



6. MAJOR CHANGES. Appendix A has been updated to reflect a new release procedure and alcohol policy for the CG Base Kodiak Unaccompanied Personnel Housing (UPH). Authorization for spas and hot tubs has been updated to align with current CG Housing policies.
7. PROCEDURES. The Area Housing Officer (AHO) is guided by reference (a) in matters pertaining to housing. In addition, the Local Housing Officers (LHO) that oversee housing sites located in Homer, AK, Cordova, AK, Valdez, AK, Seward, AK and Dutch Harbor, AK shall adhere to the guidelines contained within this instruction. LHO's may adjust accordingly to meet local area and mission requirements, with the AHO's approval
8. GOVERNMENT QUARTERS. Coast Guard leased housing, if applicable, is considered government quarters. All regulations and policies apply equally to owned and leased housing unless stated otherwise.
  - a. Family Housing. Housing will be assigned to military personnel assigned to units located in the Kodiak area. Members transferring out of the area, and desiring to have dependents remain in the Coast Guard Kodiak housing, may make written request to the AHO. Assignment priorities will be adhered to per reference (a) under the guidance of the AHO.
  - b. Control Date. A member's position on the housing waiting list will be based on the member's control date. The control date is the date the member reports to the unit, the date a member's dependency status changes, or due to special needs or special considerations as determined by the AHO.
  - c. Assignment of Government Quarters. Assignment of quarters is based on eligibility as defined in chapter 3.B.4 of reference (a). A member declining assignment to government quarters will be removed from the housing waiting list but may reapply one year after quarters are declined. Members normally will not be offered family quarters within 12 months of their rotation date. Any cases involving special hardship will be considered on an individual basis by the Area Housing Officer and the member's command.
9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion CATEX #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).
  - 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), Council on

Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

10. DISTRIBUTION. No paper distribution shall be made of this Instruction. An electronic version is located on the following Base Kodiak CGPortal page located at: <https://cg.portal.uscg.mil/units/dol/dol-3/BK/Unit%20Instructions>

11. FORMS AND REPORTS. None

  
J. W. GOOD

Encl: (1) Base Kodiak Tenant Occupancy Guidelines

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**Chapter 1 – Assignment and General Information**

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**Chapter 1 – Assignment and General Information**

**A. Welcome**                      Congratulations on your assignment to your new home in Base Kodiak’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 in the Kodiak Area.

<b>B. Hours of Operations</b>	<b>Who</b>	<b>Hours of Operation</b>
	Kodiak 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**            Area Housing Officer – (907) 487-5170 x6643  
 Assistance Housing Manager – (907) 487-5170 x6641  
 Housing Inspection Clerk – (907) 487-5170 x6640  
 Housing Assignment Clerk – (907) 487-5170 x6639  
 Housing Front Desk – (907) 487-5170 x6638  
 Housing Admin Assistant – (907) 487-5170 x6642

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

1. BAH Entitlement. Your entitlements to BAH will stop on the day prior to the date you are assigned Government housing. Your BAH will start the date you pass and complete your final check-out inspection. In both instances it is the military member's responsibility to verify that the BAH stop and start documents have been processed. *No military member in Family Housing is entitled to receive any BAH, 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 for more than one pay period after assignment to government quarters.

**E. Assignment to Housing or Unaccompanied Personnel Housing (UPH)**

1. Family Housing. Family size, grade/rate, and date of arrival from previous duty station generally determine the assignment to family housing.
2. UPH. Members being assigned to the Unaccompanied Personnel Housing (UPH) shall adhere to the guidelines contained in Appendix A of this manual.

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## Chapter 1 – Assignment and General Information

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### F. Check-in Inspection

1. Inspection report. Upon assignment to quarters, all residents are required to complete an initial check-in inspection with a housing representative from the 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.
2. Additional Discrepancies. *Within the first two weeks of assignment*, 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.

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### G. Moving into Quarters

1. Household Goods (HHGs). The Base Kodiak Transportation Office (TO) will provide information and make arrangements to have your household goods moved to your new quarters.
2. Moving Company Responsibilities. The moving company handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions.
3. Packing Material. It is your responsibility to ensure that all packing material is properly disposed of. It is recommended that you have the moving company take the packing materials from the premises before they depart, or make arrangements directly with the moving company to come back after you have unpacked. Contact the housing office if you have any questions regarding disposal of any additional packing material left behind by the movers.

You can place cardboard in the red recycle bins and packing paper in the newspaper section of the blue recycle bins located throughout the complex.

4. Storage. There are long-term storage facilities located in the Kodiak 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).
  6. Contact Numbers. Contact the Housing Office/Transportation Office for assistance.
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## Chapter 1 – Assignment and General Information

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### H. Renters/ Liability Insurance

1. Insurance. While in family housing, residents are not required to carry renter's liability insurance. However, it is **strongly recommend** 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 swing sets are strongly encouraged to obtain liability insurance.
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### I. Website

Base Kodiak maintains a web page that contains information on local housing. It can be accessed at:

<https://dcms.uscg.afpims.mil/Our-Organization/Director-of-Operational-Logistics-DOL/Bases/Base-Kodiak/Housing-Information/General-Housing-Information/>

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### J. Housing Advisory Board

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 Base Kodiak Executive Officer, Administrative Officer, and Housing Officer.

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### K. Town Hall Meetings

The Base Kodiak Commanding Officer, 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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### L. Lockout

If you are locked out of your quarters during normal work hours (Monday through Friday) contact the Housing Office at 487-5170 x6641 or x6639. You must contact Military Police if you're locked out on a weekend, holiday, and/or after hours at 487-5555.

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### M. 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.
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## Chapter 1 – Assignment and General Information

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Based on the date of construction and Environmental Risk Assessments (ERA) conducted throughout Base Kodiak 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.
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**Chapter 2 –Occupancy, Vacating and Inspection of Family Quarters**

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## 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 seven days. Sponsors are to notify the Housing Office of absences exceeding seven days by submitting an Absence From Quarters Request form, BASEKODHSG-007. Depending on the circumstances, periods of absence that exceed 60 days may lead to termination of quarters. 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 Officer using the Absence From Quarters form.
  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. You are authorized to have guests stay in your residence for a period not to exceed 21 days without notification to the Housing Office. Any guests occupying Base Kodiak housing beyond 21 days requires notification by completing form BASEKODHSG-002, which is available at the housing office. Requests beyond 30 days must be submitted in writing, to the housing officer, via your commanding officer. You are solely responsible for the conduct of your guests.
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**Chapter 2 –Occupancy, Vacating and Inspection of Family Quarters**

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 Officer. All requests for an additional bedroom for non-dependents must be submitted in writing to Commander CG PSC (psd-fs-housing), through the Area Housing Authority.
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 will not increase your bedroom entitlement. Notify the Housing Officer in writing if you intend to become 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	What Happens	
1	<b>Sponsor</b> receives PCS, separation, or authorized relocation orders.	
2	<b>Sponsor</b> notifies Housing Office <b>45 days</b> in advance of termination/departure.	
3	<b>Housing Office</b> schedules pre-termination inspection time/date with sponsor.	
4	<b>Sponsor</b> thoroughly cleans quarters IAW this instruction and guidance provided by the Coast Guard Housing office.	
5	<b>Housing Office Inspector</b> and <b>sponsor</b> perform final inspection.	
	<b>If</b>	<b>Then</b>
	<b>Passes</b> Inspection	<b>Housing Office</b> notifies servicing SPO via e-mail to start sponsors BAH.
	<b>Fails</b> Inspection	<b>A</b>
		<b>Sponsor corrects discrepancy.</b> Housing Office notifies servicing SPO via e-mail to start sponsors BAH.
		<b>B</b>
		<b>Sponsor does not correct discrepancy.</b> No BAH 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 BAH normally forfeited for their pay grade upon separation.

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

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- 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 documents 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 detectors, as well as safety and environmental health hazards are checked.
  3. **Sponsor Presence.** If the sponsor is not available (i.e. underway) 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 you 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.

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

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- 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.
  - 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 BAH. Should you fail the final inspection, you'll be expected to rectify the discrepancy prior to your departure from Base Kodiak family housing.
  - e. **Just Cause.** The Area 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 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.

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**F. 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.

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**G. 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.

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

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### H. 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 Kodiak Family Housing prior to the member being allowed to depart Kodiak Island. 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.
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**Chapter 3 – Safety and Security**

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**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. Post emergency numbers, especially those different from 911, by or on each telephone in your home. If you have children, practice dialing the numbers on a play phone or by holding down the receiver button while dialing on a real phone. Teach the children that 911 is for emergencies only. **BE PREPARED!**

**C. Emergency Information**

TYPE OF EMERGENCY	Location	
	Base Kodiak Complex	City of Kodiak
<b>Fire</b>	Base Kodiak Fire House Dolphin Avenue Kodiak, AK  Phone: 487-5808  <b>EMERGENCY: 911</b>	Kodiak Fire Dept. 219 Lower Mill Bay Rd. Kodiak, AK  Phone: 486-8040  <b>EMERGENCY: 911</b>
<b>Hospital</b>	Rockmore-King Clinic Base Kodiak Kodiak, AK  Phone: 487-5757  <b>EMERGENCY: 911</b>	Providence Kodiak Island Medical Center 1915 E. Rezanof Dr. Kodiak, AK  Phone: 486-3281  <b>EMERGENCY: 911</b>
<b>Police</b>	Military Police Bldg. N38 Kodiak, AK  Phone: 487-5555  <b>EMERGENCY: 911</b>	Kodiak Police Dept. 217 Lower Mill Bay Rd. Kodiak, AK  Phone: 486-8000  <b>EMERGENCY: 911</b>

**D. Fire** 1. Call 911. Fire protection is provided by the Base Kodiak fire department. In the event of a fire **call 911**. For general fire department information call the local fire department as listed in the phone book.

### Chapter 3 – Safety and Security

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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 off – get out of the house and call the fire department. Make sure you perform routine maintenance on the smoke detector (i.e. check it every time you set your clock for daylight savings time, and replace the battery 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!!
  4. Carbon Monoxide (CO) Detectors. All housing units are equipped with CO detectors in all living levels, centrally located outside each separate sleeping area.
- 

#### 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 (Do not use basements as sleeping areas because of the proximity to the heating system and a lack of two distinct exits in an emergency). 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.
  4. Exit Drill In The Home. A pre-planning and practicing drill commonly referred to by the Fire Department as "Operation EDITH", a nationally recognized fire safety program. Contact your local fire department for brochures and further information.
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## 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 customer service desk.

***The use of oil or gas space heaters is strictly forbidden in Government-Owned Housing, including the garage area.***

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

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*Section 3-F  
continued.*

4. Proper Storage. Don't store newspaper, cartons, old furniture, or oil soaked rags in enclosed areas like the basement, garage, or closets. Keep all items at least three (3) feet away from the boiler or 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 and three (3') feet from the decks. 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/Carports. 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.

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#### **G. Fireplace Safety/Use of Personal Fire Pits**

Law prohibits burning of any material other than seasoned firewood or commercially purchased fire logs in fireplaces. Do not burn household trash in a fireplace. Piling a mass of combustibles into a fireplace and igniting it can easily cause a chimney fire. Do not store newspapers and other combustibles close to the fireplace. Use a screen or glass door. Never leave a fire unattended.

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, community fire pits may be requested, in writing, through the Housing Office with final approval authority from the Base Kodiak Commanding Officer per Appendix C of this manual.

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### Chapter 3 – Safety and Security

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- H. Construction Areas** Residents must stay away from potential danger areas such as excavations, ditches, streets or other areas where construction or repair work is in progress. Parents 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.

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

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- I. Traffic Safety**
1. Speeding/Stop Signs. 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.
  2. Children. Parents should constantly supervise small children and not allow them to play in the streets. Streets are extremely dangerous and are not playgrounds, 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.
- 

- J. Tsunamis and Other Natural Disasters**
1. 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.
  2. Getting Prepared. It is imperative that families prepare themselves for tsunamis and/or any type of natural disaster. It is recommended that families keep enough food, medicine and water to last for a minimum of one week.
  3. Additional Information. Detailed instructions on what to do if an earthquake/tsunami occurs can be found in the front of your local telephone book, on the internet, or by contacting the American Red Cross.
  4. Local Authorities. In the event of an emergency, residents must cooperate with local authorities (military or civilian).
- 

- K. Quarters Security** If your unit will be vacant for more than seven (7) 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 if you’re going to be absent for more than seven (7) days. 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 using an automatic timer.

### Chapter 3 – Safety and Security

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#### L. Vandalism

1. General: Vandalism, malicious damage to government property, and other such crimes will not be tolerated. Residents can assist in curtailing and preventing such acts by doing the following:
  - Reporting any incidents to Coast Guard Police and the Housing Office.
  - Cooperating in investigations.
  - Knowing where your children are and what they are doing.
  - Educating your children on the need for law and order and the serious consequences of involvement in vandalism type behavior.
2. Coast Guard Policy on Vandalism:
  - a. **Arrest.** Coast Guard Police will be notified and is authorized to apprehend and prosecute anyone committing vandalism.
  - b. **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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#### M. Theft, Break-ins, Burglary

While most residents of Family Housing are conscious of the possibility of theft, a few feel they are immune to theft or vandalism because they live in military housing. Although the chances of burglary or vandalism may be lower, it is still a possibility. For your protection, be sure your home is locked and all personal items such as bicycles and toys are secured within your quarters. All personal property should always be adequately insured for protection against possible loss. Report any theft, break-ins, and burglary to Coast Guard Police 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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**N. Firearms, Weapons, & Explosives**

1. Firearms Registration and Possession. Personal firearms (rifles, pistols, shotguns, including BB guns, air pistols and air rifles) are authorized in government owned housing providing the owner complies with all applicable Federal, State and local laws, ordinances and regulations. Personal firearms may not be fired or discharged in housing or housing areas.
2. Firearm Storage. All firearms must be stored in a safe manner. Firearms must either be stored in a locked gun safe or with a trigger or cable lock. Ammunition must be stored in a locked location separate from the firearm.
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. Black Powder. Black powder is prohibited in government owned housing. However, up to 20 pounds of black powder substitute may be permitted in government housing if stored per NFPA requirements.
5. 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.
6. Hobbies Involving Lead. The melting, casting, machining, soldering, and buffing of lead is prohibited in housing.
7. Threat to Safety. The introduction of personal firearms into Coast Guard family housing is a privilege not a right. If the Base commanding officer determines that there is a threat to safety, he/she may order said weapons be seized until such time that a threat no longer exists.

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**O. 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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### Chapter 3 – Safety and Security

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**P. Joggers,  
Walkers,  
Bicyclists,  
Skaters**

1. Helmets. All residents (this includes children in bike seats) must wear an approved bicycle helmet (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.

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**Q. Violence,  
Family  
Violence, &  
Resident  
Disputes**

Residents should try to resolve disputes by communicating their concerns with each other. However, in some situations this does not always happen. If a ‘situation’ becomes violent (verbal or physical) residents should **immediately dial 911**. Minor disputes can be reported by submitting a Resident Complaint form.

*Any acts of family violence **must be immediately reported** to Coast Guard Police, and to the Coast Guard Work-life Staff.*

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**Chapter 4 – Neighborhood Regulations**

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## Chapter 4 – Neighborhood Regulations

**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.

**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, ocelots, 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 remains the single most tasking and avoidable administrative burden to the housing office. 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. While not all-inclusive, the above abuses are in fact frequently being managed.

**To that end, 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 Kodiak 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 (BASEKODHSG-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.

## Chapter 4 – Neighborhood Regulations

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7. Control of Pets:
    - 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 tag and **dogs only** must be registered with the Kodiak Island Borough and Housing Office. 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. Registration or licensing of all pets will be per local animal control authorities.
  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.
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## Chapter 4 – Neighborhood Regulations

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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 owner's quarters during their heat period, in a way that prevents attracting male animals.
  15. 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 may be billed at current hourly labor and material costs.
  16. Animal Mistreatment: The tormenting or inhumane treatment of domestic or wild animals by residents will not be tolerated. If and when detected the violator(s) will be reported to the Housing Office and the local animal control authorities.
  17. Dead Animals: Dead animals will be disposed of in accordance with local animal control regulations (call local animal control authorities for guidance).
  18. 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.
  19. Responsibility of Animal Owners: Owners of animals kept in housing areas are responsible for the actions of their animals, and 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. Dog play areas include Upper Government Hill rock pit, Lower Government Hill field near the RV storage lot, Nyman's Peninsula and the field adjacent to the Nemetz RV storage area.
    - 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.
-

## Chapter 4 – Neighborhood Regulations

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### C. Businesses & Yard Sales

1. Home Businesses. The Housing Office is responsible for the approval of all requests to operate a home-based business. The sponsor (member) must submit a Home Business Request (BASEKODHSG form-0011), prior to conducting any business venture in Government owned housing. Normal home enterprises such as Avon, Tupperware, cookware sales, jewelry sales/parties, etc. are acceptable. Computer websites are authorized providing they do not incur excessive utility charges, meet local, state, federal regulations, and do not bring discredit to the Coast Guard or U.S Government. *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.
- 

### 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. Visit the Base Kodiak Work-Life office 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 B provides Base Kodiak policy regarding Child Supervision.

**F. Occupant Relations**

1. Definition: A complaint is an allegation made by a resident or an official citing a violation of regulations, 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 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 Officer 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 Complaint Form (BASEKODHSG-002) (<i>Block I.4. is optional</i>).</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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: black; color: white;">If</th> <th style="background-color: black; color: white;">Housing Officer shall:</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> <p><b>Initial Complaint</b></p> </td> <td> <p>Issue verbal warning. Then:</p> <ul style="list-style-type: none"> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-002 in resident’s file.</li> </ul> </td> </tr> <tr> <td style="text-align: center;"> <p><b>Second Complaint</b></p> </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 Kodiak XO.</li> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-002 and copy of letter in resident’s file.</li> </ul> </td> </tr> <tr> <td style="text-align: center;"> <p><b>Third Complaint</b></p> </td> <td> <p>After review by Housing Officer, recommendation will be routed via Base Kodiak AO/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 Kodiak XO.</li> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-002 and copy of letter in resident’s file.</li> </ul> </td> </tr> </tbody> </table>	If	Housing Officer shall:	<p><b>Initial Complaint</b></p>	<p>Issue verbal warning. Then:</p> <ul style="list-style-type: none"> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-002 in resident’s file.</li> </ul>	<p><b>Second Complaint</b></p>	<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 Kodiak XO.</li> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-002 and copy of letter in resident’s file.</li> </ul>	<p><b>Third Complaint</b></p>	<p>After review by Housing Officer, recommendation will be routed via Base Kodiak AO/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 Kodiak XO.</li> <li>• Complete Section III of BASEKODHSG-002.</li> <li>• File BASEKODHSG-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 Kodiak.
  2. **Registration:** All motor vehicles in Coast Guard housing areas must have valid state registration and carry liability insurance per state 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

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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, motorized scooters, motorized skateboards, 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 assigned 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. **Visitor Parking.** Designated visitor parking (by signage or street markings) may be used on a first-come-first-served basis and shall not be used in excess of 24 hours.
    - e. **Unauthorized Vehicles.** Vehicles habitually left parked and unmoved on the street and unregistered vehicles are subject to towing at the owner’s expense. Residents are not permitted to store vehicles for other people or grant permission to others to park in their housing areas.
  6. **Recreational Vehicles and Equipment Control:** All Terrain Vehicles (ATV’s), boats, jet skis, trailers, “pop-up” campers, camper bodies, motor homes, utility trailers and the like are prohibited from being stored in **ANY** housing area not specifically designated as such. There are limited “unsecured” RV Storage areas located in the north parking lot of Lake Louise and Upper Government Hill (near the aviation tower). These unsecured storage areas are designated for use **ONLY** by occupants residing in those areas and shall **NOT** be used for any other purpose.

Section 4-G-8, below, outlines the rules and regulations regarding the secured RV storage areas located in Lower Government, Aviation Hill and Nemetz housing areas. These secured RV storage areas are available to families residing in Kodiak Family Housing and are assigned on a first-come-first-served basis.

Residents are allowed **LIMITED** and **TEMPORARY** parking of their RV, boats, ATV, etc. at their housing residence for a general period of about **24 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

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## Chapter 4 – Neighborhood Regulations

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rule may be granted via a formal request addressed to the Housing Officer. 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.
  - Vehicle must not be a safety hazard or eyesore.
7. **Storage of Small Recreational Items:** Un-trailerred (non-motorized) small boats such as canoes, rowboats, rafts and kayak 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).
8. **Recreational Vehicle Storage Lot:** Secured, no cost storage space is available at each housing site. Storage sites are available on a first-come-first-served basis and are reserved primarily for use by occupants of Kodiak Family Housing. Sponsors shall be assigned an RV storage lot upon initial assignment to housing. All items stored in the RV storage lot require registration with the housing office prior to sponsor being issued a key.

The sponsor is ultimately responsible for their assigned space. Failure to adhere to the rules and regulations stipulated in the registration form may result in member's eviction from family housing. **The Coast Guard is not liable for damage to anything stored in these areas.**

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

9. **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.
  10. **Vehicle Washing:** Vehicles may be washed in the vicinity of a resident's quarters. Select a paved site that will drain readily to prevent an unsightly muddy area. CONSERVE WATER and be reasonable in the manner and frequency of your vehicle washing. At no time shall a vehicle be parked on the lawn of a housing unit.
-

**Chapter 4 – Neighborhood Regulations**

- 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 0700 weekdays (Sunday – Thursday) and between 2300 through 0800 weekends (Friday, and Saturday) and proceeding day if a holiday.
  3. Playgrounds. Playground quiet hours are between 2000 through 0800. Basketball courts and other outdoor common areas will not be used during quiet hours. 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 will not be unsupervised in the public areas of Base Kodiak 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.

**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.

**J. Christmas – Holiday Lighting and Decorations** Holiday lighting is authorized for use from Thanksgiving Day until the second weekend in January. Lighting should not be left on when the home is vacant for more than 12 hours. Lights and decorations must be attached to the quarters without causing damage. Gutter 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 siding or brick facades.

Holiday lighting/decorations shall be removed and stored as soon as SAFELY practical, but no later than February 1<sup>st</sup>. If, at anytime you require additional time to remove your holiday lighting contact the Base Kodiak Housing Office.

## 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 any circumstances.

- 
- 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 BASEKODHSG-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 secure 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 deck (if applicable).
  7. Storage of Personal Items. Storage of any occupant owned equipment, wood, boat etc. must be kept a minimum of **SIX INCHES** from the housing structure. At no time shall any personal item be stored against the unit. Adherence to this policy will ensure the integrity of the unit’s siding and prevent unnecessary damage to the quarters that sponsor (member) could be held liable for.
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**Chapter 5 – Household Responsibilities**

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## Chapter 5 – Household Responsibilities

<b>A. Purpose</b>	The purpose of this chapter is to provide basic information on Coast Guard Housing maintenance: self-help projects, sponsor/resident responsibilities and procedures. Most policies and procedures can be addressed generally. However, if a particular housing area has a specific requirement, for example a self-help project, it will be addressed on a case-by-case basis. Appendix D of this manual also covers additional maintenance requirements which residents must follow.
<b>B. Changes to Quarters or Grounds</b>	Residents are not permitted to make <u>any</u> physical or structural changes to government quarters, or major changes to the grounds (e.g. add/remove trees, handrails, walkways, etc.) without prior approval of the Housing Office. Alteration, construction, or tampering with electrical, plumbing, heating or other utility equipment or system is strictly prohibited. The addition of any external buildings, storage sheds, modifications to patio areas (i.e. adding lattice type work) is prohibited. Any occupant found to have violated this policy will be given 24 hours to remove the prohibited item.
<b>C. Maintenance Personnel and Access</b>	<ol style="list-style-type: none"> <li>1. <u>Access to Government Quarters</u>: Periodically, maintenance personnel may need to enter government owned housing to perform contracted maintenance services/work orders, or may need to enter the premises for health, and safety concerns. Except for emergencies (i.e. flooding, fire, gas leak), every effort will be made to notify the sponsor/resident at least 24 hours in advance of any scheduled and/or requested maintenance work. However, notification cannot be guaranteed and if an emergency exists, maintenance representatives may enter government quarters and will be escorted by a housing representative. Residents who change <b>entry locks</b>, which prohibits Housing and maintenance staff access, will be responsible for the fees associated with calling a locksmith and/or damage. In addition, the sponsoring member will be issued a warning letter.</li> <li>2. <u>Pest Control Access</u>: At any time that routine exterior pest control is being performed, every effort will be made to notify residents via e-mail, phone and/or notification posted on the front entrance of the housing unit. This notification will also address any concerns that residents may have regarding the safety of the product being used.</li> <li>3. <u>Access</u>: The resident or his/her representative shall be present during the time of access. The housing office cannot and will not provide a representative to be present during any maintenance work. In <b>emergency situations</b>, the Coast Guard and/or the contractor will not be responsible or liable for conditions, property, pets, or damages due to an emergency.</li> <li>4. <u>Missed Appointments</u>: Work requests will be automatically cancelled if a sponsor misses two scheduled service call appointments. Furthermore, the sponsor's Commanding Officer will be notified by letter of the sponsor's failure to be present during a scheduled maintenance appointment. Residents may be held liable for any cost incurred from a contractor for missed appointments. (See section 5.D.9 for information about rescheduling appointments.)</li> <li>5. <u>Identification of Contract Maintenance Representatives</u>: All contracted maintenance workers are required to possess a valid identification tag indicating their association with the housing maintenance contractor. Contracted maintenance personnel are issued an identification tag by the Housing Maintenance Contractor to assist residents with the identification of contracted maintenance workers. If you are in doubt of the validity of contracted personnel or vehicles, deny entry and contact the housing office prior to allowing access to your quarters.</li> </ol>

## Chapter 5 – Household Responsibilities

### D. Household Maintenance

1. Maintenance: Coast Guard policy calls for a continuing program of cost reductions in the maintenance of housing. It is equally important that the value of the Coast Guard's investment not diminish because of poor maintenance. Housing Office personnel are dedicated to providing clean, livable quarters for all residents. We strive to assign units in "shipshape" condition – but we need your help.

In order to provide you a good, clean unit, we need to receive the unit in that condition from the previous occupant. Likewise, we expect to receive the quarters back in that same condition when you leave, ordinary wear and tear expected. You are responsible for the quarters and equipment assigned to you. ***Treat your military housing as if you owned it.***

2. Minor Repairs. While in quarters you are responsible for minor maintenance and repairs. You are encouraged to make minor household repairs that do not require a skilled repair person, clearing minor plumbing stoppages, replacing door stops and tightening loose screws.
3. Damages. Sponsors are responsible for the acts of all family members, guests, and pets. It is the sponsor's responsibility to make certain any loss or damage caused by abuse or negligence is corrected or the government is reimbursed. For instance, if the child next door throws a rock through your window, you are responsible for replacing the window or paying for it. Even though it wasn't your child, it is your window. The child's parents should be responsible to you, but you are responsible to the government. If a rock hits the window while you are mowing the lawn or you damage a door while trying to open and close it, again you are responsible. This would be the case if you lived in a civilian rental property. Renter's insurance will sometimes pay a portion of the repairs.
4. Maintenance Contracts. To maintain the quarters and grounds at housing sites the Coast Guard has acquired the services of a maintenance contractor. The maintenance contractor is responsible for performing specific periodic maintenance, upkeep, and troubleshooting of Coast Guard housing, equipment, and associated grounds as outlined in the service contract. The maintenance contractors report to the Contracting Officer's Technical Representative (COTR).
5. When to Call for Assistance: If required repairs are beyond your expertise, you need to call the customer service desk number provided below. After hours, only call for maintenance assistance if the problem is other than routine or urgent (paragraph 7 below should be used as a rule of thumb). Before calling for assistance please review the Self-Help and Resident Responsibilities sections of this chapter.

Emergency maintenance service is available 24 hours a day. On weekends, holidays and after normal work hours contact Military Police at the number provided below. *Please be patient, someone will call you as soon as possible.*

6. Placing a Request for Maintenance Assistance: The maintenance contractor is responsible for receiving and scheduling requests for repair to government quarters and grounds. When you call the service desk, please be prepared to give your name, address, nature of problem, and a phone number that you can be reached at.



## Chapter 5 – Household Responsibilities

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

Emergency	Urgent	Routine
<ul style="list-style-type: none"> <li>Loss of heat, water, electricity, hot water.</li> <li>Faulty wiring/fuse.</li> <li>To report fire hazards.</li> <li>Major plumbing problems (all drains plugged/flooding).</li> <li>Exposed/damaged asbestos containing materials in the interior of the home.</li> <li>Calls to prevent damage.</li> </ul>	<ul style="list-style-type: none"> <li>Clogged drains or toilets (<i>Emergency if only one toilet exists</i>).</li> <li>Failures of government furnished stove and/or refrigerator.</li> <li>Damage or flaking lead based paint in housing built prior to 1981.</li> </ul>	<ul style="list-style-type: none"> <li>Failure of government furnished dishwasher.</li> <li>Window screens.</li> <li>Minor plumbing problems (i.e. dripping faucet).</li> </ul>
Contact Phone Numbers		
<b>Monday-Friday</b>	0700-1700	907-512-9767 – Customer Service Desk
<b>Weekends, Holidays After-Hours</b>	Anytime	487-5555 – Military Police (Who will contact the Base Kodiak Officer-of-the-Day)

8. Maintenance Request Status: Each service request is assigned a work order number. You may check on the status of your request by calling the Customer Service Desk during normal work hours.
9. Rescheduling Appointments: Residents may reschedule appointments by contacting the maintenance contractor within 24 hours of notification of services to be performed. Depending on the type of maintenance to be performed appointments may only be rescheduled one time.

### E. Alterations

1. Self Help Projects: Residents must receive written approval from the Housing Officer **prior to starting** any “Self-Help” or “do-it-yourself” improvements to quarters, grounds, or landscape, using Self Help Form (BASEKODHSG Form-001). Examples of self-help projects that may be completed by the resident are listed below:
- EXAMPLES:** Gardens, Interior Painting, Decks/Walkways, Fences (limited to Lake Louise), and Hot Tubs
2. Conformance to Standards: Only the Housing Officer can approve Self-help projects. This is to ensure that each proposal is compatible with existing material/construction; that utility systems will not be affected; fire regulations and access to buildings are not compromised; common areas will not be encroached; the appearance of the area is not adversely affected; and the government's long-term investment is protected. When you submit a self-help request, you shall agree to the following:
- a. The self-help project will conform to this publication and standard construction principles.
  - b. You are committed to the financial investment.
  - c. You have the available time to accomplish all work.
  - d. You have the ability to do the work.
  - e. The workmanship will reflect a high degree of professionalism.

**Chapter 5 – Household Responsibilities**

- f. The Housing Officer will inspect finished project. If work does not conform, changes will be made, at sponsor’s expense, to comply.
  - g. At termination, the quarters will be returned to original configuration unless previously authorized by the Housing Officer in writing. Failure to do so may result in financial restitution.
3. Who May Submit a Request: Residents may submit and complete a self-help project, with the understanding that they are fully responsible for the project, must comply with the provisions of this section, and will be financially liable for restitution if necessary.
  4. Process: The following steps shall be followed prior to getting started on any Self-Help project:

Step	Action
1	<p><b>Resident</b> requests a Self-Help Work Order Request (BASEKODHSG-001) from the housing office and meets with a local housing representative for specific requirements. <i>Each housing site is unique and has specific requirements, dimensions, locations, etc, for all Self-Help projects. The Housing Office will provide specific guidance and requirements to each resident prior to submission of any request.</i></p> <p><b>Housing Representative</b> provides local guidance for housing site on desired self-help project.</p>
2	<p><b>Housing Officer</b> approves/disapproves request. If disapproved, the Housing Officer shall provide a reason.</p>
3	<p><b>Resident</b> completes self-help project.</p>
4	<p><b>Housing Representative</b> inspects the project.</p>
5	<p><b>Resident</b>. Upon departure, resident returns government property to original condition (<b>unless</b> they have <b>prior approval</b> on the BASEKODHSG-001 to leave project in place, e.g. construction of fence).</p>

**F. Utilities & Energy Management**

1. General: The utilities you use are paid for by the U.S. Government and are *your tax dollars*. So, please keep in mind the continued success of our housing program is largely dependent upon **YOUR** sensible use of utilities.

Energy conservation is a national concern. Excessive energy consumption drains natural resources and **housing funding** that could be used on other projects. It is necessary that everyone in Coast Guard owned housing take steps to ensure that our Coast Guard Housing program is not reduced or jeopardized because of excessive utility consumption.

2. Utility Abuse: Abuse will not be tolerated. The Base Facilities Engineering Division will issue Warning Letters to residents who are caught abusing utilities. Residents who abuse utilities may be evicted from government housing.

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## Chapter 5 – Household Responsibilities

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3. Practical Energy Saving Tips: Energy conservation is not reduced comfort, it is taking steps to ensure that energy is not wasted or abused. Practical energy saving tips are provided below.
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### **G. Practical Energy Saving Tips**

1. Heating.
    - Maintain inside temperatures in the 65-70 degree range.
    - You and your family should wear warm clothes indoors during the winter.
    - Turn down your thermostat(s) at night before going to bed or when the house is unoccupied to at least 65 degrees. When you leave for an extended vacation you can turn your thermostats down to 60 degrees, but don't turn your heat off because this may cause your pipes to freeze and burst.
    - Humidifiers used during the winter enable you to lower the temperature and remain just as comfortable. They put moisture in the air and improve the comfort level.
    - Don't keep bathroom or stove ventilation fans running when not needed. These fans vent out heated air and draw cold outdoor air into your home.
    - Pull down your shades, close your blinds, and draw your drapes at night. Open them during daylight hours.
    - If the temperature goes below 32 degrees, open the doors under your kitchen sink to keep the water in the pipes from freezing. If it goes well below 32 degrees, you should also let the faucet drip.
  
  2. Electricity. Reduce consumption of electricity during peak demand periods from 11:00 AM to 5:00 PM and observe the following conservation methods:
    - Avoid the use of washers and dryers during the peak use period.
    - Lighting intensities shall not exceed "UL" wattage recommendation for installed fixtures. This practice is also a fire safety precaution.
    - Turn off lights when you leave a room.
    - Refrigerator coils must be kept clean and at least two inches from wall. If there is an energy saver switch, use it.
    - Stereos and Televisions should be turned off when no one is home.
    - Use table or desk lamps verses overhead lighting.
    - Reducing the light bulb wattage will save energy.
    - Turn off appliances when not in use.
  
  3. Appliances.
    - Appliances not working properly can contribute greatly to high-energy bills. Dryers, hot water heaters, furnaces, etc. that seem to not be functioning properly should be serviced. If your furnace or range needs repair or adjustment contact the customer service desk.
    - Wash clothes in cold water whenever possible.
    - Don't overload the dryer. You must have adequate air flow for the clothes to dry properly.
    - Check the dryer exhaust hose for clogging or crimping.
    - Clear the dryer lint screen after each use.
    - Check the outside dryer vent exhaust. Make sure the flap is attached and working properly. The flap should shut closed when the dryer is not running. Clean dust off of cooling vents on refrigerators. The older models have cooling vents on the back, while the newer ones have them in the front, on the bottom.
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## Chapter 5 – Household Responsibilities

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*Section 5-G  
continued*

- Avoid using the dishwasher unless you have a full load.
  - Check the gaskets around the door of the refrigerator and make sure there is a tight fit when the door is shut.
  - Your freezer works more efficiently when it's full. You can put bags of ice in your freezer to keep it fuller.
4. Water.
- A slow leaking faucet can waste between 50-75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is your responsibility to report leaks immediately.
  - Water shall be conserved when bathing, laundering, and doing dishes, etc. Do not remove water saving devices that are installed.
  - Over watering your lawn is wasteful. 10 to 15 minutes in any one spot is sufficient. Care should be exercised to ensure that sprinklers water the lawn, not the sidewalk or street.
  - A poorly seated flapper valve or improperly adjusted tank float generally causes continuously running commodes. Report running commodes to the customer service desk immediately.
  - Immediately report any water leaks that you can't repair. Exterior leaks may occur around meters, sprinkler heads, water cutoff boxes and exterior water faucets.
  - When you turn on your shower check the lower faucet to ensure no hot water is going directly down the drain. If this is the case, have the leaky part tightened or replaced.
  - Flow-restricted showerheads can reduce the amount of water you use by half. All showers should have these installed. Replacement of a flow-restricted head with a non-restricted head is not allowed. Please leave them installed.
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**Appendix A**  
**Unaccompanied Personnel Housing (UPH) Occupancy Guidelines and Regulations**

1. **CHECK-IN PROCEDURES:** Prior to room 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 rooms. 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 Master At Arms (MAA) staff 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), Chapter 7.B.3.
  - a. Members reporting during normal hours of operation 0800-1600 will complete all required check-in forms with the MAA staff.
  - b. After hours and weekend check-ins will be conducted with the Duty Master At Arms (DMAA). The DMAA can be reached at 907-654-0066. Members that check in with the DMAA staff after hours shall report to the MAA staff at 0830 the next working day to complete all applicable check-in paperwork, meet the MAA staff members and obtain a mailing address.
  - c. Residents 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:** 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 MAA staff 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 MAA 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 MAA staff, 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 shall ensure the room is clean and orderly prior to departing. Transient room keys will be dropped off with the DMAA upon departure.

## Appendix A (cont.)

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

- f. After completion of final inspection, residents will return all linens, room keys and mail key to the MAA 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:** Rooms will be kept in a clean and orderly manner. Furniture shall not be rearranged unless you are a Petty Officer residing in a single occupancy room. Petty Officers will be required to arrange furniture back to the standard UPH layout prior to final check out.
- a. Residents are authorized and encouraged to decorate their rooms. 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 Chief Master At Arms (CMAA). The painting of walls, floors, bathrooms and modifications to carpet is prohibited.
  - b. Furniture is inventoried and shall not be removed from the room at any time without approval from the CMAA. 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 CMAA.
  - d. Ventilation ducts, 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), section 3.C.2.b, Tobacco use (smoking and smokeless, spit lug, leaf, snuff, dip, E-Cigs, etc.) is NOT allowed in Coast Guard owned bachelor living quarters. Designated smoking areas have been established outside throughout UPH facilities. Personnel that utilize the designated smoking areas are required to clean and empty receptacles as needed. Failure to do so will result in the CMAA securing all designated smoking areas.
5. **GUESTS:** A guest is anyone not a resident of the assigned room.
- a. All non-residents of the UPH shall be sponsored by a resident and registered with the MAA staff or DMAA. 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.

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

- b. Guest visiting hours are from 0800-2200. Sponsors shall escort guests at all times, to include entering and exiting the UPH . Any member that has been evicted from the barracks is prohibited from entering the UPH as a guest.
6. NOISE: Quiet hours are from 2200-0800. Any noise complaints after hours can be directed to the DMAA at 907-654-0066 or CG Police Department (CGPD) at 907-487-5555.
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 and delivered to the Housing Office.
  - a. Residents will report the loss of a room key to the MAA staff. MAA staff will place work order for new room key and prepare a lost key damage claim.
  - b. A lost key after hours will be reported to DMAA. The DMAA will provide limited entry for the resident. The resident will report loss of key to MAA on the following working day. CMAA and designated Key Custodians are the only ones authorized to receive a new key from the locksmith.
8. LOST MAIL KEYS: Replacement mail keys must be requested through the local post office, in person. The post office is located at 419 Lower Mill Bay Rd, Kodiak, AK 99615. Residents will be required to pay the postal service’s price. Once the order has been placed, the postal service will deliver the new key to the MAA office. MAA office will notify residents when the new key has been delivered.
9. MAIL PROCEDURES: All permanent party residents will receive a personal mail box and mail key upon check-in with the MAA staff. The mail boxes are located in Building 4, Barracks 1. The United States Postal Service (USPS) will deliver mail directly to the UPH mail boxes. If they deliver a USPS package they will leave a slip with key directing residents to the parcel boxes, or directing residents to pick up a package at the postal service location previously listed.
  - a. Residents may use the UPH address, 7 Windrider Drive barracks 7 Kodiak, AK 99615. When using this address, your packages will be delivered to shipping and receiving located in Building 26 onboard USCG Base Kodiak. Shipping and receiving’s hours of operation are 0745 to 1600, Monday through Friday.
  - b. Packages weighing over 70LBS will be delivered to MAA staff at Building 7, Barracks 4.
10. MAINTENANCE AND WORKORDER REQUESTS: To submit a workorder residents may contact Choctaw Defense Services (CDS) at 907-512-9767, Monday through Friday from 0700 to 1700. After hours, contact the Base Kodiak DMAA at 907-654-0066 or the Base Kodiak OOD at 907-539-7477.

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

- a. After a workorder is submitted, the resident will be contacted by CDS to schedule a date and time to conduct repairs. Residents are required to be present when CDS responds to a workorder.
  - b. Residents shall report all common space discrepancies, including areas surrounding the outside of the UPH, to the MAA staff or DMAA. A workorder will be submitted upon receipt of the report.
  - c. If residents are underway, on leave or TDY, the MAA staff and DMAA may submit a workorder on behalf of the resident when a maintenance issue is noticed. The MAA staff or DMAA will also escort CDS to that room and stay with them.
11. 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.
12. PETS: Pets are not allowed to be kept in the UPH.
13. 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.
14. FLAMMABLES AND AMMUNITION: Fireworks, explosives, flammable liquids and vapor-producing flammables are prohibited within the UPH.
- a. Flame-producing devices, candles or incense may not be used within the UPH.
  - b. Ammunition may be stored in the UPH, but shall be kept in a locked container at all times.
  - c. Ammunition reloading is prohibited in the barracks.
  - d. Black powder, smokeless powder, primers or similar explosives are not authorized to be stored in the barracks.
15. WEAPONS: Firearms and other dangerous weapons are not allowed in the Barracks. Prohibited items include, but are not limited to: any firearm, pellet/BB weapon, crossbow, bow and arrow, spear gun, switchblades, daggers, throwing knives, etc.
- a. Firearms shall be stowed in the member's permanent unit's armory or in the CGPD armory. Any firearm or other dangerous weapon found in the UPH will be confiscated by CGPD.
  - b. When transporting a firearm to or from the armory, the safety must be engaged, all ammunition unloaded, magazine removed and action open.



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

16. FISH AND GAME: Fish and game shall not be cleaned/processed inside the UPH or in the area surrounding the outside of the UPH. Residents shall utilize the MWR fish and game cleaning stations. Freezer boxes are available for storing fish through the MWR boathouse, which can be reached at 907-487-5047.
17. STORAGE AREAS: Limited storage areas are available on a space available basis only. Access to these spaces can be gained by contacting the MAA staff or DMAA. All items must be clearly identified with owners name.
18. 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.
  - a. Cooking is prohibited in rooms. However, apartment-sized refrigerators, rice cookers, microwave ovens, coffee pots, toasters, hot air corn poppers and electric kettles may be used. At no time will bathroom sinks and showers be used to clean appliances or dishes.
  - b. Prohibited items include but not limited to toaster ovens, hotplates, grill machines, fryers, and any device that uses butane, propane or gasoline as a cooking fuel.
  - c. All electrical appliances shall be Underwriters Laboratory or Factory Mutual approved. Questions on appliances should be addressed to the CMAA. If found, any unauthorized item will be confiscated by the CMAA. Members may receive confiscated items back via request chit through the CMAA.
19. LOUNGES AND REC ROOMS: Lounges are located in each of Base Kodiak barracks. Sleeping is not allowed in the Lounges/Rec Rooms. Food is permitted in the these spaces. All residents shall clean up after themselves.
  - a. The CMAA has the authority to secure Lounges and Rec Rooms until they are deemed clean.
  - b. Furniture and equipment are not to be rearranged or moved from spaces for any reason without prior approval from the CMAA.
20. KITCHENS: All common space Kitchens will be inspected on Tuesday and Thursday of each week to ensure compliance with health and safety regulations. These inspections will be conducted in effort to prevent the onset of mold, pests, and filth.
  - a. All residents shall clean after preparing meals. This is to include the washing, drying and storage of all dishes and utensils used, wiping all counter tops, appliances used, and tables and chairs.

## Appendix A (cont.)

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

- b. Food shall not be left unattended while it is cooking. All food stored in the freezer, cupboard and refrigerator shall be sealed and properly labeled with owners name and the date it was first stored.
  - c. The CMAA and MAA staff have the right to throw out all food they deem to be spoiled or incorrectly labeled. The kitchen will be secured if not maintained properly.
  - d. Kitchens suites in Barracks 7, Building 54 shall be treated as private kitchens similar to those in military housing.
21. SECURITY: All passageways, kitchens and common areas are under 24-hour surveillance via the use of CCTV systems. Individual rooms are to remain locked when the assigned resident is not present.
22. CLEANING BILL: Individual rooms 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 CMAA for resolution.
23. INSPECTIONS:
- a. Quarterly inspections shall be conducted by the MAA staff. If rooms and common space are not consistently clean, the CMAA will initiate monthly or weekly inspections as needed. The MAA staff is responsible for room inspections.
  - b. A pre-underway inspection shall be conducted by the MAA staff with the resident or a representative from the resident's permanent unit. If a resident will be on leave or TDY for more than seven days prior to departing underway, an inspection will be conducted prior to the begin date of the leave or TDY period.
  - c. Residents shall notify MAA staff via email when the resident will not be residing in their assigned UPH room for more than seven days.
  - d. During inspections, microwaves and refrigerators will be opened to ensure health and safety standards are in compliance with federal regulation.
  - e. Annual room and furniture inspections will be conducted with the resident present.
  - f. Rooms shall be inspection ready prior to the MAA staff conducting a room inspection. The following cleaning list will ensure that each resident is setup for success:
    - (1) All floors shall be vacuumed 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 daily.

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

- (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 free of stains.
- (10) Sinks and counter top wiped down and free of stains, water spots, hair, or random clutter.
- (11) The toilet shall be cleaned inside and out.
- (12) Linens shall be washed and free of debris and stains.
- (13) Units with a private kitchen shall have their kitchen prepared and ready for scheduled inspections.

- g. 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 be documented on a CG-3307 and possible eviction.

24. 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.
  - a. A list will be maintained for each unit onboard CG Base Kodiak.
  - b. When the projected number of incoming personnel justify releasing personnel from the UPH, the Executive Officer, or their designee, of each unit onboard Base Kodiak will be notified via email with the number of members at their command that can be released from the UPH. Each command will have 5 business days to respond with the name(s) of personnel they would like to release. If the response is not received within 5 days, the MAA staff will release members based on seniority on the release list.
- c. Each unit will be prioritized in a rotation as follows:
  1. CG AIRSTA Kodiak
  2. CGC DOUGLAS MUNRO

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

3. CG Base Kodiak
  4. CGC ALEX HALEY
  5. CGC SPAR
  6. CG COMDET Kodiak
  7. CG ANT Kodiak
  8. CG NPRFTC Kodiak
  9. CG ESD Kodiak
  10. CG MSD Kodiak
- 
- d. Each batch of releases will begin with the unit where the previous releases stopped.
  - e. Personnel in paygrades E-1 to E-3 and geo-bachelors are not authorized to be released.
  - f. The MAA staff has the authority to conduct pre-deployment releases prior to a unit getting underway. In most cases, the member will be released to the cutter during the underway period and the cutter may release the member upon return to homeport. The MAA staff will assist with securely storing a small amount of personal items during the underway period upon request. Members must adhere to the check-out procedures outlined in section 2 of this appendix.
  - g. The CMAA has the right to remove individuals from the release list as a result of poor performance in cleanliness and reliability.
  - h. The MAA staff is authorized to augment the list when a gender specific room is required for an incoming member with approval of the AHO.
  - i. The AHA, LHA, AHO and LHO reserve the right to conduct releases out of order when a more immediate need presents itself.
25. ALCOHOL POLICY: Alcohol use or possession in the Barracks shall be in accordance with references (c) and (d). Any situation involving the possession or consumption of alcohol not covered under this policy shall be brought to the attention of the CMAA. Any violation or observed violation of this policy shall be reported directly to the CMAA.
- a. All barracks 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. Only the consumption and/or possession of beer, ale and wine shall be permitted in space(s) designated by the Base Commanding Officer.

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

- c. Brewing of any kind of alcohol, brewing kits and stills are prohibited in all Barracks spaces.
  - d. Failure to follow this policy shall be reported to CGPD, Base Kodiak Command and the member's Command.
  - e. 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.
  - f. Alcohol is strictly prohibited in all work spaces, watchstander and OOD rooms, office spaces, storage rooms, hallways, passageways, stairwells and common spaces not specifically designated and posted by the CMAA.
  - g. All personnel are strictly prohibited from consuming alcohol on barracks property outside of the interior of any barracks building.
  - h. Residents and their guests 21 years of age or older are permitted to possess or consume alcohol in the following designated barracks rooms and designated common spaces:
    - 1. Barracks 8 (Building 553) – all assigned rooms, lounges and kitchens
    - 2. Barracks 7 (Building 54) – all assigned rooms, lounges and kitchens
    - 3. Building 4 (Building 7) – rooms TR 7-201 through 7-210 for transient personnel.
  - i. In an effort to improve habitability for members assigned TDY to Kodiak in the course of their duties (examples include aircrews supporting OP ARCTIC SHIELD, students at NPRFTC or members providing technical support to cutters) transient personnel desiring to possess and/or consume alcohol in their rooms shall route a request to the Base Kodiak Personnel Support Department Head, via the CMAA, for approval. Alcohol is not authorized for members on restriction or otherwise facing disciplinary or administrative action.
  - j. In any case, where a roommate is under 21 years of age, no alcohol is to be possessed or consumed in the assigned room.
  - k. Alcohol is prohibited in Barracks 1, 2 and 3 (Buildings 4, 5, and 6) and in the nontransient berthing rooms of Barracks 4 (Building 7).
26. RECREATIONAL VEHICLE STORAGE: Limited storage will be available on a first come, first serve, basis. With CMAA approval, overflow storage will be permitted along the back row of the north side parking lot of the UPH.
- a. The main storage lot is located adjacent to building 54 on Windrider Drive. All residents will fill out a storage log with all applicable information.

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

- b. The storage shed is located on the north parking lot and has limited space available for ATVs, motorcycles, kayaks, etc.
  - c. The storage lot and ATV shed will remain locked at all times. The key can be signed out through MAA staff during normal working hours. After hours the DMAA will be able to sign out keys.
27. PARKING: Resident Parking is permitted in designated areas only. No long term parking is permitted on the west side of Building 4, barracks 1. This is reserved for transient daily use only.
28. FIRE/TSUNAMI/EARTHQUAKE SAFETY PLAN: A fire bill is posted in each building. Each bill lists evacuation procedures, muster locations, and emergency notification procedures.
- a. Emergencies shall be reported through the Kodiak Island Borough 911 system. Non-emergency situations may be reported to Base Kodiak MILPOL dispatch at 907-487-5555.
  - b. All UPH residents are required to be familiar with the CG Base Kodiak Tsunami Preparedness Plan, CGBASEKODIAKINST 3006.3(series).
29. 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. Alcohol in common areas other than kitchen;
  - 3. Use of incense, candles or unauthorized flammables;
  - 4. Use of space heaters;
  - 5. Pet violation;
  - 6. Subletting;
  - 7. Visible pornography;
  - 8. Missed appointments.
- Category 3: Violations will result in an immediate negative CG-3307 and possible eviction:

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

1. Possession or consumption of alcohol under 21 years of age;
2. Supplying alcohol to a Minor;
3. Guest policy violation;
4. Tampering with fire alarm;
5. Illegal drugs;
6. Weapons violation;
7. Tobacco use cigarettes, smokless and e-cigarettes;
8. Vandalism;
9. Theft.

**Appendix B**  
**Base Kodiak 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 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** must 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 must be supervised by an adult or designated babysitter/child care provider at all times.
1. 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.
2. Children **10 through 11 years of age** may be left alone in Coast Guard housing to babysit siblings.
3. 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).
4. Actions to be taken in response to violations of policy:
  - a. First Incident: When an incident is reported and to ensure child safety, the Coast Guard Police Department (CGPD) will attempt to return the child to the supervising adult. If they cannot locate the responsible adult, they will return to CGPD with the child until the responsible adult is located. 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 C**

### **Fire Pit Regulations**

1. Personal, tenant-owned or tenant-constructed outdoor wood/gas burning fire pits, or chimineas, are not authorized in Coast Guard owned family housing per the Coast Guard Housing Manual, COMDTINST M11101.13G, Chapter 3.E.7.c.
2. All personnel shall promote fire safety at all times and comply with local suspensions and/or closures that may be issued by Base Kodiak or partner agencies based on current conditions.
  - a. Fires are only allowed in constructed fire rings. 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 Kodiak 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. Two gallons of water or a fire extinguisher 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. All fires must be extinguished by midnight. Plan accordingly.
  - e. Vehicles must remain on streets or designated parking areas. No camping is allowed.
3. Procedures for requesting a Community Fire Pit:
  - a. Fire pits should be sponsored by a group (e. g. Lake Louise Housing Residents) or an association (e. g. Chief Petty Officers Association). The group or association will be responsible for raising funds to procure and install the fire pit, as well as ensuring the cleanliness and maintenance of the surrounding area. For those fire pits that are sponsored by non-organized groups (e.g. upper government housing community, etc) the sponsorship needs to be made by name and must be passed off to another member by name prior to departing permanently from housing. This is to ensure that there is always a responsible party to address concerns with the fire pit should any arise.
  - b. Groups or associations interested in constructing a fire pit shall submit a plan, including specific location and design, to the Base Kodiak Housing Office via MEMO.
  - c. The Housing Office, in conjunction with Facilities Engineering and the Fire Chief, shall review the plan and submit for approval by the Commanding Officer. The Commanding Officer is the approving authority for all fire pits.
  - d. Fire pits owned and operated as part of an MWR Facility (ex. Jewell Beach, Nemetz Gazebo) are available for rental and reservation as part of the facility.
  - e. Fire pits may be secured for unacceptable behavior of attendees, non-compliance with Base Kodiak policy or if the fire pit site is disorderly or in disrepair.

**Appendix D**  
**Maintenance Responsibility Handout**

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

<b>Responsibilities</b>			
<b>Description of Maintenance Item</b>	<b>Who's Responsible</b>		
	Resident	Government	Note
Carbon Monoxide Detectors		X	1
Carpet	X		2
Dishwasher		X	3
Door Care (Interior)	X		4
Driveway, Garage, Catch Basins, and sump pumps	X	X	5
Electrical Service		X	6
Fire Extinguishers	X	X	7
Fireplace Use and Firewood Storage	X		8
Floor Maintenance	X		9
Gardens	X		10
Grass Mowing/Lawn Care	X		11
Grounds Care (litter pick-up/yard appearance)	X		12
Lighting/Light Fixtures	X		13
Painting	X	X	14
Refuse Removal		X	15
Plumbing	X	X	16
Refrigerator	X		17
Smoke Detectors		X	18
Street Maintenance	X	X	19
Stove/Range	X		20
Walls, Cabinets, and Trim Care	X		21
Window Screens	X		22
Window Shades/Mini Blinds	X	X	23

**Appendix D  
Maintenance Responsibility Handout**

<b>Note 1</b>	<b>Carbon Monoxide (CO) Detector</b>	
<b>General:</b> CO detectors are government property and will be replaced/cared for by the sponsor if missing.		
<b>Resident Shall:</b>		<b>Government Shall:</b>
Test unit or check battery every month.		Install CO detectors in quarters as appropriate; replace if broken.
Do <b>NOT</b> remove from installed location, alter, cover up, make inoperable, or remove battery.		Provide batteries and test during all inspections.

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

<b>Note 3</b>	<b>Dishwasher</b>	
<b>Resident Shall:</b>		<b>Government Shall:</b>
Routinely clean inside and out. If broken, contact the customer service desk.		Perform maintenance as necessary.

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

**Appendix D  
Maintenance Responsibility Handout**

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

<b>Note 6</b>	<b>Electrical Service</b>	
<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 customer service desk of power outages, and/or persistent electrical problems.		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, do not reset it. <b>Call the customer service help desk.</b>		

<b>Note 7</b>	<b>Fire Extinguishers</b>	
<b>General:</b> Fire extinguishers are government property, usually installed under the kitchen sink, and should be replaced if missing.		
<b>Resident Shall:</b>		<b>Government Shall:</b>
Check charge on a monthly basis.		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.
Notify the customer service desk if extinguisher needs servicing.		

**Appendix D  
Maintenance Responsibility Handout**

<b>Note 8</b>	<b>Fireplace Use and Firewood Storage</b>	
<p><b>General:</b> Fireplaces are only located in select homes in Lower Government Hill housing. Special care should be taken whenever you use your fireplace.</p>		
<p><b>Resident Shall:</b></p> <p>Always ensure the fireplace flue is in the open position before starting a fire.</p> <p>Always have a screen in front of the fireplace to prevent embers from falling out and causing a fire. Never burn plastics or anything other than dry, hard wood. Never burn pressure treated - creosote coated lumber.</p> <p>Keep the fireplace free of excess ashes and debris by utilizing the ash dump door. Depending on use, clean ash dump area.</p> <p>For safety reasons, stow firewood in an orderly fashion on either side or to the rear of the building. It should be stacked no higher than 48" and a minimum of 12 inches from the home.</p> <p>Residents are responsible for any pest removal stemming from fire wood storage (i.e. bees, mice, etc.)</p> <p>Have no more than one cord of wood on the premises (the dimensions of a cord of wood are 4ft X 4ft X 8ft).</p>		<p><b>Government Shall:</b></p> <p>Inspect fireplaces during all inspections.</p> <p>Periodically, depending on usage, and on final check-out, have chimney professionally swept.</p> <p>Repair as necessary.</p>

<b>Note 9</b>	<b>Floor Maintenance</b>	
<p><b>General:</b> In any house, the floors receive the greatest wear. Thus, it is important to frequently and properly clean and take care of carpet, hardwood, and/or resilient (sheet vinyl or tile) floors in your unit. Keep in mind, excessive water spillage on floors may cause severe damage.</p>		
<p><b>Resident Shall:</b></p> <p><u>If Sheet Vinyl floors exist:</u></p> <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>• Keep wet cleaning frequencies to a minimum.</li> <li>• <b>NEVER</b> wax vinyl floors in Government owned homes.</li> </ul> <p><u>If Ceramic Tile floors exist:</u></p> <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>		<p><b>Government Shall:</b></p> <p>Repair and replace flooring as necessary.</p> <p>Refinish oak hardwood floors as necessary.</p> <p>Charge sponsor for any damage beyond normal wear and tear.</p> <p>Seal as necessary.</p>

**Appendix D  
Maintenance Responsibility Handout**

<b>Note 10</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. Colorful annuals are easy to acquire, plant, and maintain.</p>	
	<p><b>Resident Shall:</b></p> <p>Receive approval from the housing office using a Self Help Work Order Request (BASE KODHSG-001) prior to planting any garden.</p> <p>Purchase all garden supplies.</p> <p><b>Not</b> 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 11</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 four-plex units will coordinate and share the mowing/trimming responsibilities with their respective neighbors.</p>	<p><b>Government Shall:</b></p> <p>Maintain all common area lawns.</p>

## Appendix D Maintenance Responsibility Handout

Note 12	Grounds Care	
<p><b>General:</b> All residents are responsible for maintaining the exterior grounds around their quarters in a neat and orderly fashion. 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 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><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.</li> </ul> <p>Stow lawn furniture and larger toys, such as swing sets and prefabricated forts behind the unit.</p>		<p><b>Government Shall:</b></p> <p>Periodically inspect all exterior grounds and notify sponsors of deficiencies by issuing a Violation Notice, BASE KODHSG-005.</p> <p>Maintain all common area grounds.</p>

Note 13	Lighting/Light Fixtures	
<p><b>Resident Shall:</b></p> <p>Pick-up from the Housing Office and replace burned-out fluorescent light bulbs. Occupant <b>must</b> bring the burned out bulbs to the housing office when requesting replacement bulbs.</p> <p>Frequently remove and wash light covers with water and mild detergent. Dry thoroughly, and reinstall.</p>		<p><b>Government Shall:</b></p> <p>Perform troubleshooting as necessary.</p> <p>Provide shades, specialty bulbs, reflectors, and globes as necessary.</p>

## Appendix D Maintenance Responsibility Handout

Note 14	Painting					
<p><b>General:</b> Normally, all exterior and interior painting is accomplished by government contract.</p> <p><u>Interior Painting:</u> Most units will be painted during change of occupancy maintenance, however, under normal living conditions interior painting may 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 style="text-align: center;"><i>Depending on the project, 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><u>Exterior Painting:</u> Done as needed (at a minimum, every 10 years) in order to maintain water tightness and to protect metal and wood surfaces from deterioration.</p>						
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><b>Resident Shall:</b></th> <th style="width: 50%;"><b>Government Shall:</b></th> </tr> </thead> <tbody> <tr> <td> <p>Receive approval from the Housing Officer, using a Self Help Work Order Request (BASE KODHSG-001) 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 (excessive smoke residue).</p> <p>Report any paint failure to Housing Maintenance.</p> </td> <td> <p>Perform all scheduled interior and exterior painting as necessary/programmed.</p> </td> </tr> </tbody> </table>			<b>Resident Shall:</b>	<b>Government Shall:</b>	<p>Receive approval from the Housing Officer, using a Self Help Work Order Request (BASE KODHSG-001) 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 (excessive smoke residue).</p> <p>Report any paint failure to Housing Maintenance.</p>	<p>Perform all scheduled interior and exterior painting as necessary/programmed.</p>
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Note 15	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 aluminum, cans, plastic, paper and card board are located on Base near the CG Exchange building.</p>	



## Appendix D Maintenance Responsibility Handout

Note 16	Plumbing	
<p><b>General:</b> You can prevent most plumbing stoppages by using your own good judgment. If you have a leak or overflow try to secure the water to prevent further damage.</p>		
<p><b>Resident Shall:</b></p> <ul style="list-style-type: none"> <li>• Routinely remove hair and other debris from sink, bathtub, and shower drain traps.</li> <li>• Do not wash anything down the drains such as, petroleum products, paint, 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 the customer service desk for any leaks, or plumbing problems that you cannot repair.</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> </ul>		<p><b>Government Shall:</b></p> <p>Provide troubleshooting assistance and repairs as needed.</p>

Note 17	Refrigerator	
<p><b>General:</b> Each provided refrigerator/freezer has a life expectancy of 15 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. Wash ice trays in lukewarm water only. 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 D Maintenance Responsibility Handout

Note 18	Smoke Detectors	
	<p><b>Resident Shall:</b></p> <p>Test the smoke detector monthly to ensure batteries do not need replacing. Follow the instructions below.</p> <p>Do not remove smoke detectors.</p>	<p><b>Government Shall:</b></p> <p>Install smoke detectors in quarters as appropriate; replace if broken.</p> <p>Provide batteries and test during all inspections.</p>
<p><b>Resident Inspection Instructions:</b> Monthly inspections shall be performed by pushing the test button on the detector. If the detector does not make a sound, replace the batteries. If the battery power is low, the detector will produce an audible click or beep every few seconds for about seven (7) days. 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.</p>		

Note 19	Street Maintenance	
	<p><b>General:</b> The maintenance and repair of streets within the housing areas is the government's responsibility.</p>	
	<p><b>Resident Shall:</b></p> <p>During road maintenance residents are required to remove all vehicles from the street. Instructions will be issued prior to any parking restrictions</p>	<p><b>Government Shall:</b></p> <p>Provide street maintenance.</p> <p>Issue resident instructions.</p>

Note 20	Stove/Range	
	<p><b>General:</b> Each provided kitchen range has a life expectancy of 10 years, with proper cleaning and care you will guarantee care-free operation of this kitchen appliance.</p>	
	<p><b>Resident Shall:</b></p> <p>Report malfunctions to the customer service desk.</p> <p>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.</p> <p>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</p>	<p><b>Government Shall:</b></p> <p>Perform troubleshooting services and repairs.</p>

**Appendix D  
Maintenance Responsibility Handout**

<b>Note 21</b>	<b>Walls, Cabinet, and Trim Care</b>	
<b>General:</b> A fully washable paint has been used to paint walls, cabinets, and trim surfaces. Follow the instructions below for cleaning.		
<b>Resident Shall:</b>		<b>Government Shall:</b>
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.		Check for cleanliness during all inspections.
<b>Cleaning Instructions:</b>		
Never use any harsh cleansers, abrasives, automotive/marine/aircraft degreasers or steel wool.		
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>		

<b>Note 22</b>	<b>Window Screens</b>	
<b>General:</b> Unless you're cleaning a window or the screen, window screens should remain in place at all times.		
<b>Resident Shall:</b>		<b>Government Shall:</b>
Carefully remove screens and use a mild detergent and water to spray clean.		Determine if sponsor is responsible for repair/replacement of screens.
		Repair/replace worn out screens as necessary.

<b>Note 23</b>	<b>Window Shades/Mini Blinds</b>	
<b>General:</b> Shades/mini 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>		<b>Government Shall:</b>
Periodically clean all window shades and mini blinds.		Determine if sponsor is responsible for repair/replacement of shades/blinds.
Repair, replace, or reimburse the government for, any damaged window shades or mini blinds.		Repair/replace worn out shades/blinds as necessary.

## **Appendix E**

### **Base Kodiak Long-Term Storage**

1. This Appendix describes procedures and policies for use of Base Kodiak long-term storage lots. The Housing Inspector holds the responsibility as the Storage Lot Manager for the Base Kodiak long-term storage lots. The Storage Lot Manager shall ensure all personnel are aware and adhere to the guidance contained within.
2. As a privilege of authorized users, space is available for storage in a long-term lot for automobiles, vessels, trailers, recreational vehicles. A vessel is any trailered craft, to include boats, jet skis, and other personal water craft. Vessels, not on a trailer, may not be stored in the long-term lots.
3. Long term storage facilities are under the control of Base Kodiak. Due to limited storage space availability, this privilege will be governed by the following priority:
  - a. Spaces will be assigned on a first come, first serve basis, under the following priority list:
    - (1) Active Duty member living in CG housing;
    - (2) Active Duty member stationed on Kodiak Island, but not in CG-owned housing;
    - (3) Retired CG member working on Base Kodiak or at a tenant Command;
    - (4) Retired CG member living on Kodiak Island;
    - (5) Civilian employees working onboard Base Kodiak or at a tenant Command;
    - (6) CG MWR eligible member not living on Kodiak Island.
  - b. Non-Active Duty, and Active Duty members not living in CG owned family housing, may only be assigned to the storage lot located near the Unaccompanied Personnel Housing (UPH) building. Assignment is on a space-available basis. The UPH storage lot is managed by the UPH Chief Master at Arms.
  - c. The Storage Lot Manager will provide 30 days notification for a person to vacate their space if needed to provide for someone of a higher priority level.
  - d. Once all spaces are filled, a waiting list will be maintained. Placement on the list will be in rank order of the date in which the application was submitted.
  - e. To allow the maximum number of personnel to use this service, members may be limited to one storage space. Additional spaces may be made available on a space-available basis.
  - f. Due to limited storage area within the storage lots, the Storage Lot Manager reserves the right to refuse a space assignment for any item that exceeds the perimeter of an assigned space.
  - g. Members assume all responsibility for insurance and financial obligations resulting from loss or damage to any stored property.
  - h. Storage spaces are limited to functional items (boat, Atvs, Rv's, etc) that can be easily moved. No project vehicles, pallets, tarps, or the like should be stored in these areas unless they are stored on or in a trailer.

Appendix E (cont.)  
Base Kodiak Long-Term Storage

- i. The storage of hazardous material is prohibited on the site and within the vehicle. However, fuel in the vehicle's fuel tank, propane in propane tanks, and sewage in the holding tank for the vehicle will be allowed. All permissible hazardous materials must be stored within stowed property.
- j. No "loose" parts may be stored in storage lots.
- k. Under no circumstance will any person be allowed to reside in the above-said property on a temporary or permanent basis.
- l. Users will surrender their space and remove their stored vehicle when they no longer meet the eligibility requirements outlined above.
- m. Only property of the assigned member may be stored in an assigned space.
- n. The trading of spaces is not permitted without prior approval from the Storage Lot Manager.
- o. Any unauthorized property stored in a long-term storage lot is subject to removal at owner's expense.
- p. Vehicle maintenance is not authorized within long-term storage lots. Emergency maintenance may be authorized at the discretion of the Storage Lot Manager.
- q. Any items used solely for commercial business shall not be stored in any storage lot.