	
	Communicate	Call attention to any repair work that has not been completed by the Housing Maintenance Contractor. Alert the Housing Representative to any problems you may be aware of either in the unit or the neighborhood.	
	To Do's	<input type="checkbox"/> Change of Address To Postal Service? <input type="checkbox"/> Turn off Telephone Service?	<input type="checkbox"/> Turn off Cable/Internet Service?

## UPH OVERNIGHT GUEST REQUEST FORM

### Section I Service Member Information: Please print.

Service Member's Name (last, first, MI):

Rank/Rate:

Permanent Duty Station (Include Work Phone #):

Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone):

### Section II: Permission Request Relevant Information: (name, relationship, visitation dates)

Date Request Submitted (MM/DD/YYYY)	Require AHA Approval <sup>1</sup> ? (YES/NO)	Overnight Guest <sup>2</sup> Relationship(s)	Corresponding Guest Name(s)	Arrival Date (MM/DD/YYYY)	Departure Date (MM/DD/YYYY)	Total duration of continuous Overnight Guest Period (# of nights)

#### Notes:

- 1: IAW CIM 1111.13 (series) overnight guest visitation beyond 30 days or exceeding 45 cumulative days in a 12 month period requires the Area Housing Authority's (AHA) written approval. AHA Waiver Request Form
- 2: Overnight Guests are limited to dependents and immediate family members (e.g. spouse, children, parents, grandparents, and siblings) and their guest's immediate family members (spouse and children)

Additional Information/Comments:

**CERTIFICATION:** I have read and understand the regulations stated in the CG Housing Manual, COMDTINST M11101.13 (series) pertaining to my request. I understand the Housing Authority reserves the right to revoke my privileges if I fail to abide by any of these regulations. I understand that any changes in arrival/departure dates must be communicated to housing office via e-mail to [D07-DG-BaseDetBQN-Housing@uscg.mil](mailto:D07-DG-BaseDetBQN-Housing@uscg.mil) and any extension requests should also be submitted 5 business days in advance on this same form. Residents eligible for overnight guest privileges are primarily responsible for tracking cumulative overnight guest privilege limitations and clearly communicating any intended schedule changes or relevant information with the local housing office.

Service Member's Signature:

Date:

### Section III: AUTHORIZATION

☐ -Approved  
☐ -Disapproved

Local Housing Officer Signature: Please Print and Sign

Date:

Remarks

## HOUSING OFFICE NOTICE OF VIOLATION FORM

(All That Apply)

☐ NEIGHBORHOOD REGULATIONS    ☐ GUEST(S)    ☐ SAFETY & SECURITY  
☐ MAINTENANCE    ☐ PET    ☐ OTHER

### Section I Service Member Information: Please print.

Service Member's Name (last, first, MI):

Rank/Rate:

Permanent Duty Station (Include Work Phone #):

Quarters Assigned (Street, Apt #, City, State, Zip, Home Phone):

### Section II: Violation Description: (the description should include date, type of violation, location, and if first, second, etc. violation)

**CERTIFICATION:** I have read and understand the regulations stated in the CG Housing Manual, COMDTINST M11101.13 (series) and Government Owned and Leased Housing Resident Handbook, BDBQNINST M11101.3 (series). I understand the Housing Authority reserves the right to revoke my privileges if I fail to abide by any of these regulations.

Service Member's Signature:

Date:

### Section III:

Local Housing Officer Signature: Please Print and Sign

Date:

Remarks

[https://cg.portal.uscg.mil/sites/externaldata/Forms/CG\\_6091.PDF](https://cg.portal.uscg.mil/sites/externaldata/Forms/CG_6091.PDF)

[https://cg.portal.uscg.mil/sites/externaldata/Forms/CG\\_6092.PDF](https://cg.portal.uscg.mil/sites/externaldata/Forms/CG_6092.PDF)

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