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Civil Engineering

FAMILY HOUSING BROCHURE



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INTRODUCTION

Welcome to Charleston Air Force Base Military Family Housing (MFH). Our goal is to make your stay with us as pleasant as possible. It is impossible to itemize every detail of our and your responsibilities, so in the following pages you will find a general expectation of the Air Force's responsibility toward your home as well as what is expected of you. If you have any questions don't hesitate to call the housing office.

Your home represents a substantial investment for the United States Air Force, you, and all other taxpayers. We encourage you to be considerate of your neighbors and to take personal pride in the care and maintenance of your home and surrounding area as if you were the actual homeowner. Our commitment is to provide you the best service possible in maintaining your home and support your efforts to do the same.

Chapter 1—AIR FORCE RESPONSIBILITIES	5
1.1. Responsibilities.	5
1.2. Initial Inspections.	5
1.3. Maintenance and Repair.	5
1.4. Refuse Collection and Disposal.	5
1.5. Insect Control.	6
1.6. Lockouts.	6
1.7. Ground Care.	6
1.8. Appliances.	6
1.9. Filters.	6
1.10. The Self-Help Center.	6

1.11. Name Signs. 6

Chapter 2—OCCUPANT RESPONSIBILITY 7

2.1. Leave or Extended TDY. 7
2.2. Liability for Damage to Family Housing, Equipment and Furnishings. 7
2.3. Insurance. 7
2.4. Determining Replacement Costs. 7
2.5. Damage to Quarters. 8
2.6. Repair Costs. 8
2.7. Energy Conservation. 8
2.8. Freezing Weather Precautions. 9
2.9. Environment. 9
2.10. Care of Interior. 9
2.11. Care of Exterior. 10

Chapter 3—FIRE PROTECTION 13

3.1. Responsibility. 13
3.2. Smoke Detectors. 13
3.3. Carbon Monoxide Detectors. 13
3.4. Fire Reporting. 13
3.5. Fire Evacuation Plan. 13
3.6. Storage of Gasoline or other flammable liquids is limited to five (5) gallons. 13
3.7. Barbecue Grills. 13
3.8. Clothes Dryers. 13
3.9. Cooking Appliances. 13
3.10. Housekeeping. 14
3.11. Power Equipment. 14
3.12. In House Storage. Do not use furnace or hot water closets for storage of any kind. . 14

Chapter 4—SECURITY FORCES 15

4.1. Responsibility. 15
4.2. Crime Stop. 15
4.3. Parking. 15
4.4. Visitor Reception. 15

4.5. Firearms and Fireworks.	15
Chapter 5—	16
5.1. Good Neighbors.	16
5.2. Noise Control.	16
5.3. Control of Children.	16
5.4. Pet Control.	16
5.5. Parking.	17
5.6. Repair Work.	17
Chapter 6—SPECIAL CLIMATE SITUATIONS	18
6.1. Hurricanes.	18
6.2. Tornadoes.	18
Chapter 7—POTPOURRI	19
7.1. Lawn/Garage/Carport Sales.	19
7.2. Business Enterprises.	19
7.3. Guests in Military Family Housing.	19
7.4. Family Separation.	19
7.5. Solicitation in Military Family Housing.	19
7.6. Waterbeds.	20
7.7. Swimming/Wading Pools.	20
7.8. Telephone Installation.	20
7.9. Cable TV.	20
7.10. Satellite Dish.	20
Chapter 8—SELF-HELP WORK	21
8.1. We encourage self-help projects in military family housing to improve living conditions.	21
8.2. Requesting Self-Help Work.	21
8.3. Examples of Self-Help Projects:	21
8.4. Disposition of Improvements.	22
Chapter 9—TERMINATION OF MILITARY FAMILY HOUSING	23
9.1. Giving Notice.	23
9.2. Pre-Final Inspection.	23

9.3.	Final Inspection.	23
9.4.	We sincerely hope this information helps you in preparing your quarters for termination and your experience is a pleasant and agreeable one.	24
9.5.	If you fail your final inspection, contact the Housing Office,	24
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		25

Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. Responsibilities. The base will support your assigned military family housing unit by performing: all maintenance and repair, refuse collection and disposal, pest control to protect Air Force property, and fire and police protection.

1.2. Initial Inspections. A housing representative, along with the occupant, will perform an initial inspection to identify and document on an AF Form 227, **Quarters Condition Inspection Report**, the condition of the unit and installed appliances. The housing office will schedule this inspection when you pick up keys for the unit.

1.3. Maintenance and Repair. The Civil Engineer Squadron (CES) has primary responsibility for the maintenance of your home. Work is handled by Housing Maintenance, 963-5483. After a call/request is received, you will be immediately assigned and provided a job order number and an approximate date/time the work will be performed.

1.3.1. There are three categories of service: Emergency, Urgent, and Routine. The category determines when the service will be accomplished.

Emergency - immediate attention

Urgent - within five (5) days

Routine - within 30 days

1.3.2. Some examples of emergency service calls are:

1.3.2.1. Structural, utility, or mechanical problems that could cause loss of life or property.

1.3.2.2. Serious damage affecting health and safety.

1.3.2.3. Complete utility failure (electricity, gas, heat, water, or sewage).

1.4. Refuse Collection and Disposal.

1.4.1. Family housing refuse is collected on Monday and Thursday, on the right side of Hill Blvd (facing base from Dorchester gate); or Tuesday and Friday, on the left side of Hill Blvd and Hunley Park from 0730-1630. Trash cans must be removed from the curb same day as pick-up. All refuse for pick up shall be placed by the curb in trash containers or plastic bags with ties. The contractor will also pick up debris placed curbside. Small debris items must be in a carton, box, can, tied bundle, or similar container for pickup. No single debris item shall exceed 70 lbs. or 6 ft. in length. Empty boxes and carpet, cut into 4-ft lengths, may be put out during refuse collection days. Items that exceed the 70 lbs. or the 6-ft limit, such as appliances, furniture, or anything metal, will be collected on Wednesdays from 1300-1600. Yard waste will be collected on Wednesdays from 0730-1200. Questions should be directed to Maintenance Engineering at 963-4958.

1.4.2. Charleston AFB is recycling. The blue recycling bins have been issued to residents and should remain with the house. Recycling bins should be left at the curb by 0700 every other Thursday and are to be removed the same day as pick-up. Yard waste (grass clippings, leaves, branches no larger than 3"

in diameter and 6' long) will be picked up on Wednesdays and should be left at the curb by 0700 to ensure pick-up. Yard waste items such as leaves or grass clippings must be in clear plastic bags.

1.4.3. The disposal of dead animals found on base is a CE responsibility. Disposal of house pets is owner responsibility.

1.5. Insect Control. If necessary, your house was treated for insects before you moved in. The occupant is expected to take all measures to prevent and/or control insects. If infestations occur beyond your control, call CE Customer Service, 963-2392.

1.6. Lockouts. During duty hours, occupants will call the housing office, bldg. 323. During nonduty hours, entry may be obtained by calling the Security Forces Desk, phone number 963-3600. Extra keys can be made at the Housing Office.

1.7. Ground Care. CE is responsible for all common playgrounds, government-installed corner landscaping, major tree pruning, and areas beyond 75 feet from your unit. The upkeep of the area up to 75 feet from each unit is the occupant's responsibility. The government provides seed and fertilizer when available. Seasonal announcements will be made through the Airlift Dispatch.

1.8. Appliances. Ranges, refrigerators, and dishwashers are provided and serviced by the government. They are controlled by serial number and recorded on the AF Form 227, located in the occupant's housing records. If you have problems, do not attempt to repair or adjust these items; make a service call to Housing Maintenance at 963-5483 and report the problem. Other government-furnished items include exhaust fans, garbage disposal, venetian blinds, and privacy fence. Privately owned refrigerators may be used in addition to the government-owned, provided the government-owned refrigerator remains in service in the installed location. Privately owned appliances may be stored at government expense for duration of assignment to government quarters. If you are required to move from one government unit to another, government appliances will not be moved to the other unit.

1.9. Filters. Air conditioning/heating unit filters are provided by the government; however, occupants are responsible for changing filters. During check-in inspection, occupants are shown the locations of the filters. These filters should be changed every 30 days. Filters may be obtained from the Self-Help Center, Bldg. 625. **Do not block return air vent, such as putting chair or sofa in front of it.**

1.10. The Self-Help Center. Numerous assorted items for maintaining your home such as toilet seats, doorstops, light globes and A/C filters may be acquired from the Self-Help Center, Bldg. 625. Store hours are 0800-1530, Monday through Friday.

1.11. Name Signs. Name signs are installed on all housing units. They are provided by the government and installed by a contractor. The signs display the military member's rank and last name. If a member's name or rank changes, please notify the Housing Office at 963-3868 to receive an updated sign.

Chapter 2

OCCUPANT RESPONSIBILITY

2.1. Leave or Extended TDY. If you are going to be absent from your quarters for more than 7 days you must make arrangements for security, care, and periodic inspections of your quarters. You must submit written notification to the Housing Office of your intended absence and the person’s name that will have access to your quarters and will perform normal occupant maintenance. Also, you can visit the Law Enforcement desk to fill out and sign an Operation House Watch form. This will enable the Security Forces to routinely check your house during your absence.

2.2. Liability for Damage to Family Housing, Equipment and Furnishings. Under Federal Law (10 U.S.C. 2775), as amended by the FY 85 MILCON Authorization Act, members of the Armed Forces occupying military family housing shall be held liable and accountable for loss or damage to family housing, equipment or furnishings caused by the abuse or negligence of the member, the member’s dependents, and/or the member’s guests. While the amount of liability is limited to one month’s basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFMAN 23-220, *Reports of Survey for Air Force Property*, provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of survey; provides direction on how to request reconsideration and describes appellate procedures for unwaived claims. It also explains how to submit requests for remission of debts in the case of enlisted members.

2.3. Insurance. While occupying government military family housing, you are encouraged to buy commercial insurance to protect yourself in case of a major loss. Such insurance should specify clearly that personal liability coverage for loss or damage involving government quarters, furnishings, and equipment is included. A common policy for this coverage would likely be a renter’s policy that would cover your personal property as well as personal liability for government property. The Housing Office will provide the replacement values to you. The Housing Office or Base Legal Office can answer specific questions.

2.4. Determining Replacement Costs. In determining replacement costs and in counseling military family occupants, the housing staff should use the lower amount determined by either of the following procedures:

2.4.1. Multiply \$37 per square foot (SF) times the gross floor area shown on the real property record (7115 Report).

2.4.2. The amounts are shown in the following table:

GRADE	BEDROOM	AMOUNT
E1-E6	2	\$42,000
	3	53,000
	4	59,000
E7-E9 & O1-O3	2	42,000
	3	59,000

GRADE	BEDROOM	AMOUNT
	4	64,000
O4-O5	3	62,000
	4	68,000
O6	4	75,000

EXAMPLE: TSgt occupies a unit designated on real property records as a company grade 3- bedroom, or distributed for assignment purposes to a junior NCO, which has 1,537 gross - \$37 SF x 1537 = \$56,869 or from chart -\$53,000. In this case, member's liability is limited to \$53,000 and the member may wish to obtain insurance for \$53,000. In no case will a member's liability for damages caused by gross negligence or willful misconduct exceed the amount the Air Force is authorized to spend on replacement construction.

2.5. Damage to Quarters. Damages to quarters beyond reasonable wear and tear are the occupant's responsibility. Repairs/replacements must meet Air Force standards. The Housing Office can fully explain your options to repair/replace damaged items and the method of payment.

2.6. Repair Costs. Following is a representative list of the most commonly damaged or destroyed items. The list is not all-inclusive, but it is intended to show typical costs. These costs may vary, depending upon circumstances encountered.

Costs include labor.

ITEM	COST	ITEM	COST
Exterior storage room door	\$150.00	Broken windows	45.00
Replace aluminum storm door	110.00	Replace door lock	45.00
Replace garbage disposal	95.00	Replace medicine cabinet mirror	45.00
Replace parquet floor tile (27 sq. ft per box)	89.00	Replace light globe	38.00
Repair door (closet or other interior door)	50.00	Replace trim (1 to 10 ft)	25.00
Rekey locks for lost keys	110.00	Replace vinyl floor tile (per tile)	1.80

2.6.1. Other types of damages the occupant is responsible for are damage to yard or house caused by pets, or damages resulting from waterbeds.

2.7. Energy Conservation. As an MFH occupant, we need your assistance in conserving energy. Fewer dollars for MFH and rising utility costs obligate us all to do everything possible to conserve utilities

2.7.1. Water. We are not asking you to restrict the normal and reasonable use of water; just don't waste it.

2.7.2. Heating and Air Conditioning. Recommended comfort heating 68 – 70 degrees. Recommend comfort cooling 76 – 78 degrees. Hot water heater setting should not exceed 120/130 degrees. Conser-

vation efforts save heating fuel and money without jeopardizing anyone's health. Please do your part to prevent waste.

2.7.3. Electricity. You can help by minimizing the use of all-electrical appliances and lights, especially during the peak periods of 1300 – 1700 hours. We need to be especially aware of conserving utilities during our summer months. Do not leave windows and doors open while air conditioning is on, and do not leave outside lights on during daylight hours.

2.8. Freezing Weather Precautions. Residents should take the following precautions when weather forecasters predict overnight temperatures below 25 degrees Fahrenheit:

2.8.1. Allow at least one hot and one cold water faucet to trickle (steady drip) overnight.

2.8.2. Set thermostats at 60 degrees F. before going on leave or being away from your quarters overnight during the winter season.

2.8.3. Before going on extended leave or TDY, residents should contact Housing Maintenance, 963-5483, for securing water service to the housing unit.

2.8.4. When water leaks occur, immediately call Housing Maintenance for securing water service.

2.9. Environment. Used engine oils, engine coolants, car grease and other similar products should not be poured into the plumbing drainage system or on the ground. Engine oils and antifreeze should be taken to the Base Auto Hobby Shop. No burning of leaves/refuse is allowed on Charleston Air Force Base.

2.10. Care of Interior.

2.10.1. Housing occupants are responsible for good housekeeping practices including obtaining all supplies and equipment a homeowner needs to keep the housing unit and assigned area clean and orderly.

2.10.1.1. Kitchen: Special attention is needed to maintain the appliances, cabinets and walls in the kitchen. Ovens and broiler units should be cleaned regularly as well as the top burners to prevent grease buildup, which becomes a fire hazard. Interiors of refrigerators should be cleaned regularly with water and baking soda solution, rinsed and dried. The exterior and door gasket should be cleaned frequently to remove oil and grease. Refrigerator is frost free and does not require defrosting. Do not use gritty or harsh detergents when cleaning. If your kitchen is equipped with a self-cleaning oven, **DO NOT USE OVEN CLEANER** since this will ruin the finish. Avoid putting fibrous material such as onions and celery in garbage disposals; these materials jam the cutting mechanism. Do not put grease in the garbage disposals as it will solidify in the pipes and cause stoppage. Avoid placing hot utensils on counter tops; this can cause permanent damage. Use only regular shelf paper in drawers and cupboards. The use of adhesive backed paper will damage surfaces when removed. Walls should be cleaned to prevent surface grease buildup.

2.10.1.2. Bathrooms. Walls in the tub/shower area have a tendency to mildew and should be cleaned periodically with a product to combat mildew.

2.10.1.3. Floors. Tile floors: Only quality wax removers should be used to prevent wax buildup. **WOOD PARQUET FLOORS REQUIRE DAMP MOPPING ONLY.** Excessive water can cause damage to any floor, especially wood parquet floors. Pay special attention to corners and baseboards for dirt buildup.

2.10.1.4. Carpets. Residents are permitted to install carpeting at their own expense. Carpets cannot be installed with nail strips; use double-backed tape only.

2.10.1.5. Walls. Use mild soap and warm water to keep your walls clean. Use nails or building type hangers only on walls. Make sure there are doorstops for all doors to prevent damage to the walls. These can be obtained from the Self-Help Store.

2.10.1.6. Insect Control. CE personnel will handle pest control services beyond the resident's capabilities on request. You may, at your own expense, use a civilian pest control company. However, we are required by regulation to report all pesticides applied on Charleston Air Force Base. This includes pesticide applications done by civilian pest control companies. If you plan to use a civilian pest control company, please notify CEOHE for approval specifying the contractor's name, state license number, type of pest and name of chemical to be applied prior to services being performed. After contract services are completed, occupants should contact the Pest Management Section at 5267.

2.10.2. You are responsible for performing day-to-day maintenance, furnishing all materials and labor at no cost to the government on the following:

2.10.2.1. Privately owned appliances.

2.10.2.2. Lubrication of door hinges and window operating equipment.

2.10.2.3. Minor insect/rodent control.

2.10.2.4. Use of plunger for clogged drains/commodos when possible.

2.10.2.5. Replacement of light bulbs.

2.10.2.6. Reset circuit breaker switch panel.

2.10.2.7. Re-engage reset switch on garbage disposal.

2.11. Care of Exterior. Occupants are responsible for the following items:

2.11.1. Exterior cleaning of windows.

2.11.2. Keeping gutters and downspouts clean from debris or objects that would restrict flow of rain-water.

2.11.3. Do not attach items to or put holes in vinyl siding, i.e., plant hangers. Do not use barbeque grill near vinyl siding since it will cause the siding to melt.

2.11.4. The maintenance of grounds surrounding their quarters to the center of adjacent streets and midway to adjacent quarters. If there are no adjacent quarters, grounds will be maintained within 75 feet of the house or the nearest natural boundary or common area, i.e., playground.

2.11.5. Due to underground utility lines, digging is restricted in base housing, limiting our ability to have vegetable gardens. Small gardens no larger than 5 x 10 feet are allowed and must be located in back of the unit. Digging is restricted to a maximum of 6 inches and height of plants is restricted to a maximum of 2 feet.

2.11.6. Lawn ornaments are restricted to a maximum of 5 per lawn. Please make sure they are of good taste and non-offensive to others.

2.11.7. Due to safety reasons and possible damage to roofs, decorations are not allowed on the shingled area (roof) of houses. Use of plastic clips to hang outdoor lights and decorations is recommended. Remember safety and conservation when displaying decorations both indoors and outdoors by turning the decorations off when not at home or retiring for the evening.

2.11.8. Storage sheds are allowed. First submit an AF Form 332, **Base Civil Engineer Work Request**, indicating the type, size and proposed location of shed to be installed. Only one shed, no larger than 12 x 12 feet, located behind the unit, of neutral color complementing the house will be allowed. Commercial-type metal sheds are recommended. Any other type will require prior approval. Sheds must be removed and lawn repaired prior to termination. (AF Form 332 must be approved prior to installation.)

2.11.9. Fences are allowed. First submit an AF Form 332 indicating proposed location of fence. Only back yards are allowed to be fenced. Height of fence must be 4 feet. Recommended type is chain link with top metal rail. Fence must be maintained in good condition, no rust, tears or bends. Fences other than chain link will be approved on a case-by-case basis. Fences must be removed and lawn repaired prior to termination. (An AF Form 332 must be approved prior to installation.) To ensure the safety of children in our housing area, electronic underground type fences are not permitted to be used in lieu of 4-foot chain link for pet containment.

2.11.10. Lawn Inspections. Each sponsor is responsible for maintaining their lawn IAW the standards listed below. Weekly inspections are accomplished every Wednesday morning, but discrepancies can be issued anytime noted. When discrepancies are identified, points will be assessed and a written notification will be left in the door for the occupant. Sponsor must report to their first sergeant within 24 hours of discrepancy notification. If a resident accumulates a total of 10 points within a 2-year period, their first sergeant and commander will be notified in writing. Accumulation of a total of 20 points in a 2-year period constitutes grounds for eviction from quarters within 30 days.

ITEM	STANDARD
Mowing	This should be accomplished as necessary to maintain a neat appearance. Grass should be maintained between 2” to 4” in height and swept from driveway, sidewalk and curb surfaces.
Edging	Edge beside sidewalks, curbs, driveways, and other concrete and asphalt surfaces to maintain a neat appearance. Grass should not extend over these areas. Do not dig a trench when you edge.
Grass in Cracks and Crevices	All grass should be removed from cracks in sidewalks, driveways, parking spaces, doorsteps, and other concrete or asphalt surfaces.
Trimming around Foundations	Trim vegetation around foundations, doorsteps, and carports the same height as lawn to maintain a neat appearance.
Bushes/Shrubbery	Existing shrubbery will not be removed without first obtaining approval of the Base Housing Office. No shrubbery, vines, or vegetation will be planted within 18 inches of the walls of the house or allowed to grow higher than 6 feet. In the interest of termite control, no plants will be allowed to grow in contact with the house.

ITEM	STANDARD
Carports and Porches	Carports and porches must be neatly arranged. While storage is limited, these areas must not be cluttered or unattractive.
Removal of Debris	The lawn must be free of debris (paper, cans, candy wrappers, etc.). Additionally, items such as tires, plywood, etc., leaning against the house or carport must be removed and stored.
Vehicles	Major repairs of vehicles are not authorized in carports, driveways, or parking spaces. Any repairs requiring the vehicle to be on jacks or ramps constitutes major repair. The Auto Hobby Shop is available for this type of work. Park vehicles on surfaces designed for vehicles, not on grassed areas.
Recreational Vehicles	Recreational vehicles such as boats (jet skis), campers (motor home, slide-in campers, pop-up campers), and trailers (car, utility, boat) are prohibited in the housing area. Recreational vehicles must be stored in the RV lot on base, space permitting, or off base. Overnight parking of RVs is permitted only for loading and unloading the vehicle. It must be parked in the driveway. Campers cannot be plugged into the housing unit and left unattended.
Winter Lawn Care	Rake leaves, pine needles and keep outside area free of debris. Fertilize lawn twice a year. Obtain fertilizer from the Self-Help Center.

2.11.10.1. The base is responsible for common areas (playgrounds, etc.). You are encouraged to take personal pride in your lawn by planting shrubbery, flowers and making flowerbeds. Please be cautious not to plant seeds or beans that may be poisonous or hazardous. Keep flowerbeds neat and free of weeds and grass. Any large or exotic areas must be approved prior to installation.

2.11.10.2. Many military family housing residents take special pride in maintaining their quarter's appearance, and these people receive special recognition for their efforts. As part of our community inspection program, residents compete for "Home of the Week" and "Home of the Month" awards during the months of May through August. The winners receive special recognition by the presentation of prizes, certificates, sign placed in their yards, and publicity in the base news media. **BE ONE OF THE COMPETITORS!**

Chapter 3

FIRE PROTECTION

3.1. Responsibility. Good housekeeping is the first step to establishing fire prevention in the home. While good housekeeping practices and techniques cannot be totally explained in this publication, several key requirements are listed. The military sponsor is responsible for the fire safety of his/her quarters. Newly assigned occupants will receive fire prevention handouts and have the opportunity to speak with Fire Inspectors at the Base Newcomers Orientation.

3.2. Smoke Detectors. Ensure the housing inspector demonstrates testing procedures of your detector if you are unsure of how to do it. You are required to perform a monthly test of all of your detectors and replace batteries (if equipped) once a year at a minimum.

3.3. Carbon Monoxide Detectors. Any unit with gas appliances will be provided with a carbon monoxide detector. It is your responsibility to become familiar with the unit's operation and test procedures. Test and battery changes are the same frequency as your smoke detectors. For proper operation, locate detector in hallway away from return air vent.

3.4. Fire Reporting. Charleston AFB uses the enhanced 911 system for all emergency reporting. When you call 911, the fire department automatically receives your name and address from the system. **REMEMBER! IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT AT 911 IMMEDIATELY. CALMLY PROVIDE THE DISPATCHER WITH YOUR NAME, ADDRESS, AND NATURE OF EMERGENCY. DO NOT HANG UP UNTIL YOU ARE CERTAIN THAT THE INFORMATION HAS BEEN RECEIVED CORRECTLY.** All fires, regardless of size or if extinguished, must be reported.

3.5. Fire Evacuation Plan. A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity can save the life of your loved ones. The Fire Department should be made aware of handicapped family members.

3.6. Storage of Gasoline or other flammable liquids is limited to five (5) gallons. Flammables should never be stored in the home. Outside storage areas should be child proof.

3.7. Barbecue Grills. Barbecue grills will not be left unattended and must be at least 10 feet away from your home (including roof overhang) while in use. Be sure to keep children away to prevent burns.

3.8. Clothes Dryers. Check and clean clothes dryer lint trap often. Never place plastic articles in dryer.

3.9. Cooking Appliances. Never leave stove unattended while cooking, especially when cooking with grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. **NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN!** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

3.10. Housekeeping. Keep trash from accumulating in closets, attics, storage areas, and hot water heaters. Ensure stored items are stacked neat and orderly and kept at least 18 inches from attic/closet light fixtures.

3.11. Power Equipment. Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool before refueling.

3.12. In House Storage. Do not use furnace or hot water closets for storage of any kind. Any questions on fire prevention should be directed to the Base Fire Department, 963-3777.

Chapter 4

SECURITY FORCES

4.1. Responsibility. The Mission Support Group Commander is responsible for the control and safeguarding of all base property. The Security Forces accomplish routine patrolling of the housing area on a 24-hour-a-day basis. When notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the Security Forces at 963-3600.

4.2. Crime Stop. Call 963-8100 for immediate response to report a crime in progress. Individuals who have information concerning a crime (committed or planned) or vandalism should call the Security Forces. Calls may be anonymous.

4.3. Parking. On-base parking of privately owned vehicles will be in driveways or authorized parking areas only. Prohibited areas are as follows: on grass, seeded or dirt areas; and within 15 feet of a crosswalk, or 15 feet of a fire hydrant. Recreational vehicles such as boats (jet skis), campers (motor home, slide-in campers, pop-up campers), and trailers (car, utility, boat) are prohibited from the housing area. Recreational vehicles must be stored in the RV lot on base, space permitting, or off base. RV parking in the housing area is limited to 72 hours at any given time. The housing office must be notified prior. The RV must be parked in the driveway. Campers cannot be plugged into the housing unit and left unattended.

4.4. Visitor Reception. Between the hours of 2200 - 0600 hours, the following entry procedures apply: Family Housing residents sponsoring guests will call the gate and provide the name of their guest. The entry controller will verify the sponsor's information in the base alpha roster. When the guest arrives, the entry controller will call the sponsor to verify the visit. Guests will be issued a pass and offered directions to the sponsor's quarters. If individuals are having an unusual influx of visitors (more than five) they will provide information to the NCOIC, Police Services, to assist the Security Forces in efficient processing of visitors. This information will include a list of all visitors submitted to 437 SFAP NLT 3 working days prior to the function.

4.5. Firearms and Fireworks. For information on firearms in Family Housing, refer to Charleston AFB Instruction 31-1201, *Installation Security*. You will be given a copy of the regulation when you move into housing. If you have any additional questions concerning firearms or fireworks, contact the Security Forces at 963-5291.

Chapter 5

5.1. Good Neighbors. Military family housing and close neighbors are synonymous. Full support and cooperation in the following areas are necessary:

5.2. Noise Control. Excessive noise is the primary complaint received by the Family Housing Office. Many Air Force members work various shifts and are sleeping during the day. Please be considerate.

5.2.1. Parties. Many complaints can be avoided by informing your neighbors prior to having the party.

5.2.2. Excessive Stereo/Television Volumes. Don't assume your neighbors enjoy the same type of music or television programs you do - please keep the volume down.

5.3. Control of Children. Do you know where your children are?

5.3.1. Supervision. The ultimate responsibility for the safety, care, well-being and behavior of children remains with the parents, whether or not they are present to supervise their children. Charleston AFB has established guidelines to assist parents in determining when to leave a child without adult supervision. The age of the child is not the only factor parents should consider when deciding if children should be left alone. Other factors include the level of maturity, emotional development, physical health, length of time left alone, time of day or night, other children present or to be supervised, location and environmental conditions, frequency of being left alone, and the accessibility of a parent or other responsible adult. Inadequate supervision may occur in circumstances where the responsible caretakers are present, but are physically or mentally impaired to such an extent they are unable to provide proper supervision. It may also occur in circumstances where the child is left to provide supervision or care for himself/herself, but is unable to do so.

5.3.2. Playground. Your neighbors' yards and/or streets should not be used as your child's playground. There are several designated playground areas in the family housing area. Do not put basketball goals in or by streets.

5.4. Pet Control. Pets will be limited to two (2) per household and will be leashed, chained or in a fenced in area when outside. Electronic pet controlling devices are not allowed in base housing. You must ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces will be picked up daily. If you walk your pet on common areas, you are responsible to pick up feces immediately after deposit. Children play in these areas. Do not let your pet become a neighborhood nuisance because of excessive barking and invading the privacy of others. Stray pets should be reported to the North Charleston Police Department Animal Control Section, 745-1015, during the hours of 0900-1700, Monday through Saturday, and Security Forces, 963-3600, all other times. Animals not normally considered pets such as snakes, turtles, monkeys, poultry, etc., must have the approval of the Mission Support Group Commander.

5.4.1. Animals that are frequent carriers of rabies such as raccoons, skunks, bats, and bobcats are not allowed on base. Hooved animals because they cannot be vaccinated are not allowed on base; this includes livestock and exotic pets such as pot-bellied pigs, miniature horses, pygmy goats, etc. Breeding or raising of animals in military family housing for shows or commercial purposes is prohibited

unless approved by the Mission Support Group Commander. Also, operation of a commercial-type kennel in government quarters is prohibited.

5.5. Parking. It is your responsibility to ensure your guests comply with current vehicle parking policies. See [Chapter 4](#). Visitors' and additional vehicles will be parked in whatever space is available if there is no space in your driveway. Be reasonable, considerate and talk to your neighbor if problems or misunderstandings occur regarding vehicle parking.

5.6. Repair Work. Major repair work on your vehicle or boat is not authorized in the housing area. The hobby shop is available for this repair work. This not only maintains the desired appearance in the housing areas, but is also considerate of your neighbors.

Chapter 6

SPECIAL CLIMATE SITUATIONS

6.1. Hurricanes. June through November is the hurricane season for the Southeastern United States. In South Carolina most hurricane-related activities have been recorded during August and September. Primary shelters for military personnel and dependents living on base are their quarters, the base fitness center and the community activity center. Personnel on duty will be released to return home as soon as it is safe to do so.

6.2. Tornadoes. Tornadoes sometimes occur in this area along with hurricanes. In the event of a tornado, housing occupants should take shelter in the base fitness center or community activity center when directed by the Mission Support Group Commander. If time does not permit leaving the quarters, occupants should open windows on the side of the house away from the tornado and quickly take cover under heavy furniture against inside walls. Security Forces will patrol the housing area and announce instructions. Monitor radio and TV stations for advice and instructions to prepare yourself and your family.

Chapter 7

POTPOURRI

7.1. Lawn/Garage/Carport Sales. Garage/Yard Sales are authorized in the Family Housing area. You can advertise the yard/garage sale in the Airlift Dispatch and on Channel 2 through the Public Affairs Office. You can also post information on the four yard sale signboards provided for advertising your sale as you enter the housing area. They are located on S. O'Neal Avenue across from the Housing Maintenance Facility (#1597), on Gross Avenue as you enter from Arthur Drive, on E. Jackson Drive on the south side of Hill Boulevard, and on N. O'Neal on the north side of Hill Boulevard. You may place a 3" x 5" card on any or all of these boards. No other signs will be permitted (no cardboard signs on utility poles or street signs). It is your responsibility to remove your cards from signboards and police up your area immediately after the yard sale.

7.2. Business Enterprises. To protect the rights of others and federal property, some reasonable guidelines have been established to control civilian enterprises on Charleston Air Force Base. Base residents are normally permitted to occupy their on-base homes in the same manner as would be acceptable if they were living off base. Military members will be financially responsible for any damages caused to quarters when business activities are performed. Utilities will be used with prudent care and a "good neighbor" policy maintained. Normal home businesses such as cake baking, minor repairs or "Tupperware" sales are usually acceptable. However, all activities must have the Mission Support Group Commander's prior approval and be conducted in accordance with DODD 5500.7, *Standards of Conduct*. Day care/baby-sitting services must also be in accordance with AFPD 34-7, *Child Development Program*.

7.2.1. Examples of the more familiar commercial enterprises that are prohibited:

- 7.2.1.1. Vehicle repair service
- 7.2.1.2. Dog kennels/breeding
- 7.2.1.3. Insurance/real estate sales
- 7.2.1.4. Beauty shops
- 7.2.1.5. Gift shops

7.2.2. Baby-sitting services are permissible on an occasional basis, for less than 10 hours per week. Base Housing residents must be licensed to provide care on a regular basis for more than 10 hours per week. For more information concerning the licensing requirements, contact the Family Child Care Coordinator at the Child Development Center, 963-5672.

7.3. Guests in Military Family Housing. Family housing is intended as living quarters for one military family. Social visits are permitted, but cannot exceed 30 days without approval of the housing office.

7.4. Family Separation. A member who no longer lives with his or her dependents or dependents who no longer live with the member must terminate housing within 30 days.

7.5. Solicitation in Military Family Housing. Solicitation on an Air Force base is a privilege, not a right. Residents of military family housing who desire to solicit their neighbors for fund-raising activities, scout activities, school sales, etc., require prior approval of the Mission Support Group Commander. The

requests will be submitted through the Housing Flight (437 CES/CEH) to the Mission Support Group Commander. This policy is designed to safeguard and promote the welfare and interests of military personnel as consumers.

7.6. Waterbeds. Waterbeds are allowed in military family housing if insurance is carried to cover damage to government quarters. Residents are responsible for damage to their quarters as well as their neighbors' quarters as a result of problems with waterbeds.

7.7. Swimming/Wading Pools. Only aboveground swimming pools are authorized. Maximum size allowed is 10 feet in diameter and 15 inches deep. Pools will be emptied when not in use or under direct supervision by an adult. Lawns will be restored to original condition when the pool is removed. It is suggested you contact the Base Legal Office regarding liabilities before setting up a pool.

7.8. Telephone Installation. Service is provided by BellSouth. Call 780-2355 24 hours a day to arrange new service. In most cases, a deposit is not required with good credit. The Air Force is responsible for the wiring in the house to one operational outlet. The Housing Office must provide a letter approving additional outlet installation. These can be installed at occupant expense by contacting BellSouth.

7.9. Cable TV. All housing units are pre-wired for cable TV service. The Housing Office must provide a letter approving additional outlet installation. These can be installed at occupant expense by contacting Comcast. Occupants are responsible for calling the Comcast Cable TV Company (554-4100) to connect service. Billing will be direct to the occupant. TV antennas are not allowed on the outside of the houses; however, ham radio, CB antennas can be installed upon approval of AF Form 332.

7.10. Satellite Dish. An AF Form 332 with site plan and detailed mounting plan must be submitted to the Housing Flight and approval must be received prior to any installation. Many companies provide professional installation as part of the purchase. If you utilize this service, a site plan and detailed mounting plan are still required. It is highly recommended that you receive this approval before entering into a purchase agreement with any satellite cable company. Satellite dishes may not exceed 24 inches in diameter and must be a dark color; bright colors will not be approved. They will not be mounted to the housing unit or privacy fence and must be installed in the back of the house, and should not be visible from your street. All cabling must be underground; therefore, a digging permit is required. Any damage to the housing unit resulting from the installation of a satellite dish will be the responsibility of the military member.

Chapter 8

SELF-HELP WORK

8.1. We encourage self-help projects in military family housing to improve living conditions. **Prior to making any alterations to your unit or surrounding area, an AF Form 332 must be submitted to the Housing Office and must be approved.** There are standards you should be aware of if you plan to do any self-help project. These standards are available at the Housing Office.

8.2. Requesting Self-Help Work. All self-help projects require completion of an AF Form 332, which may be obtained at the Housing Office. Once the form is completed, it should be submitted to the Housing Office. No work can be accomplished until the form is approved.

8.3. Examples of Self-Help Projects: Some of the self-help projects that are normally approved are metal utility sheds (commercial type, 12-ft x 12-ft, neutral color to complement house, one per unit), fences, CB antennas, basketball goals, painting interior walls, and landscaping/flower beds/trees and shrubs, etc.

8.3.1. Fences. Submit a written request (AF Form 332, **Work Request**) with a sketch showing the location and type of fence to be installed to the Housing Office, who will submit it to Civil Engineers for processing. A 10-ft. easement is required on both sides of power junction boxes. Fences will not enclose junction boxes, switches, or transformers and will not be installed within a 5-ft radius of sewer manholes. Aluminum or galvanized steel chain link fence are the recommended type. The chain link fence shall be Number 9 or larger gauge, 3" mesh, 48 inches high, and shall be supported by posts spaced not more than 8 ft on center and connected by a top rail. All posts, rails, gates and fittings shall be of material to match fencing. It is suggested you install a 4-ft. gate in the fenced area for entrance to repair gas, electric meters, and air conditioning equipment. Once the approved AF Form 332 is received, you may proceed to install your fence. *If the fence is not installed within 30 days of the approved date, you must contact the Housing Office, Bldg. 323, prior to fence installation.* This is necessary to ensure the digging permit is still current. To ensure the safety of children in our housing area, electronic underground type fences are not permitted to be used in lieu of 4 foot chain link for pet containment.

8.3.2. Satellite Dish. An AF Form 332 with site plan and detailed mounting plan must be submitted to the Housing Flight and approval must be received prior to any installation. Many companies provide professional installation as part of the purchase. If you utilize this service, a site plan and detailed mounting plan is still required. It is highly recommended that you receive this approval before entering into a purchase agreement with any satellite cable company. Satellite dishes may not exceed 24 inches in diameter and must be a dark color; bright colors will not be approved. They will not be mounted to the housing unit or privacy fence and must be installed in the back of the house, and should not be visible from your street. All cabling must be underground; therefore, a digging permit is required. Any damage to the housing unit resulting from the installation of a satellite dish will be the responsibility of the military member.

8.3.3. Painting. Before painting any area, contact housing office at 963-3868. This is to ensure the correct type of paint is used.

8.4. Disposition of Improvements. Any approved self-help work done by an occupant must be accepted in writing by the incoming occupant or the Air Force before final termination of quarters. If the self-help work is not accepted, the quarters or area must be restored to the original condition. Check with the housing representative at your pre-final inspection.

***WE WANT EVERY FAMILY ON BASE
TO HAVE A GENUINE "HOMEOWNER"
PRIDE AND ATTITUDE***

Chapter 9

TERMINATION OF MILITARY FAMILY HOUSING

9.1. Giving Notice. The best time to start thinking about moving out is when you are moving in. Air Force Instruction 32-6001 requires at least 30 days' advance notice of your intent to terminate housing. More than 30 days' notice is desired when possible. Less notice is accepted only when "short-notice" personnel actions occur. This advance notice will assist us in providing sufficient time to the next occupant so that they in turn can notify their landlord. At the time you notify us, we will schedule your pre-final inspection and final inspection, and provide you a copy of the cleaning requirements. Additionally, we can assist you in applying for base housing at your next duty station.

9.2. Pre-Final Inspection. This inspection is designed to assist you in preparing for your final inspection and includes an inspection procedure review to answer any questions you may have. The housing representative will also identify normal maintenance to be accomplished and damage above fair wear and tear. The Housing Flight representative will go over the cleaning checklist and discuss your individual cleaning needs. If you choose to use a contract cleaner, a list is available at the Housing Office.

9.3. Final Inspection. The final inspection ensures the standards of cleanliness are met and identifies additional maintenance needs. The following standards are to be followed when terminating family housing:

9.3.1. Walls, ceiling and woodwork. Remove tape, adhesive residue, and marks from the walls. Wipe down all electrical switches, receptacle covers, baseboards, molding, window frames, doors and door frames.

9.3.2. Blinds. Wipe down blinds to free them of dust and marks.

9.3.3. Floors. Remove carpet tape, excessive dirt and wax, sweep and damp mop. Clean dirt from closet tracks.

9.3.4. Light fixtures. Light sockets must have working light bulbs. All interior and exterior light fixtures will be cleaned.

9.3.5. Refrigerators. Remove any accumulated food particles from interior/exterior and door seals. Leave unit plugged into power source and set temperature control at lowest setting.

9.3.6. Gas range. Remove any accumulated food remains and grease from range surfaces, drip and broiler pans, and racks of oven. **DO NOT DISASSEMBLE.**

9.3.6.1. Electric Range. Same as gas range except do not use oven cleaner on self-cleaning ovens.

9.3.7. Kitchen sink. Remove excessive calcium build-up from faucet and spray nozzle and wipe sink. Remove food residue from garbage disposal.

9.3.8. Cabinets and countertops. Clean and remove grease. Remove shelf/contact paper and child prevention devices from cabinets and kitchen drawers. Remove any glue or residue from surfaces.

9.3.9. Dishwasher. Remove food particles and excessive soap/grease residue. Pay close attention to bottom inside of door.

9.3.10. Bathrooms. Lavatories, commodes, showers, bathtubs, glass enclosures, and medicine cabinets must be cleaned. Use a non-abrasive cleaner to remove soap residue and mildew. Wet mop floors.

9.3.11. Attics. Sweep floor area.

9.3.12. Dryer vents. Remove lint from under flap and around exterior of vent.

9.3.13. Storage rooms, carports, porches, and walks. Remove dirt, cobwebs, etc., from exterior doors and walls. Remove excessive oil drippings, grease and other residue from paved areas. Sweep.

9.3.14. Refuse. Remove all trash from quarters and curb. Wash trashcans and recycling bins and place in shed.

9.3.15. Air conditioning unit. The coils of the outside air conditioner unit must be free of any obstruction which could restrict airflow or cause damage to the cooling fan. Install new air filters.

9.3.16. Modifications. All modifications will be removed from quarters, both interior and exterior, unless an approved AF Form 332 has been received and incoming occupant will accept responsibility in writing to the HOUSING MANAGEMENT OFFICE.

9.3.17. Interior paint. Any room painted a different color during your stay must be returned to the original color. Wood finished cabinets will not be painted.

9.3.18. Exterior of house and grounds. Lawns should be kept in accordance with the lawn inspection standards. Fill in any holes, level ground and reseed.

9.3.19. Rescheduling inspection. In the event you need to reschedule your final inspection, you must contact the Housing Office at 963-3859.

9.4. We sincerely hope this information helps you in preparing your quarters for termination and your experience is a pleasant and agreeable one.

9.5. If you fail your final inspection, contact the Housing Office, 963-3858 or 963-3859, immediately and reschedule your final inspection for the next working day or as soon as the inspection schedule permits. If you require a substitute to stand your final inspection, the Housing Office can assist you with the procedures to be followed.

***THE RESPONSIBILITY FOR FINAL CLEARANCE OF
MILITARY FAMILY HOUSING RESTS SOLELY WITH THE OCCUPANT***

***PLEASE RETURN THIS BROCHURE TO THE
HOUSING REPRESENTATIVE DURING YOUR FINAL CLEARANCE***

DAVID E. SNODGRASS, Colonel, USAF
Commander, 437th Mission Support Group

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 34-7, *Child Development Programs*

AFMAN 23-220, *Reports of Survey for Air Force Property*

DODD 5500.7, *Standards of Conduct*

Abbreviations and Acronyms

MFH—Military Family Housing

SF—Square Foot