



Naval Air Facility Atsugi, Japan Housing Service Center RESIDENTS' HANDBOOK

Hours of Operation Mon-Fri 8:00~16:30

Wed 8:00~15:00

Weekends & Holidays Closed

Front Desk 264-3795/3237

Furniture & Appliances 264-3887

Maintenance / Trouble Desk to Public Works, call "115"

On-Base Emergency / Police & Fire Dept., call "911"

*Call Atsugi Base by Local Telephone 0467-63-XXXX (Last 4 Digits of DSN)

Resident Guide:

This guide is provided as general information only. It is not intended to cover all areas in detail. Please direct all Family Housing related questions to the Main Housing Office.

* For On-Base Maintenance issues please call the Public Works Trouble Call Desk: (DSN) 115 / (Cell) 0467-63-0115.

* Multipurpose (Party Room) Reservations and / or Complaints are not taken over the phone.

Main Housing Office Bldg-84

Counselors: 264-3795

Facilities Management Office Bldg-3043

Inspectors: 264-2709/10/11/12

Housing Manager: 264-2728

Facilities Manager: 264-2708

Contents	Page
Eligibility, Assignment And Termination	3
Disasters & Security	6
Housing Regulations and Policies	9
BBQ's, Propane Tanks, Fire Pits	11
Service Calls	15
Housekeeping	16
Emergency Services and Appliance Repairs	22
Utilities And Energy Conservation	22
Alterations	23
Inspections & Complaints	23
Self Help	25
Fire Safety	26
Key Pick-Up Family Data Form	27
Welcome Aboard Check-In Package	28

ELIGIBILITY, ASSIGNMENT AND TERMINATION

- The Military Family Housing staff is charged with the management, operation, and maintenance of government housing. The rules and statements of the resident's responsibilities contained in this Handbook are considered to be in the best interest of the Military community. You are responsible for the proper care and use of your quarters, grounds and all government owned equipment and fixtures in the unit. This is effective from the time that the Residency Agreement is signed until the quarters are vacated and the final move-out inspection is passed.

CHANGES IN YOUR STATUS SINCE YOUR MFH ASSIGNMENT

- You are required to notify the Housing Office of any change in marital status (legal or voluntary separation, divorce, death of spouse), family composition (birth, adoption, etc.), pay grade, NAF Atsugi Residents Handbook length of tour, change of duty station, release from active duty, early return of dependents, disciplinary actions or any other changes that effect you or your family.

REASSIGNMENT OF QUARTERS

- When a reduction in pay grade creates ineligibility for the MFH assigned, a resident may be reassigned.

- Once an applicant has been assigned to MFH of his or her choice, he/she will not be permitted to request placement on a waiting list for transfer to other MFH unless the following circumstances exist:

- Upon promotion from enlisted to officer rank. Relocation is mandatory and will be at government expense.

- Upon promotion from junior enlisted (E1-E6) to senior enlisted (E7-E9), company grade/junior grade officer (W1-O3) to field grade officer (O4-O5) or field grade officer (O4-O5) to senior officer (O6). Relocation is at the member's option and expense.

- Upon change in family composition affecting size of MFH for which qualified. Relocation is at the individual's option and expense.

- All applicants meeting the eligibility requirements for relocation must complete new MFH applications and submit them with a copy of orders and verification of bona fide family members. The application control date will be the date of the new application. Relocation is not immediate.

- A sponsor will normally be allowed three working days to relocate from one set of quarters to another.

- Relocations at the request of a resident will be at his/her expense. In all cases, sponsors must have six months duty remaining at their current installation when reassigned MFH.

- Other reasoning for relocations is considered. Most are forwarded as exceptions to policy based on the concern or exception stated by the sponsor.

TERMINATION OF OCCUPANCY

- Termination of MFH is required in the following circumstances:

- In the event of absence of all family members for more than 90 consecutive days.

- When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside in MFH.

- When the member has been officially declared a deserter.

- When the member is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired, or transferred to the Temporary Disability Retired List.

- Occupancy of MFH by civilian personnel will be terminated after five years during a continuous tour of duty in the service areas of Japan. Authority for exception is COMNAVFORJAPAN. Civilian personnel may reapply for MFH after vacating MFH after a two year waiting period from the vacating date. Movement of household goods to community rental quarters may be at government expense. However, the up expenses for community rental quarters will be at the sponsor's expense.

- When the Housing Control Installation (HCI) ceases to be the area of the member's permanent duty station or homeport.

- Death of a sponsor. Continued logistic support and retention of MFH must be requested in writing to the applicable HWC within 10 days of the death of the sponsor. The HWC may allow military family members to remain in MFH for up to 360 days rent-free after the death of the sponsor, provided CLS is approved. Civilian family members may be allowed to remain in MFH up to 60 days after the death of the sponsor if CLS is approved and Living Quarters Allowance (LQA) is authorized. Requests for MFH extensions beyond 360 days (military) and 60 days (civilian) must be submitted in writing to the Major Claimant via COMNAVFORJAPAN for action 60 days in advance. If approved, rent equivalent to Basic Allowance for Housing (BAH) or LQA at the deceased sponsor's rank/grade must be paid monthly in advance.

- Unacceptable behavior of the sponsor, spouse, family members or guests as determined by the applicable Housing Authority. Behavior that is destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the government.

- Unacceptable care or destruction of the MFH unit assigned or related property and landscaping, as determined by the applicable HWC.
- When required to preserve military discipline, as determined by the applicable HWC.
- When a sponsor, any bona fide family member or guest becomes involved with gangs as gang members, or in "gang related" activities; uses or sells illegal drugs; or becomes involved in any violence or disturbance where a dangerous weapon is present.
- When a sponsor, bona fide family members, or guests are found to be maintaining unregistered weapons in MFH.
- In the event of divorce or separation, the sponsor has 30 days to terminate MFH once separation has occurred. Exception to this rule will require prior approval by the HWC.
- The sponsor/spouse will not be required to vacate MFH if temporarily separated from his/her spouse and family members, provided the sponsor's command or Fleet Family Service Center endorses that there is a possibility of reconciliation, and the sponsor is temporarily staying in unaccompanied personnel housing. If either the sponsor or all family members take up residence in rental property other than an approved "safe house" NAF Atsugi Residents Handbook in the community, it will be assumed that separate residence is intended and the sponsor must relinquish MFH within 30 days of the separation.
- Early return of family members requires termination of MFH within 30 days of departure of family members. Exception to this rule will require prior approval of the HWC.
- Movement of household goods (HHG) within a Housing Control Installation (HCI) at government expense is authorized when PCS orders do not cover entitlement in the following situations:
 - * Upon initial assignment to MFH when moving from privately owned housing into MFH. Any subsequent move, which is at the convenience of the sponsor, will be at the expense of the sponsor. (Exception in the case of an enlisted member who is promoted to officer ranking.)
 - * When directed, in the best interest of the government, to move from one public quarters unit to another.
 - * Upon termination of assignment of MFH, when determined to be in the best interest of the government.
 - * If a sponsor vacates MFH for personal convenience, re-applies and is offered MFH when he/she reaches the top of the waiting list, relocation back to MFH will be at the expense of the sponsor. The movement of

household goods due to termination of MFH for the convenience of the government will be paid for by the government with the exception of evictions from MFH for disciplinary reasons, divorce or separation, early return of family members, or similar circumstances.

* Other special circumstances may warrant a government move aligned with government interest.

VACATING QUARTERS

- You are required to give 30 days written notice of your intent to vacate your quarters. You or your spouse must come to the office and fill out the appropriate vacate notice form. You are responsible for returning the unit in a clean condition.

FINAL INSPECTION

- You or your spouse must be present at the final inspection. Upon the satisfactory completion of your final inspection, you, your spouse, or authorized individual with Power of Attorney (POA) will be given a memorandum reflecting the effective date for restoration of your BAH. Please hand-carry this memo to your disbursing office. Your pay office will not reinstate allowances until they are in receipt of this memorandum.

EVICTION

- Eviction occurs when conditions for Termination of Occupancy exist and you do not voluntarily vacate quarters. If eviction becomes necessary, justification for the action will be retained in installation files and you will not be eligible to reapply for any MFH under the cognizance of COMNAVFORJAPAN. Eviction policy is determined by COMNAVFORJAPAN.

APPEAL PROCESS

- If you are issued a letter terminating your housing assignment and there were extenuating circumstances, you may appeal your termination from government housing. You must write a letter to COMNAVFORJAPAN, via your commanding officer and the Housing Office that fully explains why you feel you should not be required to vacate your government quarters. When your appeal is received your case will be reviewed. You must submit your appeal as indicated in the notification letter and fully comply with all instructions in the letter while your case is being reconsidered. The eviction proceeds during your case review.

DISASTER INFORMATION AND PERSONAL SECURITY MEASURES

- MFH areas are subject to the same problems as the surrounding civilian communities. It is important for you as a member of the community, to take appropriate measures to protect yourself, your family, and your belongings.

POLICE

- The Security Office should be notified whenever you are aware a crime is in progress or has taken place. Your residence is located on

Government-Owned Property; therefore, it comes under the legal jurisdiction of the Security Forces. When in need of law enforcement assistance, notify the local Security Office.

NEIGHBORHOOD WATCH PROGRAMS

- Statistics prove that these programs are effective in reducing crime and increasing safety and security in neighborhoods. Your local Security Office can provide information on how you may join and support this effort. This is a voluntary community effort and it is up to you to establish/maintain these programs.

FIRE SAFETY INSPECTIONS

- The CNRJ Fire Department does not inspect the interior of all government quarters unless a special inspection is required or if the resident is a Family Daycare Provider. All common areas are inspected.

TYPHOONS

Tropical Cyclone Conditions of Readiness (TCCOR) Checklist

TCCOR 4 - Destructive winds are possible within 72 hours. Check to ensure you have a three-day supply of non-perishable food items. Check your first aid kit and your supply of emergency lighting materials like candles, matches, lanterns, flashlights and batteries. Stay tuned to the NAFA Big Voice / Command Channel / Face Book or AFN Radio for the latest information updates. All personnel should rely on their individual commands for more detailed information and guidance.

TCCOR 3 - Destructive winds are possible within 48 hours. Pick up loose items around the outside of your home and place them inside if possible. If the item is too large to put inside, tie it down to a tree or a stationary object. If residing in government quarters, do not tape windows. All personnel should rely on their individual commands for more detailed information and guidance.

TCCOR 2 - Destructive winds are anticipated within 24 hours. Set your freezer to the coldest temperature to minimize spoil age in case of an electric power outage. Ensure you have ample bottled water available. All personnel should rely on their individual commands for more detailed information and guidance.

TCCOR 1 - Destructive winds are anticipated within 12 hours. Stay inside. Do not attempt to go outdoors unless directed by local authorities. All personnel should rely on their individual commands for specific guidance on essential versus non-essential status and detailed information on required official actions and duties.

TCCOR RECOVERY - Can be used by TCCOR Authority to designate a period of time after the passage of a typhoon when work and survey crews are sent out to determine the extent of damage and to establish safe zones around hazards (downed power lines, unstable structures...). Until the Recovery

process is declared complete and either ALL CLEAR or STORM WATCH has been declared by the installation TCCOR Authority, the general base population would normally be asked to remain indoors.

TCCOR STORM WATCH - Although the destructive winds have subsided, or are currently not forecast to occur, there is still a possibility of danger due the proximity of the storm and changes in storm track and/or strength. Personnel should continue to monitor television and radio announcements.

TCCOR ALL CLEAR - Once "All Clear," is declared, check for debris and report problems to AHSC.

EARTHQUAKES - Since the islands of Japan are in a major seismic belt, earthquakes occur quite often. Approximately 9,000 quakes emanating from the Japan area are recorded each year. Most earthquakes are minor with little visible effect. However, the possibility exists that a damaging earthquake could strike at any time. Become familiar with and observe the following precautionary measures in the event of major earthquake:

- * During an earthquake, keep calm and think before acting.

Remember, even major tremors are measured only in seconds.

- * Stay where you are when earth tremors are felt.

Most earthquake injuries occur while individuals are entering or leaving buildings. If you are outdoors, stay outdoors and keep away from overhead wires and the sides of buildings. If you are indoors, stay indoors and keep away from windows. The best protection is afforded by strong desks, tables, and beds or inside door-jams. If you are driving, stay inside your vehicle and stop in an open space out of the traffic lanes.

- * After the earthquake, stay away from all fallen or damaged wires. In the event of major earthquake damage, Public Works will shut off the base electricity.

- * Use extreme caution when entering all buildings as they may have been structurally damaged or weakened by the earthquake.

- * Use your telephone only to report emergencies (i.e. fire, fallen power lines, serious injuries, etc.) to appropriate authorities. Non essential telephone calls will overburden switchboards and may prevent emergency calls from being completed. Use your portable radio to receive pertinent follow-up information or instructions.

- * Immediately notify the Fire Department of all fires. Prompt notification is essential in preventing the fire from spreading.

- * Stay tuned to the Command Channel, Face Book & AFN Radio.

HOUSING REGULATIONS AND POLICIES

RESIDENT RESPONSIBILITIES - You and your family members are responsible for keeping the quarters and adjoining grounds in a clean, sanitary and safe condition. You are responsible for adhering to all rules and regulations regarding MFH. All government appliances must remain in the kitchen. You will be held financially responsible for any improper use or care of issued items. You will be required to correct, repair, or replace any item damaged by negligence or misuse. Flagrant abuse or damage to government property will be dealt with through your official chain of command.

GOVERNMENT LIABILITY TO RESIDENTS

- You may file claims with the Navy for loss or damage affecting your personal property, provided such loss or damage is not caused by your negligence. The authority to pay such claims is provided in 31 U.S.C. 240-243 and is limited. Entitlement to such payments is subject to certain exceptions generally covered in most commercial homeowner's insurance policies. If negligence was involved the government will not honor a claim for damage to personal property. You may be required to pay for any loss or damage to government property. To file a claim, the following forms must be obtained and submitted: DD Form 1842 / Claim for Personal Property against the United States; DD Form 1844 / Schedule of Property and Claim Analysis Chart. You must hand carry these forms to your legal office. **RENTER'S INSURANCE**

- The government does not carry insurance and does not assume liability for your personal property other than as stated above. You are strongly encouraged to carry appropriate renter's insurance. The insurance policy should cover loss of personal property, damages due to negligence, fire, and property damage.

CONSTRUCTION AND/OR ALTERATIONS - Any alteration to a family housing unit must be approved in writing before starting the work. The required authorization request must be submitted to your Housing Office. Any unauthorized alteration/addition may be removed and the area restored by the government at your expense. Construction, additions or alterations include, but not limited to the installation of wallpaper, borders, stencils, painting, and safety latches/locks. *Alteration Requests are available through Housing.

PHYSICALLY IMPAIRED/DISABLED ACCOMMODATIONS OR ALTERATIONS

- AHSC must be advised of any handicapped or disabled family members that may be in quarters where special accommodations or alterations might be required.

UNAUTHORIZED LOCKS, LATCHES, DEAD BOLTS

- Although home security is the responsibility of each individual resident, it is the Navy's responsibility to ensure that each locking door and window device is in good working order. Also, as in each

landlord-tenant relationship, the landlord must maintain access to this unit in the event of an emergency. To ensure this, no changes (re-keying) to the entry door locks or passage door locks will be permitted since this will render the unit key inoperative. Similarly, additional chain locks, flip locks, barrel bolts, surface bolts, safety hasp or other type security door guard will not be permitted unless requested and approved in advance in writing to the Housing Office. Such request must be in the form of "Alteration to Quarter." Residents who change, alter, or in anyway modify the original locks at their unit or add additional locks without prior written approval, will be charged for repair, removal or replacement of the lock.

SAFETY LATCHES AND LOCKS

- The Navy does not provide or install additional safety latches or locks. Residents may purchase and install these devices with prior approval from the Housing Office. The installation must meet the existing Life/Safety Code and requires an inspection by the Housing Office upon completion. Resident installed latches and locks must be removed and any damage repaired prior to termination.

SHED/UTILITY STRUCTURES

- With the exception of those provided by the government, sheds or utility structures of any type must be requested and approved prior to installation.

LOST KEYS

- When keys are lost it is necessary to immediately replace the affected locks. The cost of lock replacement is the sole responsibility of the resident.

LOCK-OUTS

(Normal Business hours) - Housing Service Center located on the first floor of Building 3043. If "Core" type key (metal tag) Please bring with you the serials numbers of the remaining keys in your possession.
(After Hours) - Serviced by NAF Security at DSN 264-3200.

EXTERIOR DECORATING FOR HOLIDAYS

- Decorating of quarters for holidays is festive and encouraged, however, please adhere to the following guidelines when decorating the exterior of your home during holidays and always use extreme caution. Holiday decorations may be put up no earlier than 30 days prior to the holiday and must be removed 15 days after the holiday

- * Never walk on or put anything on the roof or the second floor ledge including storage sheds of townhouses.
- * Do not use tape or insert nails, screws or other hardware into siding, trim or stucco of the house, gutters or eaves.
- * Use only outdoor rated lights.
- * Use only heavy duty certified exterior extension cords.
- * To attach lights, use S-Clips or similar inexpensive devices.
- * Decorative holiday lights are authorized to be on from dusk to

2200 hours only.

* No decorations of any kind may be installed, planted or placed in the common ground areas where contractors maintain the grounds.

* For towers, exterior decorating is authorized only within the balcony areas.

BBQ'S, PROPANE TANKS, FIRE PITS

In accordance with COMNAVFORJAPANINST 11320.2D - **All charcoal and or gas grills shall be 10 feet from any structure and not used under the overhang.**

- **Only propane gas grills are authorized for use on high-rise balconies.**

- Spare propane tanks are not to be stored unless stored in an approved flammable storage locker.

COMMERCIAL FIRE PITS are authorized at residence Garden Apartments or Townhomes where individual yards are available (not common spaces) as long as the pit elevates the fire off of the ground and can be covered with a screen enclosure to prevent the spread of the fire. The fire pit must be at least 10 feet from any structure and a garden hose or fire extinguisher must be on hand

TEMPORARY ABSENCE FROM QUARTERS- When quarters are to be vacant more than seven days for any reason, the Housing Office must be notified in writing. An Absence from Quarters Notice is available at the front desk. The notice must be submitted in advance. In any absence, you are required to arrange for adequate care of your housing unit, grounds and other government property. The Housing Office may periodically check your quarters. All doors and windows need to be locked when you re away from your home. All appliances (except the refrigerator) should be unplugged for safety.

DESIGNATE A CUSTODIAN

- Designate a custodian who will be registered and should have a key to your unit. The custodian/house-sitter should ensure that papers are picked up daily; grounds are trimmed and neat and plumbing and electrical fixtures are inspected periodically. The custodian/house-sitter should also ensure that Security and the Housing Office are notified if someone attempts to break into the unit. The designated custodian **MUST** be provided a Power of Attorney in case of an emergency lost key, etc. The designated custodian must be a minimum of 18 years of age and be SOFA and Command sponsored.

HOUSING QUIET HOURS

- Although each base observes Quiet Hours, excessive disturbances and noise will not be tolerated at any time. Quiet Hours are as follows:

2200 - 0800, Sunday - Thursday

2400 - 0800, Friday & Saturday

GUESTS & VISITORS

- Visitors are permitted in MFH. Visitors remaining overnight are considered guests. Guests are permitted under the following conditions/limitations:
- Permission must be obtained from the AHSC to allow guests. House Guest pass is required for all stays over three consecutive days. The request must be submitted three workdays prior to arrival. The Housing Authority retains the right to refuse permission for your guests if the resident or prospective guest(s) have a history of failure to comply with housing regulations.
- Guests shall be limited to 60 days per guest per 365 day period beginning with the first pass issued. No guest may be sponsored by a second resident in the same 365 day period.
- The maximum number of guests at any one time must be reasonable as determined by the AHSC. The AHSC will calculate the maximum number using the formula the Fire Department uses to determine maximum occupancy of base facilities, which is 1 person per every 200 square feet of floor space
- You, as the custodian of government property, retain responsibility for the guests residing in your quarters. If housing authorities receive a valid complaint concerning the activities or behavior of your guests, the guests will be required to immediately vacate your quarters.
- Non Command Sponsored family members are not authorized to reside in government quarters without a MFH waiver granted by the Installation Commander and COMNAVFORJAPAN.

COMMERCIAL ENTERPRISES

- No commercial enterprise is permitted in family housing quarters. Department of Defense regulations prohibit the use of quarters as a show room or store for the sale of goods or services. A formal request can be obtained from our office and routed through MWR, NEX and the JAG office to determine if your business has installation liability or competes with other service providers. The JAG gives final permission for any enterprises on base and in your housing unit.

BABY SITTING

- Irregular/periodic baby-sitting for a friend or neighbor is permitted. A Family Home Care or regular childcare is permissible only in accordance with local instructions. Point of contact is the Family Service Center.

BREEDING OF ANIMALS

- Breeding any animals for any purpose is strictly prohibited.

POOLS

- Privately owned swimming pools are prohibited in government

housing. Due to the hazard of drowning, only small wading pools not larger than five feet in diameter and no more than 12 inches deep are permitted in government housing. Appropriate supervision in accordance with the local policy is required. Pools must be inside a fenced yard and must be drained and properly stored when not in use. In the event of damage to the grounds, you will be held responsible for the immediate restoration of the area.

SPAS AND HOT TUBS

- Health related requests for spas or hot tubs may be made at your Housing Office. Verification by the installation's senior medical authority will be required. Any cost associated with the installation, metering, use and removal of the spa/hot tub will be the sole responsibility of the resident.

PETS

-Pet ownership is a conditional privilege extended to those personnel assigned to pet eligible quarters. Responsible behavior must be exhibited in the control of pets or the privilege may be revoked. This regulation pertains to any pet kept at a residence, whether owned by the resident or not. A pet permit must be submitted and approved prior to bringing a pet into MFH. Small birds, fish, hamsters, gerbils and guinea pigs which are properly caged in a domicile designed for their habitation are allowed at all MFH sites. Breeding any animals for any purpose is prohibited.

HIGH-RISE TOWERS [3043,3050,3051,3052,3069,3101,3102]

Dogs are authorized on the first two floors of tower units only (exception to the policy is Tower 3042). The two pet policy is in place for all tower units. Documentation of spaying or neutering is required to be provided to the Housing Office.

TOWNHOUSES / GARDEN APARTMENTS

Two pets are permitted. Verify with your local Housing Office if you are assigned to pet eligible quarters. All pets are required to be registered with the local Veterinary Service.

Pets - Additional Responsibilities

If you own a pet, you are responsible for your own flea/tick control program. You will be required to purchase fumigation products and show the empty canister(s) to the inspector at your Final Inspection as proof that you have treated your quarters, or provide documentation that you have contacted and paid PWC Pest Control/Contractor to prove that the quarters and grounds were treated within 30 days prior to vacating your quarters. Failure to provide required documentation/proof will result in the unit being treated by the government and the resident charged for the service. Any damage to government property or flea infestation caused by your pet will be your financial responsibility.

CONDITIONS OF ANIMAL OWNERSHIP

Animal owners or keepers must comply with the following conditions:

- * Animals shall be restrained or confined as required by local policy.
- * Animals shall be humanely treated at all times.
- * Vaccinations, microchips, licenses, and permits shall be obtained as required by local policy.
- * Animal premises shall be kept sanitary and shall not constitute a fly breeding reservoir, a source of offensive odors or of human or animal disease.
- * Animals and animal premises shall not be permitted to disturb the peace or constitute a public nuisance or hazard.

RESTRAINT OF PETS

- When outdoors, pets must be in an approved fenced yard unless being walked.
- * On a hand-held leash when taken for a walk, under the control of a responsible person.
- * On a daily basis pet owners will maintain their yards and adjacent areas clean and free of animal droppings. The person walking the pet(s) will pick up and properly dispose of any droppings.
- * Pets will not be tethered, chained, or tied in front yards or on any common ground. Pets will not be tethered, chained or secured to trees, water faucets, drain spouts, or any part of the housing unit.

COMMITTING NUISANCE

- No person shall allow a dog or cat in his or her custody to defecate or to urinate on public property or any improved private property other than that of the owner or person having control of the animal. If a violation of the above occurs, such person shall immediately remove any feces to a proper receptacle. Common grounds and public areas (i.e., athletic fields, playgrounds and parks) shall not be used as dog exercise areas or dog runs.

PARKING

- Parking is restricted to streets, private driveways, parking lots, and parking structures. Unless otherwise designated, parking is on a first come, first serve basis. In parking lots, common sense and courtesy must prevail in the use of available parking spaces. No vehicles, motorcycles, motor scooters, mopeds, recreation vehicles, trailers, campers, fifth wheel trailers, boats, jet skies, utility trailers, etc. may be parked on, operated on, or rolled on any grassy/landscaped areas or sidewalks at anytime. Long-term parking or storage of recreation vehicles, trailers, campers, fifth wheel trailers, boats, jet skies, utility trailers, etc (such as a shipmate's car while he/she is on deployment) is not allowed at anytime. Vehicles must not be parked in fire lanes / alleys or adjacent to curbs painted yellow at any time. Motorcycles, motor scooters, mopeds, etc., are not authorized to be parked or stored on yards, porches, patios, or balconies at anytime.

AUTOMOTIVE REPAIR

- Minor repairs to your personal vehicles are expected. However, commercial work or repairs which cause a nuisance or safety hazard to neighbors such as engine or transmission overhaul, bodywork, spray painting, working late hours, or excessive noise is not allowed. Oil/grease damage is your responsibility. DO NOT dump oil or grease on grounds, into drainage systems, dumpsters or personal trash receptacles. Proper HAZMAT disposal is required. You will be charged for the cleaning and restoration of soiled or contaminated government property.

REFUSE DISPOSAL AND COLLECTION

- Refuse must be disposed of properly and in accordance with local policy. Failure to do so is a serious violation of housing rules and may result in your termination from government quarters. You are responsible for the following:

- * Careful handling of all waste items. Drain and wrap all garbage to prevent unsightly or hazardous scattering of trash. Properly segregate all trash (Burn / Non burn). The on base trash contractor must separate by type. Make their intense job a bit easier please.
- * Boxes should be flattened and placed in the cardboard recycling containers located throughout your housing site. Branches should be cut into short lengths (not more than 3 ft) and tied in bundles.
- * Keeping trash receptacles and surrounding areas clean.
- * Proper disposal of all hazardous wastes. Proper disposal is extremely important. It is dangerous and illegal to dispose of containers filled or partially filled with these materials or to discard their contents in the trash, storm drain, sewer or ground. Toxic materials poured down a drain or into a sewer can reach and damage precious waterways, including the ocean. Hazardous materials discarded in the trash can harm refuse collectors and cause landfill and ground water pollution.

WATERBEDS

- All applicants must request permission to have a waterbed in MFH and must provide proof of insurance against potential damages to MFH. No waterbeds are allowed in wood frame houses.

SATELLITE DISHES

- Small "direct TV" type satellite dishes must be requested and approved in writing prior to purchase and/or installation. Most small (18" to 24") dishes will be authorized. You must submit an Alteration to Quarters form for approval by your Housing Office. Satellite dishes may not damage the unit's interior or exterior.

Damages resulting from the installation or removal of the satellite dish will be your financial responsibility. Please check with your local Housing Office for additional information and/or local requirements.

MULTI-PURPOSE ROOMS

- Located on the first floor of High-Rise Towers, are available for use by members living in the buildings with these facilities. Others will be

examined on a case by case basis. If a funded organization (nonprofit) MFH facilities are not authorized for use.

OFF-LIMIT AREAS

- * Roof area of all housing units and other real property.
- * The ledge area of the second and/or third floors of all Townhouses and Garden apartments.
- * The basement area of all towers.
- * All confined spaces.

SERVICE CALLS

- You and the government share the responsibility for the up keep and maintenance of your assigned quarters. It is Navy policy to accomplish necessary major repairs and maintenance of all quarters. You will be responsible for the performance of routine maintenance and housekeeping. These are the same responsibilities expected of a resident in private rental housing. Normally, government representatives will not enter your home without permission or a 24-hour notice. However, when it appears there is potential danger to persons or property, quarters appear to be abandoned or neglected or if contract repairs or scheduled maintenance work cannot be delayed, local command authority will authorize access to quarters without prior notice. You will be held liable for service charges if the damage was caused by your negligence. Only in emergency cases where there is the possibility of serious injury and/or property losses will the government authorize and escort maintenance personnel into an occupied unit.

- You are responsible for the proper care and cleanliness of the housing unit and all household appliances furnished to you by the government. This includes reporting all necessary repairs and ensuring that the repairs you request are completed. An adult must be at home to allow entry of maintenance personnel to perform the requested repair. The repair personnel will provide you with a work order form to sign after completion of the work. You will be requested to sign all completed work orders verifying that the requested work is satisfactorily completed.

EMERGENCY SERVICE

*(Trouble Call). Emergency maintenance is work to correct a problem of a life and/or property threatening nature (i.e., broken water lines, leaking water heaters, etc.) and work that cannot reasonably wait until the next working day. Work will continue until the emergency has been secured.

*URGENT - Within 72 hours on a weekend or next day if work week. Includes all appliances regardless of type/ rank designation or location of problem.

*ROUTINE - Government scheduled and when convenient.

RESIDENT LIABILITY

- You are the custodian of government property and shall be held responsible and liable for losses or damages due to your negligence, unauthorized alterations and/or damaged or missing government property. Residents will not be provided materials from the self-help operation to repair damage for which they bear liability or responsibility. You will be given the opportunity to repair or replace a damaged item with prior management permission. The work/item must pass inspection by a member of the AHSC facility office. Reimbursement for damages determined to be your responsibility shall may be made directly to PSD in the form of a certified check or money order payable to: U. S. Treasurer or a DD-139 may be forwarded to your command's pay office, to effect a deduction from your pay. Documents will be provided by the AHSC to facilitate payment.

HOUSEKEEPING

- The following section contains some cleaning procedures and suggestions that could save time and money. Most of them are common sense instructions and will extend the life of the appliances and enhance the appearance of cabinets, counter tops and the general appearance of your quarters.

MOLD AND MILDEW - Mold and mildew are not hard to prevent. Since they are tiny plants, you must make it hard for them to grow. Should mildew develop, remove it with a 60/40% solution of bleach and water.

To keep your home free from mold and mildew:

- * Keep things and places clean. Even small amounts of dirt or dried food will help mildew grow. Keeping closets, drawers, walls and clothing clean will prevent many mildew problems.
- * Use exhaust fans in the kitchen, utility room and bathroom. Be sure you have air movement in all areas. Use a fan to move the air.
- * Leave closet doors and dresser drawers open sometimes. Be sure clothing is dry when stored. Hang it loosely in the closet.
- * Store items where they will not get damp.
- * Don't put furniture tightly against the wall.

PAINTING

- Interiors will normally be painted on a "three year cycle" or on an "as needed" basis during a change of occupancy. Occupant painting is not authorized. The use of wallpaper, stenciling, or contact paper is not authorized unless approved in writing. Other than minor touch-up, residents are not authorized to accomplish painting via self-help unless approved in writing.

FLOORS - Use commercial cleaning products designated for particular flooring. Do not use water on wood floors, except for damp mopping. Do not wax wood floors. Vinyl/tile floors should be cleaned by damp mopping. Carpets should be vacuumed regularly and should be shampooed or steam cleaned at least once every six months. If you install an area carpet, do not use glue, nails or tacks. You will be held responsible for any damage to a floor where you have installed carpeting.

DOORS/WINDOWS/CLOSETS - Check your door, window and closet operation periodically. Tighten loose screws, lubricate hinges and make minor repairs to screen doors.

WINDOW TREATMENTS - Only window treatments designed specifically for window coverings will be authorized. The use of aluminum foil, bed sheets, blankets, etc. is not allowed. Check with your local Housing Office for mounting instructions based on the unit type. Shades and blinds must be cleaned periodically with soap and water. All window coverings must be in good working condition. If not, you may be charged for repair or replacement.

WALL HANGING OBJECTS - Wall hangings should be hung using the appropriate type/size hangers. If using anchor bolts do not remove them when you vacate.

KITCHEN CABINETS AND COUNTER TOPS - Clean cabinets with mild liquid cleaners only. Do not set anything hot on Formica-type counter tops. Do not use counter tops as cutting boards. Check cabinet handles and latches and tighten loose screws. Use looselay paper on shelves and in drawers. Contact paper is not permitted.

GARBAGE DISPOSAL - Check the disposal for foreign objects such as silverware, bottle caps, etc. before running. DO NOT PUT THE FOLLOWING ITEMS INTO THE DISPOSAL: fingers, hands, potato skins, rice, corn husks or cobs, bones, celery stalks, onion skins, banana skins or other fruit peelings, grapefruit or watermelon rinds, or any other hard, stringy, fibrous items that cannot be easily chopped by the blades.

***OPERATION:** Run cold water before, during and for 30 seconds after use. *If the disposal unit should clog and stop revolving, turn it off immediately. A disposal unit usually has a red reset button (on the disposer unit under the sink). Press the reset button, run water and turn on the disposal. If the unit blades still do not revolve, turn off the switch and unplug the unit from the wall. Attempt to loosen the cutting blades from the top. You can use the handle of a plunger or a broom handle to gently prod the cutter blades counter-clockwise. Plug-in the disposal and follow the operating instructions. If the disposal still fails to operate, call the Trouble Desk for repairs. Never put your fingers in the disposal to clean it out. NEVER USE LYE or other drain cleaning chemicals in the disposal.

DISHWASHERS - To get the most effective performance from your dishwasher and conserve energy, load the machine to its rated capacity. Use only automatic dishwasher detergents. Do not use hand-washing soap, laundry detergents, or laundry enzyme products, as they cause excessive suds. You may find it necessary to vary the amount and brand of detergent to suit local water conditions. In the event your dishwasher fails to operate, check to see that the door is properly closed and latched, the water supply is turned on, and the circuit breaker is turned on. If service is necessary, call the Trouble Desk. DO NOT use the dishwasher door as a

stepping stool to reach high cabinets. You will be charged for any damage caused by misuse or abuse. TIP: At least every three months run the empty dishwasher through one cleaning cycle with one cup of white vinegar; this will help keep the water lime mineral build up to a minimum and keeps your dishwasher running more efficiently.

REFRIGERATOR - Remove dirt and dust from the ventilator coils and underneath the refrigerator quarterly. Clean the interior and exterior with a mild detergent and warm water as needed. Never use sharp instruments to defrost the freezer or loosen ice trays. Punctures cannot be repaired. If the interior is punctured, you will be liable for the cost of replacing the refrigerator. If service is required, contact the Trouble Desk.

RANGES/OVENS/RANGE HOODS - Use the range only for cooking and baking, not for heating your quarters. Clean the oven as needed with a commercial cleaner, unless the oven is continuous cleaning or self cleaning. Remove the grease that collects between the stove and cabinets, behind and under the range, and in the range hood, fan, and filter. If service is required, contact the Trouble Desk.

BATHROOMS - Bathroom walls, tiles, tubs, commodes, etc. should only be cleaned with mild detergents or bathroom cleaners. Do not use acid, caustic or abrasive cleaners. DO NOT empty ashtrays or place sanitary napkins, tampons, tampon holders, paper towels, cat litter, disposable diapers, coffee grounds, newspapers, toothbrush, toys, etc. in the commodes. If any foreign item clogs the sewer system, you will be charged for repairs. If your commode does become clogged, use a plunger, available at your housing self-help store. If this does not remove the obstruction, call the Trouble Desk. Periodically check for leaks and loose screws on fixtures, commode and showerheads. If the shut-off valve for the commode does not work or leaks, call the Trouble Desk (Direct dial 115).

WATER HEATERS - Do not use the water heater closet for storage. This creates a fire hazard and is a serious violation. You will be cited by your local Housing Office or the Federal Fire Department for this violation.

* Clean the heater and surrounding area to remove cobwebs, lint, and dust, which create fire hazards.

* Heating Ventilation and Air Conditioning (HVAC), Systems: Each area inspector has usage information and details for the particular system in your quarters.

ELECTRICAL SYSTEMS - Use of light bulbs, which exceed the manufacturer's recommended wattage for the fixture, is prohibited. Personnel at your Housing Office will ensure that all bulbs are operational at the time you accept your quarters. ***With a few exceptions, it is the Residents' responsibility to furnish and install your own light bulbs, light tubes**

and starters. Maintenance personnel will perform repair of defective lighting fixtures or wiring. It is your responsibility to ensure that all bulbs are operational when you vacate. Maintenance personnel will maintain common space lighting and common space exterior security lighting. Report nonfunctioning lights to the Trouble Desk for repair/replacement

PEST CONTROL - You and the Navy share the responsibility for pest control in your government quarters. The control of a light to moderate infestation of centipedes, cockroaches, ants, ticks, fleas, mice, or other pests is not an unreasonable burden for you and is your responsibility with locally available products. Sanitation and good housekeeping are the most effective means for controlling many household pests.

BIRD DROPPINGS/WASTE - The cleaning and removal of bird droppings/waste from balconies, patios, and sidewalks is the responsibility of the resident. The feeding of any wildlife including birds and pigeons is prohibited. To prevent any health problems bird droppings should not be cleaned in any manner that would create dust. Bird droppings should be cleaned-up using soapy water and a broom/brush. Once the area is clean a standard household disinfectant can be used. As always, proper personal hygiene should be used at all times.

CARE OF GROUNDS AND YARDS - Contact your area inspector to determine if grounds maintenance is provided at your housing location. If so, the care of all trees, shrubs and ground cover is under contract. No personal property may be left on common grounds. Some units have private yards and/or flowerbeds. Only furniture designed for outdoor use is allowed in authorized exterior areas. You are required to adhere to the following grounds maintenance standards:

HOUSING SELF-HELP CENTER - Located in building 925. The Self-Help center is available to all residents who live on base in government managed family housing units. In order for this service to be effective, each resident must be responsible for ensuring all equipment is clean, in good condition, and ready for the next resident's use.

MOWING - Lawns must be kept neat and orderly by mowing as often as necessary. Clippings should be raked or swept from the lawn area and concrete walks. Do not sweep or wash clippings into the street or gutter. Grass should not exceed 3 inches in length.

EDGING - A neat, clean edging parallel to walkways, planter/flowerbeds, fence lines and exterior walls must be maintained. Avoid scalloping effects and unsightly gullies between lawn and walks.

CULTIVATING FLOWER BEDS - The width of the flower/shrub/planter beds generally should not exceed two feet and should be confined to the spaces adjacent to your quarters and/or fences, as approved.

GARDENS - Only townhouse residents are authorized gardens. Gardens are not authorized in common grounds. Gardens must not exceed 32 square feet (8ft X 4ft) and must be inside the fenced yard. Gardens must be kept neat and clean at all times. Plants cannot exceed the existing height of your fence and must be contained within the maximum 32 square feet area. **Areas must be restored by the resident prior to vacating Government Quarters, failure to do so, may result in Government contracted restoration at your expense.*

PRUNING/TRIMMING - Shrubs and hedges around the quarters will be pruned and trimmed to the extent and frequency required to maintain a neat, attractive appearance; and prevent encroachment upon structures, utility boxes, and so forth. Hedges located at intersections or adjacent to streets must not exceed three feet in height. All other hedges shall not exceed the lower edge of the window in height. Residents having private yards or flowerbeds are required to care for all plantings except trees. Trimming trees over 8 feet tall will be performed by the Navy or contractor personnel and is not your responsibility. Residents are required to trim around trees, poles, post, and resident owned items such as playground equipment, flowerbeds, planters, lawn furniture, planter boxes, etc.

RAKING - Keep the area free of leaves and litter. Raked leaves should be placed in plastic bags. Cuttings must be tied in bundles and placed neatly alongside your trashcans for pick up.

VINES - Climbing vines may be planted, but freestanding devices must support them. Freestanding devices cannot be connected or attached to the housing unit, fence, dividing wall, or any other government owned structure.

PLANTING OF HEDGES, TREES, SHRUBS - These items cost money to maintain and usually are left to the installation to attend after you leave.

COMMON AREAS - Grounds maintained by contractor personnel are considered "common areas." You may not plant any vegetation without the prior written approval of your Housing Office. You are required to keep ground areas free of debris, toys, yard decorations, furniture or other obstacles for appearance and safety and to facilitate grounds care. Common areas and grounds including sidewalks, hallways, elevators, stairwells, foyers, etc., shall not be used as play or storage areas. **You are responsible for litter pickup and removal in the common areas up to 50 feet around your unit.*

GROUNDS INSPECTIONS - The housing areas are inspected regularly. Town House & Garden Apartment Residents are currently responsible mowing, edging and trimming the enclosed / fenced in area of your yard. You will be cited if your yard is not properly maintained. **Multiple citations of repeated yard maintenance infractions may result in the offender being referred to the Commanding Officer for Eviction from Government Housing.*

The government reserves the right to have the grounds restored at your expense. If you are vacating and leave your grounds in unsatisfactory condition, you will be charged for the cost of restoration.

COMMON HALLWAYS AND STAIRWAYS - If you reside in a multifamily structure, you are responsible for keeping the halls free of personal items including doormats, shoe racks, toys, garbage, bikes, strollers, debris, etc. Although the contractor periodically cleans these areas, you are expected to keep stairs and halls near your quarters clean. Common areas and grounds including sidewalks, hallways, elevators, stairwells, foyers, etc., shall not be used as play or storage areas.

VIOLATION NOTICE - A violation notice (Citation) will be issued to you if you do not meet the standards listed above. Failure to comply within the given time frame will result in a second violation notice via your Commanding Officer. Failure to comply with the second notice could be cause for termination of your Housing Entitlement.

EMERGENCY SERVICES & APPLIANCE REPAIRS

- If you experience any problems inside or outside of your housing unit, please call 115 for Public Works Maintenance Trouble Desk. The Trouble Desk will render assistance for most problems that you may encounter to include flooding, water leakage, sewage, drainage, electrical, carpentry, and exterior structure. However, this does not include resident incurred damage and light bulb replacement.
- For problems regarding government appliances (washers, dryers, refrigerators, ranges, and window type air conditioners), please call the Housing Office at 264-3795/3237/3887. If your housing unit contains radiators or centralized heating ventilation and air conditioning systems, please call the Trouble Desk.
- **Light bulb replacement is your responsibility.** Light bulbs can be purchased at the NEX Home Store, Bldg. 81, the NEX Depot, and any off-base department or appliance store. If you damage a light fixture or light cover while changing a light bulb, you will be charged for its repair or replacement. If you have trouble removing a light cover, contact the Housing Office for instructions.
- During times of in-climate weather (high winds, tropical storms, typhoons), items stored on your balcony can become flying or falling hazards. Small item should be brought indoors while items that are too large for indoor storage should be secured on the balcony.
- The emergency exit located on your master bedroom balcony will be your primary means of egress from the high-rise in the event of an emergency. Therefore, you should refrain from storing items on your master bedroom balcony to avoid obstructing access to your emergency exit. Additionally, it is your responsibility to ensure the proper operation of your emergency exit door by reporting any problems or obstructions to Public

Works Maintenance at tel. #115. The emergency exits are not to be used as a casual means of entering or leaving the building.

UTILITIES AND ENERGY CONSERVATION

GENERAL POLICY - It is your responsibility to conserve utilities to the maximum extent possible. Utilities provided by the government must not be wasted or misused. Energy conservation is everyone's responsibility. You are expected to take the same precautions in using these resources as you would if you were personally paying for them. Repeated violations for wasting utilities could be the basis for termination of quarter's assignment. The following guidelines are provided to assist you in conserving utilities.

ELECTRICITY - The electrical power supplied to Atsugi is 100 Volts @ 50 Cycles(100V@50HZ), which means that 60HZ appliances (American) will run slower and not heat to set temperatures.

* Turn off lights in unoccupied rooms and appliances not in use. When leaving your quarters ensure lights and appliances are off. Turn off porch lights by 8:00 a.m.

* Do not use multiple (two or four way) plugs. Overloading outlet capacities may result in electrical fires. Electrical power supply can vary; therefore, we strongly recommend using surge-protected multiple outlet devices. Manufacturer's recommended wattage/amperage should not be exceeded in light fixtures or appliances.

WATER - Water is one of our most precious resources. Please don't waste it. Leaky Faucets, continuously running commodes, or miscellaneous water leaks should be Reported to the Trouble Desk at 115.

ALTERATIONS

- You may not perform any alterations to your government quarters without the expressed, written approval from the Atsugi Housing Welcome Center. This includes (but is not limited to) the installation of wallpaper, borders, stencils, painting, child safety latches/locks, satellite dishes, and changes to the exterior of the structure, patios and surrounding grounds. Additionally, placing holes in any cabinet, counter, door or drawer surface is strictly prohibited.

- All alteration requests must be submitted and approved in writing prior to starting the work. You will be liable for any damage caused by the alteration. Additionally, You are required to remove any alteration and restore the area to its original condition prior to vacating the housing unit. Any alteration, whether authorized or unauthorized, that you do not remove will be removed and the area restored by the government at your expense.

INSPECTIONS AND COMPLAINTS

- **INSPECTIONS.** Your quarters and surrounding grounds are subject to continuous inspection to ensure your compliance with regulations and resident safety. The following inspections may be accomplished during your occupancy:

* HOUSEKEEPING INSPECTION. This inspection is conducted if there is reason to believe the interior of the unit is not being maintained in a safe and sanitary condition, or it is not being used for its intended purpose. Advance notification will not be provided for housekeeping inspections. The inspection is also conducted when you request a transfer to other government quarters or an extension in your government quarters. Your request may be denied if your quarters do not pass the inspection.

* FIRE SAFETY INSPECTION. The CNFJ Regional Fire Department normally conducts this inspection. Advance notice will be given. You are required to cooperate with the Fire Department personnel and correct any deficiency noted during the inspection in those areas where you are responsible.

* RENOVATION/MAINTENANCE INSPECTION. This inspection is conducted within 3-working days after receipt of a Vacating Notice, in order to determine the work necessary to prepare the unit for the next resident. You or your spouse must be present at this inspection.

* FINAL INSPECTION. You or your spouse must be present at this inspection. You are required to return your quarters to the government in satisfactory condition and ready for occupancy. Failure to meet the requirements may result in a delay in the reinstatement of your basic allowance for housing. All charges for restoration of quarters must be paid in full (by a certified check or money order or by signing a voluntary Pay Adjustment Authorization, DD-139), prior to you clearing housing.

- COMPLAINTS: Sponsors are responsible for the conduct of their family members and guests. The sponsor should try to resolve neighborhood disputes (i.e. name calling/gesture making, younger children fighting, social complaints, noise, parking, etc.) between themselves. Should this fail, the housing office along with command representatives will mediate the issues. Continual unsubstantiated complaints could result in termination of housing eligibility of the complainant. Likewise, substantiated complaints could result in termination of housing eligibility of the offender. A common sense approach will do much to reduce the possibility or occurrence of neighborhood problems or disputes. Some suggestions/guidelines for promoting good community relations are:

* Keep the volume of televisions, radios, stereos, vehicle motors and vehicle radios at a low level. Close doors gently, and refrain from permitting excessively noisy parties and loud conversations.

* Provide adequate supervision for your children at all times in accordance with local policy. A rule of thumb is children six years of age and younger are to be directly supervised at all times. NAF Atsugi instruction child care instructions cover the mandatory supervision ages.

* Prevent children from congregating on streets or in common areas.

* Be respectful of the peace and quiet of your neighbors.

* It is your responsibility to notify housing officials when incidents or situations of a serious nature arise in which housing regulations are being violated. The following procedures must be followed:

* You (or your spouse, if you are deployed) must complete and submit a signed MFH Complaint Form. The form is available at the Housing Office.

* On receipt of a written complaint and supporting data (i.e., police report, witness statements), the housing staff will investigate the complaint and take appropriate action. Serious or repeated violations or occasions of misconduct will be presented to the Director of MFH for disposition, and could result in the termination of housing assignment. Valid complaints will remain in the file of the responsible party until they vacate housing.

* If you submit a complaint against a neighbor, the complaint maybe come a part of the neighbor's permanent housing record. Based on the Freedom of Information Act, any information contained in your MFH record is available.

SELF HELP

- General Policy The hours for Self-Help are 0800-1400 (Mon - Sat) for general business and check out of grounds maintenance equipment. Self Help is located at building 925.

- Please follow all of the instructional information provided by the self-help supervisor. Customers are completely responsible for maintaining the equipment and compliance with check out criteria. Customers are responsible for reimbursing the government for damaged equipment.

- Items will not be loaned for use on the local economy. Government issued items must be used to maintain government property only.

- Commands will not be issued gear to maintain installation areas within their area of responsibility. The responsibility to secure equipment and maintain the appearance of these areas doesn't fall within the family housing area of consideration or responsibility.

- A current occupancy listing will be consulted before gear issue to ensure only those living in government quarters are issued equipment commensurate with the type of unit occupied. Residents in towers will not be issued any grounds care equipment.

- Not all restrictions are included in this handbook. It is incumbent on the customer to comply with restrictions or policy changes as they are issued.

- U.S. Government I.D. card is required for equipment issue.

FIRE SAFETY

FIRE PROTECTION & PREVENTION

- All fires will be reported to the fire department immediately. Under existing law, persons who negligently or intentionally set a fire, allow a fire to be set, or allow a fire to kindle is liable for the expense of fighting that fire and for the costs for providing rescue and emergency medical services. Renter's insurance to cover this liability is highly recommended.

- GREASE FIRES

***** Every Single Year NAF Atsugi experiences between 5 and 10 Grease Fires due to Inattentive Cooking or Carelessness *****

Leaving a pan on the stove unattended causes most kitchen grease fires. Covering the pan, closing the oven door, or sprinkling baking soda on the burning grease will usually and quickly extinguish a grease fire. NEVER use water on a grease fire. You should routinely clean the exhaust fan and filter of your range hood.

- * Never leave the stove unattended while cooking.
- * Always make sure stove is turned off after use.
- * When cooking, always make sure you have a lid or cover for the pan available to smother the frying pan if it catches on fire.
- * Never attempt to move a burning pan from the stove.
- * Activation of the extinguisher DOES NOT automatically notify the Fire Department. If a fire occurs, notify the Fire Department immediately regardless of extinguisher activation.
- * The use of kerosene, gas, or electric heaters in any type of on base housing unit is not authorized.

- Report all fires to the fire department and to the Housing Office immediately. You will be held liable, under existing law, for the expense of fighting a fire, for the cost of emergency medical and rescue services, and for damages to government property if you negligently or intentionally set a fire, allow a fire to be set, or allow a fire to kindle. This includes the gross negligence of an attended or unattended cooking fire.

RENTER'S INSURANCE - covers liability as well as loss to personal property, it can be purchased for as little as \$100 for 2 years of coverage. *** We strongly recommend purchasing a policy ***

- If you reside in a high-rise, know the location of your emergency exit.
- You are responsible for the safety of your family.

KEY PICK-UP AT FRONT DESK ON:

Date Time

PERSONAL DATA

SPONSOR'S NAME:

LAST, FIRST, Middle Initial

SSN: xxx-xx- RATE/RANK: PRD:

HOUSE NUMBER: COMMAND:

TELEPHONE NUMBER

DUTY: _____ HOME: _____

SPONSOR CELL PHONE: _____ SPOUSE CELL PHONE:

E-MAIL

WORK / PERSONAL

LIST COMMAND SPONSORED/BONAFIDE FAMILY MEMBERS WHO WILL RESIDE WITH ME:

NAME (INCLUDE LAST IF DIFFERENT FROM SPONSOR) RELATIONSHIP DATE OF BIRTH

LIST PETS: I understand that all pets must be registered with both Zama Veterinary and Atsugi Security

Animal

Warden after arrival to NAF Atsugi. I HAVE / HAVE NOT (circle) registered my pets at Veterinary & Security.

TYPE NAME REGISTRATION NO. WEIGHT BREED COLOR

DOG / CAT

DOG / CAT

Note: I certify the information listed above is correct. I understand I am responsible for informing the Military Family

Housing office of any changes in family composition, rate/rank, PRD and EAOS.

SIGNATURE: _____

DATE: _____

IMPORTANT!!

PLEASE BRING THIS FORM TO HOUSING OFFICE

FRONT DESK TO RECEIVE YOUR HOUSE KEYS.

Phone# DSN264-3795 LOCAL 0467-63-3795



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1505
1 May 15

MEMORANDUM FOR INCOMING RESIDENTS

Subj: WELCOME PACKAGE

1. Welcome to the Housing Service Center, U.S. Naval Air Facility Atsugi (NAF Atsugi)! We have prepared this package to provide you with the necessary information that you need for residing in government quarters. Please take some time to read through all of the information provided. While some of it may not be the most exciting of reading, all of it is important. You are responsible for adhering to the requirements/regulations set forth in this package.

2. Every effort has been made to make your house as new as possible for you and your family. Although you do not own the house, we ask you to treat the house as if you did own it. Take pride not only with the interior of your house, but also your yard. Although we expect there will be some normal wear and tear, it is your responsibility to return the house to us in the same condition as when you moved in. You will be held liable for any damage occurring during your residency.

3. Please be courteous and considerate of your neighbors. A neighborhood is only as good as the people living in it.

4. We hope you will enjoy your stay at NAF Atsugi. Should you have any questions regarding your house, please do not hesitate to contact our office at 264-3795/3237, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.

RONALD E. SINGER
Housing Director
Fleet and Family Readiness
U.S. Naval Air Facility Atsugi



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1506
1 May 15

From: Housing Director, Fleet and Family Readiness, U.S. Naval Air Facility Atsugi
To: Family Housing Occupants at Atsugi
Subj: BARBEQUE SAFETY AND USE OF FLAMMABLE LIQUIDS AND MATERIALS IN FAMILY HOUSING

Ref: (a) COMNAVFORJAPANINST 11101.15

1. Here are some updates from reference (a), which are currently being enforced.

a. Propane grills are authorized for use on high-rise and mid-rise balconies. Spare propane cylinders are not authorized to be stored unless stored in an approved flammable storage locker.

Additionally Occupants shall:

(1) Properly maintain propane grills (cleaning, inspection) according to manufacture recommendation.

(2) Maintain a combustible-free zone around hot grills.

(3) Keep sliding doors closed to prevent smoke from activating smoke detectors.

b. Townhouse residents are authorized the use of charcoal barbeques. Charcoal barbeques must be used at least 10 feet from any structure. Electric starters are the preferred method for starting these units. Barbeque grills are permitted ONLY outside on lawns or patios.

c. Please do not store flammable cleaning fluids or gasoline in common hallway storage closet or other confined spaces. One gallon of gasoline in Underwriters Laboratories (UL) approved container with a tight lid is permitted to be stored at any given time. Tower residents are not authorized to store any flammable liquids or materials unless stored in an approved flammable storage locker.

2. If you have any questions, please contact Mr. Timothy Mass at 264-2728, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.


RONALD E. SINGER

Copy to:
NAF Atsugi (N932, N933, N933A1, N933A2, N933A3, N933A4)



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1507
1 May 15

MEMORANDUM FOR INCOMING RESIDENTS OF REVITALIZED HOUSES

From: Housing Director, Fleet and Family Readiness, U.S. Naval Air Facility Atsugi

To: NAF Atsugi Housing Resident: House # _____

Subj: CARE FOR NEW REVITALIZED HOUSE

On behalf of the staff of the Housing Office, I would like to welcome you to your new home. Your house has recently finished a major revitalization project. Some of the new features include the wall paneling in the kitchen, laundry room, and baths. All of the amenities are new, and will last longer with proper care. By following the Do's and Don'ts listed below, you will assist us in insuring future residents also have a nice home to move into.

1. General

- _____ a. Contact your Housing Inspector for any maintenance issues with the house, unless it is an emergency, i.e. flooding. For emergencies please call the Trouble Desk at 115, then call your Housing Inspector. Failure to do so will void the warranty and may result in your being held liable for problems in the house.
- _____ b. Do not put nails, screws, and/or anything which will puncture any non-painted surfaces; i.e., front door, kitchen cabinets, wall paneling, etc.
- _____ c. Do not change any doorknob or locks in the house.

2. Kitchen

- _____ a. Do not put nails, screws, and/or anything which will puncture any non-painted surfaces, i.e., kitchen cabinets, wall paneling, etc.
- _____ b. Do not use screw-in type safety latches.
- _____ c. Do not put hot items directly on the kitchen counters. Do use a hot pad/plate. Placing anything hot directly on the counter will burn the counter. You will be charged the full replacement/repair for the counter if it is damaged.

Subj: CARE FOR REVITALIZED HOUSE

_____ d. Do not cut directly on the kitchen counters. Do use cutting boards. You will be charged the full replacement/repair for the counter if it is damaged.

_____ e. Do not use any abrasive cleaning agents or pads on the wall paneling, counter, etc. Abrasive cleaning pads include the white or green scrubbing pads. With proper care, you will not need anything more than a sponge for cleaning these items.

_____ f. Use scrub-free type cleaning agents and sponges for cleaning the wall paneling, counter, etc.

_____ g. For use and care guide of Ceramic Cooktop Electric Range, please see pages 4-6 of owners manual. Dropping a heavy or hard object on the cooktop may crack the ceramic glass. Please avoid using cast iron cooking pots and pans.

3. Laundry Room

_____ a. Do not put nails, screws, and/or anything which will puncture any surfaces.

_____ b. Do not use an abrasive cleaning agents or pads on the wall paneling, counter, etc. Abrasive cleaning pads include the white or green scrubbing pads. With proper care, you will not need anything more than a sponge for cleaning these items.

_____ c. Use scrub-free type cleaning agents and sponge for cleaning the wall paneling, counter, etc.

4. Bathrooms

_____ a. Do not put nails, screws, and/or anything which will puncture any surfaces.

_____ b. Do not use any abrasive cleaning agents or pads on the wall paneling, bathtubs, sinks, toilets, cabinets, etc (Doing so will wear off the coating over time and will result in the various items having a dirty look despite being clean.). Abrasive cleaning pads include the white or green scrubbing pads. They will wear the finish off of the bathtubs, sinks, etc. With proper care, you will not need anything more than a sponge for cleaning these items.

Subj: CARE FOR REVITALIZED HOUSE

_____ c. Use scrub-free type cleaning agents and sponges for cleaning the bathtubs, wall panels, etc.

_____ d. Although not required, it is recommended to use any of the various daily shower sprays sold in the commissary. Each day, after the last person takes a shower, spray the shower walls and tub with the shower spray. Doing so will greatly assist you in keeping the shower/tub area looking clean and new.

5. Yards

_____ a. Trash cans must be neatly stored inside of the fenced yard.

_____ b. Do not affix any type of covering on the fence.

_____ c. Appliances must remain inside the house.

_____ d. Do not plant any trees, shrubs, bushes, or hedges. Flowers are permitted.

_____ e. Please water newly sodded yards daily in early morning or early evening unless it rains.

_____ f. Take actions to control weeds in the yard. The home store on base sells a variety of products to kill weeds without harming the lawn.

I hope you will enjoy your newly renovated house. If you have any questions, please contact Mr. Timothy Mass at 264-2728, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.


RONALD E. SINGER



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1517
9 Jun 15

From: Housing Director, Fleet and Family Readiness, U.S. Naval Air Facility Atsugi

To: All Tower Residents

Subj: PROPER STORAGE

Ref: (a) Naval Air Facility Atsugi, Japan, Housing Service Center, RESIDENTS' HANDBOOK, Common Hallways and Stairways, page 21

(b) National Fire Protection Association (NFPA)
Life Safety Code 101, Chapter 7

1. It is clearly stated in Reference (a), "If you reside in a multi-family structure, you are responsible for keeping the halls free of personal items including doormats, shoe racks, toys, garbage, bikes, strollers, debris, etc. Although the contractor periodically cleans these areas, you are expected to keep stairs and halls near your quarters clean and swept. Common areas and grounds including sidewalks, hallways, elevators, stairwells, foyers, etc., shall not be used as play or storage areas."

2. Per reference (b), "Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency." Per reference (b), "Open space within exit enclosure shall not be used for any purpose that has the potential to interfere with egress." Per reference (b), "No furnishings, decorations, or other objects shall obstruct exits, access thereto, egress therefrom, or visibility thereof." All items must be properly stored in the storage rooms or other authorized storage areas.

3. Please comply with the above. Items left in the hallway will be removed without further notice.

4. If you have any questions, please contact Mr. Timothy Mass at 264-2728, Monday thorough Friday between 0800 and 1630 (except holidays), Wednesday till 1500.


RONALD E. SINGER

Copy to:

NAF Atsugi (N30, N351, N932, N933, N933A1, N933A2, N933A3, N933A4)



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1511
1 May 15

MEMORANDUM

From: Housing Director, Fleet and Family Readiness, U.S. Naval
Air Facility Atsugi
To: Housing Residents, U.S. Naval Air Facility Atsugi
Subj: STORAGE AREA FOR RESIDENTS OF MILITARY FAMILY HOUSING
(MFH) 3042 AND 3043
Ref: (a) COMNAVFORJAPANINST 11101.15, HANDBOOK FOR RESIDENTS
OF MILITARY FAMILY HOUSING

1. Storage areas are located on the first floor. Individual storage units are labeled with the floor and letter designation of the house assigned in accordance with reference (a).
2. If you have any questions, please contact Mr. Timothy Mass at 264-2728, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.


RONALD E. SINGER

Copy to:
NAF Atsugi (N932, N933, N933A1, N933A2, N933A3, N933A4)



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1512
1 May 15

MEMORANDUM

From: Housing Director, Fleet and Family Readiness, U.S. Naval Air Facility Atsugi
To: Housing Residents, U.S. Naval Air Facility Atsugi
Subj: STORAGE AREA FOR RESIDENTS OF MILITARY FAMILY HOUSING (MFH) 3050, 3051, 3052, 3069, 3101 and 3102
Ref: (a) COMNAVFORJAPANINST 11101.15, HANDBOOK FOR RESIDENTS OF MILITARY FAMILY HOUSING

1. Storage areas are located on each floor. Individual storage units are labeled with the letter designation of the house assigned in accordance with reference (a).
2. If you have any questions, please contact Mr. Timothy Mass at 264-2728, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.



RONALD E. SINGER

Copy to:
NAF Atsugi (N932, N933, N933A1, N933A2, N933A3, N933A4)



DEPARTMENT OF THE NAVY
ATSUGI HOUSING SERVICE CENTER
U.S. NAVAL AIR FACILITY ATSUGI, JAPAN
PSC 477 BOX 33
FPO AP 96306-0001

11101
Ser N93/1522
11 Aug 15

From: Housing Director, Fleet and Family Readiness, U.S. Naval Air Facility Atsugi
To: All Housing Residents
Subj: TRASH PICK-UP PROCEDURES FOR ATSUGI HOUSING AREAS

1. Please separate your trash into the burnable and non-burnable containers provided to you upon your move-in. Keep bulky items separate. It is important to take the time to separate your trash for easy pick up and proper disposal. Also, when disposing items, place in a clear plastic bag and not directly into the trash containers.

2. Trash must be segregated as follows:

NON-BURNABLE/RECYCLABLE	BURNABLE
Bottles: Glass/Metal	Food Scraps
Spray Cans	Plastic Wrap
Scrap Metal	Coated Paper
Hard Plastic	Clothes
Wood	Disposable Diapers
* Aluminum Cans	Leather
Cardboard Box	Nylon
** Newspapers/Magazines	Pillows
Small Appliances	***Cooking Oil
Video/Tape Cassettes	
Ceramics	
Plastic Bottles with PET 1 Symbol	

- * Place aluminum cans in a plastic bag.
- ** Place in a clear plastic bag or tie crosswise with string.
- *** Soak cooking oil into paper towel or any oil absorbing material.

a. If you are unsure of an item's segregation classification, use the majority rule.

b. If the majority of the item is non-burnable, place it with the non-burnable trash, even if it contains burnable parts.

3. Trash collection in Family Housing is scheduled as shown:

	SUN	MON	TUE	WED	THUR	FRI	SAT
TOWERS	✓	✓	✓	✓	✓	✓	✓
OTHER HOUSING			✓			✓	
LARGE ITEMS (ALL HSG)						***	

*** Large items will be picked up on the first and third Friday of every month.

Subj: TRASH PICK-UP PROCEDURES FOR ATSUGI HOUSING AREAS

4. Procedures for trash collection are:

a. Townhouse, duplexes and single family housing. Residents should not place trash by the curb earlier than the evening before and no later than 0800 on the day of pick up. The contractor has been instructed to leave garbage cans lying down after collecting trash for inspection purposes and monitoring performance. Containers should be removed from the curb on the same day as pick up.

b. High-rise Occupants. All high-rise residents are expected to participate in trash segregation and recycling. Towers 3042, 3043, 3050, 3051, 3052, 3069, 3101 and 3102 will be provided labeled plastic trash cans which will be located in the trash room on the first floor. A method of trash disposal, which has proven to be successful in any high-rise living, is the use of plastic bags/disposable liners. By using plastic bags, you will avoid bad odors and rodent infestation.

c. Bulk trash items. Bulk trash items will be picked up on the first and third Friday of each month ONLY. Arrangements for disposing of old automobile batteries and tires can be made through the Navy Exchange Garage and/or Auto Hobby Shop.

5. All garbage containers will be stored out of site except on trash pick up date. Neighborhood appearance will improve if garbage containers are removed from the curb as soon as possible. Residents are responsible for cleaning up the area to include removing trash that has not been segregated and picked up by the contractor.

6. When you go on leave, please make arrangements with a friend or neighbor to meet these requirements.

7. Your full support with this procedure is greatly appreciated. Should you have any questions regarding this matter, contact the Atsugi Housing Service Center at 264-3795/3237, Monday through Friday between 0800 and 1630 (except holidays), Wednesday until 1500.



RONALD E. SINGER

Copy to:
NAF Atsugi (N933, N933A1, N933A2, N933A3, N933A4)

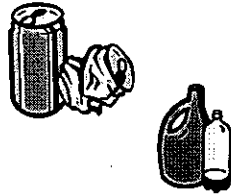
Separate your Trash

It's a base requirement (NAFATSUGHINST 11350.2H)

NON-BURNABLE / Recycle

Examples:

***Bottles and Cans**



Metal

Glass

Plastic Containers

Pots and Pans

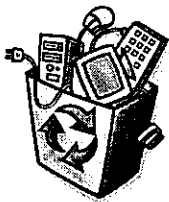
Ceramics

Sports Gear

***Small Appliances**

***Newspapers/Magazines**

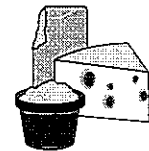
***PET Plastic Bottles**



BURNABLE

Examples:

Food Waste



Tissue Paper

Paper Towels



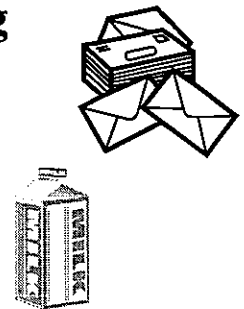
Diapers

Plastic Wrapping

Envelopes

Milk Cartons

Yard Waste



****Use clear or semi-transparent trash bags for trash disposal****

日本語訳

燃やせないごみ / リサイクルできるもの

種別:

ボトル類 / びん類 / 缶類
スチール類 / アルミ類 / 鉄類
ガラス類
プラスチック製容器包装類
フライパン なべ類
紙類 (新聞 / 雑誌)
せともの類 / 植木鉢

日本語訳

燃やせるごみ

種別:


生ゴミ
ティッシュペーパー
ペーパータオル
おむつ
プラスチック製包装類
封筒類
牛乳パック



NAF ATSUGI GUIDE TO TRASH DISPOSAL



To help achieve installation environmental goals, please follow below segregation and disposal instructions.

Recyclable Items	Non-Recyclable Items
<p><i>Place appliances and electronics on floor area inside trash sheds/rooms marked "Appliances and Electronics".</i></p> <p>Use of clear or semi-transparent bags and rinsing of aluminum / metal cans, glass bottles, and PET bottles are also requested.</p>	<p><i>All items not listed as Recyclable Items. Some examples of non-recyclable items are listed below.</i></p>
<p>Aluminum and metal cans</p> <p>Plastic bottles with PET 1 recycle symbol </p> <p>Cardboard <u>without</u> waxy/vinyl coating¹</p> <p>Textiles²</p> <p>Paper products³ in <u>dry</u> condition</p> <p>Glass bottles</p> <p>Appliances and electronics</p>	<p>Ceramics, dishes, mirrors, paint cans, aerosol cans.</p> <p>Other plastics⁴</p> <p>Cardboard <u>with</u> waxy/vinyl coating⁵ or Cardboard with food stains⁶</p> <p>Leather, nylon</p> <p>Food waste</p> <p>Lawn waste, wood products</p> <p>Light bulbs, CD's, DVD's, styrofoam</p>
<p>¹ Cereal boxes, pasta boxes, tissue boxes, etc. shall be bagged separately from other recyclable items. Remove plastic or cellophane windows from the boxes. Large corrugated cardboard boxes should be flattened.</p> <p>² Clothes, towels, bed linens, etc. must be clean and dry, and shall be bagged separately from other recyclable items.</p> <p>³ Newspapers, magazines, books, white paper, and color paper can be combined together or sorted separately from each other. These items shall be placed in clear plastic bags. Alternatively, books, magazines or newspaper can be cross-tied into bundles with string.</p>	<p>⁴ Non-PET1 containers, laundry detergent bottles, cosmetic bottles, plastic bottle tops, plastic bags, plastic toys, storage containers, etc</p> <p>⁵ Milk cartons, juice cartons, etc</p> <p>⁶ Pizza boxes stained with food, etc</p>

Additional Recycling Information

Household battery recycling box locations

Club Trilogy entrance	Recycling Center (Bldg 1063)
Commissary entrance	Trash rooms at the residential high-rise towers

Recycling Center (Bldg 1063)

- Hazardous Waste items: florescent tubes, office batteries, toner cartridges, gasoline, and kerosene. Accepted for turn in during business hours only (Mon-Fri).
- Dumpsters for the above listed "Recyclable Items" are accessible 24-hours

MWR Auto Hobby Shop (Bldg 423)

Used motor oil, oil filters, antifreeze, transmission fluid, and automobile batteries

NEX AutoPort (Bldg 1301)

Used motor oil and automobile batteries

Housing Self-Help Center (Bldg 925)

Paint and household/lawn chemicals for re-distribution (free)

Commanding Officer has directed that compliance is mandatory!

Recyclable Items - examples

Aluminum and metal cans



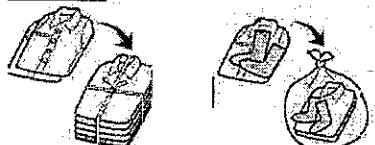
Plastic bottles with PET 1 recycle symbol



Cardboard without waxy/vinyl coating



Textiles



Paper products in dry condition



Glass bottles



Appliances and electronics



Non-Recyclable Items - examples

Ceramics, dishes, mirrors, paint cans, aerosol cans



Other plastics



Cardboard with waxy/vinyl coating or
Cardboard with food stains



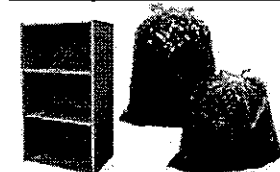
Leather, nylon



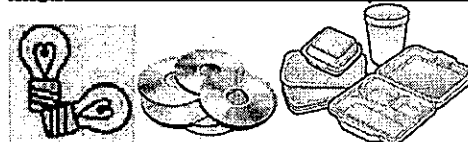
Food waste



Wood products, lawn waste



Light bulbs, CD's, DVD's, Styrofoam



****PLEASE ENSURE THAT ALL TRASH BAGS ARE PUT IN SECURED CONTAINERS DUE TO CROWS****

PEST CONTROL GUIDANCE

Ref : NAF Atsugi Resident Handbook 502

The occupant and the Navy share the responsibility for pest control. Light to moderate infestation of "Bugs" should be occupant's responsibility with locally available products. In case the heavy infestation of pest is evident; you may contact housing or public works.

INSECTS AND RELATED PESTS Occurring in Housing Areas

Pest	Location/ type of control	Responsibility for control / Remarks
Ants, general (アリ)	Indoor- Improve sanitation to remove attractant. Use commercial ant baits for chemical control Outdoor- spot treatment	Dual responsibility. Resident responsible for initial control efforts. If resident efforts fail, the NAVY should provide control services to avoid potential damage to real property, the environment or to protect human health and welfare.
Bees, wasps, hornets, yellow jackets (ハチ、スズメバチ)	Nests, indoor	Dual responsibility. Small nests or occasional flying insects are resident responsibility. Large nests, which may be hazardous to control without protection are Navy responsibility
Bedbugs (トコジメ)	Bedding, bedspreads, baseboards, wall crevices	Navy responsibility. Medical department should investigate source of bedding.
Centipedes (ムカデ)	Indoor-residual Outdoor-residual in garden	Dual responsibility Resident responsibility
Cockroaches (ゴキブリ)	Indoor- single family dwelling units Indoor- two or more family dwelling units	Dual responsibility. Coordination with other families required. Easily develops into multi-unit problems beyond capabilities of residents.
Fleas (ノミ)	Indoor/Outdoor- Residual On animal	Dual responsibility Resident responsibility: Recommend veterinary services.

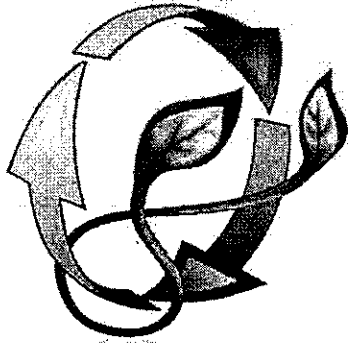
Pest	Location/ type of control	Responsibility for control / Remarks
Flies (ハエ)	Outdoor-residual Indoor-try fly swatter or fly paper before pesticide sprays	Navy responsibility Resident responsibility
Millipedes (ヤスデ)	Outdoor- residual, around structures Indoor- residual	Dual responsibility Resident responsibility
Mite: clover (ハダニ)	Outdoor-residual on lawns and walls of structures	Navy responsibility
Mite: chigger or "red bug" (イダニ、ツツガムシ)	Outdoor-residual Indoor-residual	Navy responsibility Resident responsibility
Mite: scabies (ヒゼンダニ、カイセン)	Personal application	Resident responsibility. Consult medical department
Mosquitoes (カ)	Outdoor-residual and space treatment Indoor-space treatment and residual	Navy responsibility. On advise from medical department surveys Resident responsibility.
Snails and slugs (ナメクジ)	Outdoor-residual in lawns Outdoor- residual in gardens	Dual responsibility Resident responsibility
Spiders (クモ)	Indoor- residual	Resident responsibility
Stored product pests (insects)	Indoor a. Discard infested foods b. Thoroughly clean shelves and cabinets. c. Store infestibles in tight-fitting containers or in refrigerator. d. Residual treatment Indoor fumigation	Resident responsibility. Dog food often a source of infestation. Navy responsibility. Contractual services may be required.
Termite (シロアリ)	Indoor- for swarming adults-space spray on or in structures	Navy responsibility. Notify housing office

<u>Pest</u>	<u>Location/ type of control</u>	<u>Responsibility for control // Remarks</u>
Tent caterpillars and fall webworms (ケムシ)	All sites outdoor biological controls or residual	Navy responsibility
Ticks (house, pets) (マダニ)	Outdoor- area control Personal protection Indoor- residual	Navy responsibility Resident responsibility. Repellents Dual responsibility. Residents responsible for obtaining veterinary treatments of pets and sanitation of pet bedding

VERTEBRATE PESTS Occurring in Housing Areas

<u>Pest</u>	<u>Location/ type of control</u>	<u>Responsibility for control // Remarks</u>
Bats (コウモリ)	Indoor- roosting	Navy responsibility.
Birds: crows, pigeons, sparrows (カラス、ハト、スズメ)	Outdoor- all operations	Navy responsibility. NOTE: State and Federal regulations frequently apply and a license or permit to control may be required.
Mice: all species (ネズミ)	Indoor- all operation	Dual responsibility
Mole (モグラ)	Outdoor- all operation	Navy responsibility
Rat (トナリネズミ)	All sites and all operations	Navy responsibility. Requires immediate notification of infestation to housing office.

(EXCERPT FROM NAVFAC P-930 21-1)



HHMRP

NAF ATSUGI

HOUSEHOLD HAZARDOUS MATERIAL REUSE PROGRAM

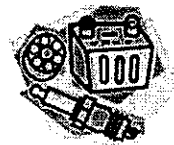


- **WHAT:** Bring your leftover household hazardous materials to **Self-Help** (Bldg# 925) and look through what others have dropped off and take what you need. It's **FREE!**

☆ **Examples of Accepted Items:**

Household cleaning products; laundry soap, paints and thinners, pesticides, insecticides, fertilizers, cleaning supplies, automotive maintenance products and refillable propane tanks.

- **WHEN:** 0800-1400, Monday – Saturday
- **WHERE:** NAF Atsugi Self-Help, Bldg #925
- **WHY:** It's good for the environment.



☆ **NOT Accepted at the HHMRP:**

Used motor oil ⇒ Turn in at NEX Auto Port or MWR Auto Hobby Shop
 Auto batteries ⇒ Turn in at NEX Auto Port or MWR Auto Hobby Shop
 Gasoline, Kerosene, Small batteries, (**Dried paints** to trash can) ⇒ Turn in at Recycling Center, Bldg# 1063.



HHMRP BASICS:

1. All items must be in original containers.
2. Never mix materials together
3. Only drop off during scheduled hours
4. All labels must be in English

