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Civil Engineer

**BASE FAMILY HOUSING BROCHURE -
INTRODUCTION**

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This revision updates and replaces 354 FW Pamphlet 32-2, Base Family Housing Brochure 1 Jul 97, in its entirety. Purpose is to provide residents guidance and procedures concerning occupancy of Eielson AFB family housing, and to familiarize them with resident and AF responsibilities. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 37-123, *Management of Records*, and disposed of in accordance with Air Force Web-RIMS *Records Disposition Schedule (RDS)* located at <https://webrims.amc.af.mil/rds/index.cfm>. Public Law 104-13, *The Paperwork Reduction Act of 1995* and AFI 33-360, Volume 2, *Content Management Program-Information Management Tool (CMP-IMT)*, affect this publication. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF REVISIONS

Para **1.3.** adds Saturday maintenance appointments; **1.3.1.** through **1.3.3.** defines response times; **1.7.** clarifies grounds responsibility; **1.8.** adds snow removal information; **1.11.** includes Self-Help Center information; **1.12.** explains non-temp storage; **1.13.** instructs members with a rank change; **2.2.** includes exterior care, unattended vehicle parking and temperature monitoring devices; **2.4.** adds unit cleaning to liability; **2.4.1.** specifies government and personal property; **2.4.4.** updates repair costs; **2.5.2.** changes 60 degrees to 65; **2.6.2.** lists points of contact; **2.6.3.** gives information regarding spill cleanups; **2.6.5.** through **2.6.8.1.** informs members on wastewater system and hazardous waste/disposal; **2.7.3.** and **2.7.4.** gives cleaning instructions; **2.7.5.** includes black light policy and carpet cleaners; **2.7.9.** prohibits storage sheds and clutter; **2.7.12.** includes information on wading pools; **3.** and **3.1.** informs members of fire extinguisher classes and briefings; **3.1.2.** instructs member on how to request handicap accommodations; **3.1.3.** recommends testing detectors, replacement batteries, and lists the new AFOSH STD; **3.1.4.** includes safety requirements for barbecue grills and smokers; **3.1.6.** explains carbon monoxide; **3.2.** recommends proper storage in basement; **3.3.** prohibits outdoor fireplaces; **3.4.** instructs member to clean dryer vent hose; **3.6.** prohibits improper extension cord usage; **3.8.** lists space heater specifications; **3.13.**

cautions on the proper use of flammable items; **4.1.** lists parking exceptions and where to locate additional information; **4.1.1.** through **4.1.2.9.** explains RV and off-road vehicle parking in housing; **4.4.** clarifies street parking; **4.8.** through **4.8.2.** explains firearm/ammunition requirements; **5.1.** clarifies curfew hours and prohibits excessive volume of vehicle stereos; **5.2.** mentions Eielson’s Youth Supervision Policy and the mandatory use of helmets; **5.3.** allows pets in unaccompanied housing; **5.3.1.** through **5.3.4.** mandates pet registration, lists prohibited animals, defines the leash policy, and cautions about carpet; **6.1.** warns of snow/ice; **6.3.** clarifies HBO use; **6.4.** reminds member to keep windows closed; **6.6.** through **6.8.1.** gives information on Giant Voice and emergency procedures; **6.8.2.** changes from 1 hour to 2 hours; **6.9.** through **6.9.5.** explains evacuation procedures; **7.3.** and **7.4.** includes procedures for commercial activities; **7.6.** through **7.6.6.** informs member on the Self-Help Center, items available, hours of operation, and prohibited items; **8.3.** includes maintenance contractor; **8.4.** stresses the importance of passing inspections; and the last page updates phone numbers.

Welcome to family housing. We are pleased to have you join the Eielson community, and we look forward to serving your housing needs.

It is impossible to itemize every small detail, but the following pages briefly explain our responsibility toward your home, as well as what we expect from you. If you are considerate of your neighbors and treat your home as if you are the owner, relationships will be enhanced at all levels. Let’s work together to ensure the best possible living accommodations for you and your family.

We hope your tour at Eielson will be the most pleasurable and memorable of your career. Let us know if we can assist you in any way.

Housing Management

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1. AIR FORCE RESPONSIBILITIES. The following will be performed, or is available, by the base in support of your assigned family housing unit: maintenance and repair, refuse collection from designated areas, pest control to protect Air Force property, snow removal from streets, and fire and police protection.

1.1. INITIAL INSPECTIONS. During your initial housing inspection, the housing representative will annotate on an AF Form 227, Quarters Condition Inspection Report, any discrepancies pertaining to the unit/appliances. If you identify additional discrepancies, you have 15 days after date of occupancy to report them, in writing, to the Housing Management Flight.

1.2. LOANER FURNISHINGS. Loaner furnishings may be provided, at no cost, for a period not to exceed 90 days upon initial arrival and prior to departure. Each loaner kit consists of two easy chairs, coffee table, sofa, dining table with dining chairs (one per family member), one double bed, a single bed for each dependent, one dresser per bedroom, night stands, lamps, baby cribs, and high chairs, as applicable. To acquire furnishings or additional information, contact Housing Management at Building 2529, or call 377-5157.

1.3. MAINTENANCE AND REPAIR. The Civil Engineer organization has primary responsibility for maintenance of your home. At Eielson AFB, such work is handled by contract. The contractor telephone number is 372-4701 for Sprucewood Homes; 372-5257 for all other housing units. Exception: Residents in the Sprucewood Homes area should call 372-5257 for repair of washers, dryers, refrigerators, and ranges. After a call/request is received by the Housing Maintenance Service Call Desk, the service call specialist will immediately assign and provide you a job order number, and the approximate date/time work will be performed. Write the number down, as you may need to follow up on work status at a later time. Please be available at the specified appointment time, as missed appointments are frustrating for everyone. Saturday appointments may be scheduled for all units, except Sprucewood Homes. There are three categories of service: emergency, urgent, and routine. These categories determine when service will be accomplished.

1.3.1. EMERGENCY. Response time ranges from “within 15 minutes” to “within 30 minutes.” Emergency service calls are work requirements that constitute immediate danger, a health hazard to residents, or a threat of damage to property. Some examples are: a structural, utility, or mechanical problem that could cause loss of life or property; serious damage affecting health, safety, security or mission; and/or complete utility failure (electricity, heat, water, or sewage). Emergency service calls are performed 24 hours a day.

1.3.2. URGENT. Response time is “within 2-hours.” Urgent service calls are work requirements that do not immediately endanger residents or threaten damage to property, but would soon inconvenience and affect the health and well-being of residents. Some examples are: leaking faucets, inoperable electric outlets or switches (unless arcing or sparking), inoperative range burner. Urgent service calls are performed 24 hours a day.

1.3.3. ROUTINE. Response time is “within 3-workdays.” Examples of routine calls are: inoperative exhaust fan, inoperative dishwasher, loose hinge or doorknob. Routine service calls are performed from 0730 – 1630, Monday through Saturday.

1.4. REFUSE COLLECTION AND DISPOSAL. Trash pickup, from centralized locations, will be conducted on a regular basis. Disposal containers for materials that can be recycled are provided at each location; individual recycle bins are issued to all housing units. Call the Housing Management Office for directions to the nearest centralized location. Residents are responsible for keeping areas

around disposal containers clean. Do not place trash outside containers; call 377-4264 for out-of-cycle trash pickup. Watch Eielson Community Television (ECTV) for pickup of oversized items such as furniture. Announcements will indicate the type of items that are unacceptable.

Disposal of dead animals found on base, not house pets, is a Civil Engineer responsibility. Call 377-2100 for removal.

1.5. INSECT CONTROL. If it was necessary, your house was treated for insects before you moved in. You are responsible for taking all measures to prevent and/or control insects. If infestations occur which are beyond your control, call 377-1370.

1.6. LOCKOUTS. If you reside in Sprucewood Homes and have no access to your home, stop by 2228 Chitina Avenue, between 0730-1630, Monday-Friday or call 372-4701; for all other housing units, go to 2571 Arctic Avenue, or call 372-5257. Your ID card is required for proof you reside in the unit. You must reimburse the government for lock core changes if re-keying is necessary due to lost keys. Contact Housing Management for further information.

1.7. GROUNDS CARE. You are responsible for maintaining your assigned grounds and grounds that extend to halfway between you and your neighbor, or 50 feet, whichever is less. Common areas beyond 50 feet from your unit are generally government responsibility. Major pruning is also government responsibility. Lawn care products to include grass seed, lime, and fertilizer are available at the Housing Self-Help Center (2607 Arctic Avenue) for all housing residents. Seasonal announcements will be made through the Arctic Sentry and ECTV.

1.8. SNOW REMOVAL. The Civil Engineer Operations Flight will remove snow and ice from housing streets and common areas; however, please remember that the flight line and emergency response operations are first priority. Always think safety; do not enter streets closed for snow removal, maintain safe distances from snow removal equipment, and above all, ensure your children are not in the area of snow removal operations. Heavy equipment operators may not be able to see a child. Do not allow children to make snow caves, as they may collapse and cause injury or suffocation.

1.9. APPLIANCES. The housing maintenance contractor will service government-furnished appliances. These appliances are assigned by serial number and recorded on AF Form 227. If you have problems, do not attempt repairs or adjustments. Call the appropriate contract telephone number and report the problem.

1.10. PRIVATELY-OWNED APPLIANCES. Due to storage limitations, appliances provided in family housing will not be removed. Service for privately owned appliances is your responsibility.

1.11. MILITARY FAMILY HOUSING SELF-HELP CENTER. To help maintain your home, you may select from a variety of items in the Self-Help Center. Many items, to include coat racks, shelves, fences, etc., must be requested on an AF Form 332, Base Civil Engineer Work Request. Refer to paragraph 7.6. of this brochure for additional information.

1.12. NON-TEMPORARY STORAGE (NTS). Some household goods that are excess to needs, or will not fit in assigned quarters (e.g., appliances, shrinks, etc.), may be stored at government expense during occupancy of government quarters. Member must request NTS approval through Housing Management within 30 days after housing assignment.

1.13. NAME SIGNS. A name sign for your housing unit was provided during initial occupancy. If you have a rank change, notify Housing Management at 377-2244, and go to the Self-Help Center to exchange letters.

2. RESIDENT RESPONSIBILITIES

2.1. SOCIAL VISITS. Written approval by the installation commander is required when residents of family housing have guests in excess of 30 days. Requests must be submitted through unit commanders and Security Forces to Housing Management. Visits of persons who are employed, on or off base, will be limited to 30 days unless individuals are legitimate dependents of a military resident, or adult children related by blood to a member or member's spouse, and they will reside with the member in household for other than a "social visit." Social visits by personnel residing within the commuting area are limited to 2 days. Live-in civilian or military childcare providers are not authorized. The following information is required for visits exceeding 30 days:

- Name, age, and background of prospective additional person(s), reason for person(s) residing in member's home, and length of occupancy of government quarters.
- Concurrence or nonoccurrence by the Chief, Security Forces, Eielson AFB.
- Stated agreement that person(s) will not be used to increase bedroom requirement in base quarters.
- A statement from Housing Management that occupancy in member's home will not create a space, health, or fire hazard.

2.2. LEAVE OR EXTENDED TDY. If you will be absent from your home, leaving it unoccupied for extended periods (more than 3-days), you must make arrangements for security, prudent care, and periodic inspection:

- Provide Housing Management written notification of intended absence. Include name and phone number of person, designated by you, to have access to your home and perform normal resident maintenance (including exterior care).
- From 1 October through 31 March, move unattended vehicles to long-term parking, or provide Housing Management name, phone number, and address of person who will move your vehicle. This is necessary to facilitate snow removal and street cleaning. Personnel TDY may park in TDY spaces adjacent to Buildings 3116 and 3117. Vehicles or conveyances obstructing street cleaning or snow removal will be towed at owner's expense.
- Notify Security Forces for patrol purposes.
- Ensure arrangements for care of your pets.
- From 1 October through 31 March, go to Family Housing (FH) Self-Help Center, obtain a sensaphone, and connect it to a phone jack in your home. A sensaphone will notify Housing Maintenance if temperature inside drops below 50 degrees Fahrenheit. If you do not install a sensaphone, you will be responsible for any damage caused by freezing. Residents of Sprucewood Homes may obtain a temperature-monitoring device from Polar Star Maintenance.

2.3. MAINTENANCE AND REPAIR. You are responsible for simple maintenance and repair of your home. We expect you to take prudent care of your home, and hold you responsible for routine maintenance, simple repairs, and housekeeping. Housing maintenance may still perform this work when emergencies arise. We encourage you to use the Self-Help Center to obtain supplies for maintenance and simple repairs.

2.4. LIABILITY FOR DAMAGE TO FAMILY HOUSING, EQUIPMENT AND FURNISHINGS. Under Federal Law (10 U.S.C.2775), members of the Armed Forces occupying military FH shall be

held liable and accountable for loss or damage to FH, equipment, and furnishings caused by abuse or negligence of member, member's dependents, member's pets, and/or member's guests, and for failure to satisfactorily clean assigned unit upon termination. AFMAN 23-220, Reports of Survey for Air Force Property, provides guidance on how to determine responsibility and financial liability. It explains situations where claims may be waived or limited, as in the case of damage caused by the member's dependents or guest, and the member had no opportunity to prevent damage. It establishes procedures for processing reports of survey, provides direction on how to request reconsideration, and describes appellate procedures for claims that have not been waived. It also explains how to submit requests for remission of debts in the case of enlisted members.

2.4.1. **INSURANCE.** While occupying military family housing, we recommend you consider purchasing commercial insurance to cover your personal liability for government property and your personal property if you have a major loss while residing in family housing. Such insurance should clearly specify 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. The replacement values based on maximum net square footage and grade authorized by public law are available from the Housing Flight. Questions may be directed to the Housing Facilities Section or the Base Judge Advocate.

2.4.2. **DETERMINING REPLACEMENT COSTS.** In determining replacement costs, use the lower amount determined by either of the following procedures: Multiply \$37 per square foot times gross floor area shown on real property record (7115 report). Use the amounts shown in the table below:

<u>GRADE</u>	<u>BEDROOM</u>	<u>\$000</u>
E1/E6	2	42
	3	53
	4	59
	5	68
E7/E9 AND 01/03	2	42
	3	59
	4	64
	5	68
04/05	3	62
	4	68
06	4	75
07	4	92

Example: A TSgt occupies a unit designated on real property records as company grade 3 bedroom, or (distributed for assignment purposes to a junior noncommissioned officer) which has 1537 square feet (gross): $\$37 \times 1537 \text{ square feet} = \$56,689$ or from the chart \$53,000. In this case, the member's liability is limited to \$53,000 in which case the member may wish to obtain insurance for \$53,000. In no case should 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.

2.4.3. **DAMAGE TO HOUSING.** When cause of loss or damages is determined to be gross negligence or abuse, financial liability of member is for total amount of loss to the government. Where simple negligence is determined to be cause of loss or damage, financial liability of the member is limited to an amount equal to basic pay for one month at the rate in effect at the time of the loss, or the amount of the loss, whichever is less. A member is liable for damages to or failure to satisfactorily clean any assigned family housing or unaccompanied personnel housing unit (including loss or damage to equipment and furnishings therein), report of survey determines that loss or damage was caused by member's negligence or deliberate unauthorized use of unit. Housing Management will fully explain your options to repair or replace damaged items and the method of payment. Repairs/replacements must meet Air Force standards.

2.4.4. **REPAIR COSTS.** The following list is representative of commonly damaged or destroyed items. It is not all-inclusive, and costs may vary (based on circumstances, current contract, etc.). Costs include labor and materials:

- Replace Interior Wood Door	\$84.00
- Replace Sliding Mirror Door (32")	\$140.00
- Provide Additional Key/Replace Key	\$3.50 (Key authorized at age 10)
- Re-core Lock	\$38.31 (Includes up to 4-cores)
- Replace Carpet	\$34.74 per square yard
- Replace Sheet Goods	\$28.62 per square yard
- Repair Lawn	\$2.25 per square foot
- Replace Broken Window (28 1/2" x 36")	\$78.82
- Replace Mini-Blind	\$40.00
- Replace Garage Door Remote	\$40.00

2.5. **ENERGY CONSERVATION.** We need your assistance in conserving energy. Fewer dollars for family housing and rising utility costs require us all to use good judgment, and do what is prudent and practical to conserve utilities.

2.5.1. **WATER.** Normal and reasonable use of water is not restricted. However, since excessive use results in increased costs and depletion of the supply, all waste must be eliminated. Watch the Arctic Sentry or ECTV for lawn watering schedules, should they be required.

2.5.2. **HEATING.** Required temperature settings for heat are 68° during the day and 65° at night. Hot water heater setting should not exceed 140°. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. Do your part to prevent utility waste.

2.5.3. **ELECTRICITY.** An organized effort is needed to conserve electricity by eliminating unnecessary use. You can help by minimizing use of all electrical appliances and lights, especially during peak demand periods of 0600 to 0800 and 1700 to 2100. Air conditioners are not authorized. Do not leave outside lights on during daylight hours. Engine block, battery, oil pan, coolant

circulating heaters, and vehicle passenger compartment heaters may be operated when temperatures fall below minus 10° Fahrenheit. Total load on any one automobile heater outlet shall not exceed 1800 watts. A waiver to the base plug-in policy may be obtained from Maintenance Engineering if an approved energy-saving device is installed in your vehicle(s) or if your vehicle(s) has a diesel engine. For additional information, call 377-2647.

2.6. ENVIRONMENT

2.6.1. LEAD-BASED PAINT. Most paints applied to buildings before 1978 contained large amounts of lead. The Consumer Products Safety Act of 1978 restricted the amount of lead in paints manufactured after 27 February 1978 for sale directly to consumers. To allow for stocks to be depleted, the Air Force used 1980 as a transition year from leaded to unleaded paints. If you live in housing constructed prior to 1980, you were provided a lead-based paint awareness handout to assist you in identifying potential problem areas. If you have questions concerning your home, contact Housing Management at 377-2286; if you have questions concerning the health effects of lead, please contact the Eielson Public Health Office at 377-1117, ext 324.

2.6.2. ASBESTOS. Older homes on Eielson may contain asbestos products. There is no health hazard if the asbestos-containing materials are encapsulated. If you live in housing constructed when asbestos containing materials were used (through the early 1980s), you were provided an asbestos informational handout prior to occupancy of housing. If you have questions concerning repairs, e.g., pipe insulation, contact housing maintenance at 377-5257; if you have questions concerning asbestos containing materials, call the Mechanical Systems Insulation Element, 354 CES/CEOMI, at 377-1577 or the CES Environmental Flight at 377-1659.

2.6.3. SPILL CLEANUP. It is the responsibility of all military and civilian personnel to immediately clean up spills of oil or hazardous substances. Alaska Statute defines a spill as spilling, leaking, pumping, pouring, emitting, emptying, or dumping oil or a hazardous substance into or upon water or land. In the event of a spill, ensure your safety, eliminate ignition sources, stop source of spill, prevent spill from entering floor drain or from migrating by containing it with absorbent materials, and try to recover as much of the spilled material as possible. For assistance with disposal of spill cleanup materials (rags and other absorbent materials), call the HAZWASTE facility at 377-1668. Spills must be reported, and any questions you have concerning spills may be directed to the Environmental Flight, 354 CES/CEVQ, at 377-7745. The Environmental Flight will make all required spill notifications to the proper state and federal agencies.

2.6.4. BURNING. Do not burn leaves, yard clippings, or refuse.

2.6.5. WASTEWATER TREATMENT PLANT. Common products and materials introduced into the sewer can hinder our wastewater treatment process and endanger people and the environment. Do not put materials that clog pipes, foul machinery, or that may be hazardous, into the base wastewater system. To minimize problems with the system, do not put the following materials down drains or in toilets: products that are a fire or explosion hazard; strong acids or bases; cooking fats and oils; petroleum products (lubricants, fuels, and greases); rags; and diapers. Even diapers that are marketed as flushable can clog plumbing and the base sewage collection system.

2.6.6. PETROLEUM, OIL, AND LUBRICANTS. Do not pour engine oils, engine coolants, car grease, and other similar products into the plumbing system, drainage system, dumpster containers, or on the ground. Do not leave/place containers of used oil products or anti-freeze in dumpsters or at transfer stations. Products may be taken to the Auto Hobby Shop for disposal at Facility

3360 (phone 377-3190) and to Hazardous Waste at Facility 4385 (phone 377-1668). Grease, oil, and lubricant stains caused by personal vehicles must be cleaned. Leaks from personal vehicles must be contained (drip pans). Major vehicle maintenance is prohibited, and minor maintenance is highly discouraged.

2.6.7. USED CAR BATTERIES. Batteries can be taken to the base service station at Building 2375 (377-1218). Drop-off containers are located behind the service station. Recommend you call first to confirm the location. DO NOT place used car batteries in dumpsters or at the transfer sites.

2.6.8. HOUSEHOLD HAZARDOUS MATERIALS/WASTE. Some jobs around the home may require the use of products containing hazardous components, which are designated as hazardous materials. Such products may include certain paints, cleaners, stains and varnishes, car batteries, motor oil, and pesticides. Also, some products are reactive. For example, the heating units in Meals Ready to Eat (MREs) react with water to produce heat and may have the potential to cause a fire if placed in an improper location. Leftover contents of such consumer products are known as "household hazardous waste."

2.6.8.1. USE AND STORAGE OF PRODUCTS CONTAINING HAZARDOUS SUBSTANCES. Because of the potential risk associated with household hazardous materials/wastes, it is important that people always safely use, store, and dispose of materials containing hazardous substances. Store carefully to prevent accidents. Never store hazardous products in food containers. Keep products containing hazardous materials in original containers and never remove labels. Repackage, and clearly label corroding containers. Proper handling of these materials will prevent accidental ingestion and also help protect sanitation workers. If you have questions regarding storage, call the Environmental Flight at 377-3836.

2.6.8.2. LEFTOVER HAZARDOUS MATERIALS WASTE. If leftovers remain, never mix household hazardous waste with other products. Incompatibilities may react, ignite, or explode; contaminated household hazardous waste may become un-recyclable. Upon changing duty stations, you can take all household chemicals to the hazardous waste facility located at Building 4385 on Eielson AFB or to the local collection program in Fairbanks. The hazardous waste facility also has "free items" for use by housing residents when they first move onto base.

2.6.8.3. HAZARDOUS WASTE DISPOSAL. Do not dispose of household hazardous wastes by pouring down the drain, onto the ground, into storm sewers, or into household waste. Certain types of household hazardous waste, if poured down drains or toilets, have the potential to cause physical injury to sanitation workers, contaminate septic tanks or wastewater treatment systems and present hazards to children and pets. Disposing of household chemicals, oils, and fuels, in the dumpsters is NOT an acceptable practice, nor is it environmentally responsible.

2.6.8.4. DANGERS OF IMPROPER DISPOSAL. One way to reduce concerns associated with household hazardous waste is to take actions that use non-hazardous or less hazardous components to accomplish the task at hand. Do this by reducing the amount and/or toxicity of products with hazardous components; use only the amount needed. Share leftover materials with neighbors, donate them to a business charity or government agency, or give them to a household hazardous waste program. Excess pesticide might be offered to a greenhouse or garden center, for example, and theater groups usually need surplus paint.

2.6.8.5. HAZARDOUS HOUSEHOLD WASTE COLLECTION. Eielson has collection days and permanent collection sites for handling household hazardous waste. On collection days, qualified professionals collect hazardous wastes at a central location to ensure safe waste disposal. Collection days are usually in the spring; you will see advertisements in the base paper. Eielson's permanent collection site is the hazardous waste facility, Building 4385. Call 377-1668 for directions.

2.7. CARE OF INTERIOR.

2.7.1. WINDOWS. You are responsible for interior and exterior cleaning of windows. Windows should not be washed on the outside when the temperature is 32 degrees or colder. We have a variety of windows (some are tilt-turn, some can be removed from the interior, some are fixed in-place, and some are not accessible for cleaning). During the summer months, all windows may be hosed down; always make every effort to clean them safely. If you have questions, call 377-2286.

2.7.2. KITCHEN. Frequent attention is required to maintain appliances, cabinets, and kitchen walls. Pay particular attention to ovens (DO NOT use oven cleaner in self-cleaning ovens), broiler units, top burners, and kitchen exhaust fan filter to prevent grease build-up that becomes a fire hazard. Clean refrigerator interiors regularly with water and baking soda solution, rinse, and dry; clean exterior and door gasket to remove oil and grease; when defrosting, do not use sharp instruments to remove ice; do not use gritty/harsh cleaning agents. Avoid fibrous material, such as onions and celery, in garbage disposals as they jam the cutting mechanism. Do not put grease in garbage disposal or drains, as grease will solidify in pipes and cause stoppages. Avoid overloading disposal with cooked pasta or similar foods. Placing hot utensils on countertops may cause permanent damage; use cutting boards. Use regular shelf-paper in drawers, cupboards, and laminated cabinets, as adhesive-backed paper will damage surfaces when removed. Clean walls periodically.

2.7.3. BATHROOMS. Walls in the tub/shower have a tendency to mildew, so clean periodically with a bleach product. Remove mineral build-up in the toilet tank with a product specifically designed to remove mineral deposits. Hard water stains can be removed from porcelain with a pumice stone. Clean fiberglass tubs and showers with nonabrasive cleaners only. Do not flush tampons, sanitary napkins, disposable diapers, and similar materials down the commode. In case of a plumbing stop-up, use a plumber's helper (plunger); if this fails, contact Housing Maintenance for assistance.

2.7.4. FLOORS. Excessive water can damage any floor. To prevent wax build-up, use quality wax removers; pay special attention to corners and baseboards for dirt build-up. DO NOT use wax on new vinyl floors.

2.7.5. CARPET. Carpet is provided in all family housing units. All housing units are inspected, using black light, prior to occupants moving in. Vacuum frequently and clean spills immediately to prevent stains. Industrial quality steam carpet cleaners are available for checkout (48 hr limit) at the Housing Self-Help Center. DO NOT saturate carpet. Cleaning carpet twice a year is normally adequate.

2.7.6. WALLS. Use mild soap and warm water to keep your walls clean. If you apply adhesive-backed materials, wallpaper, or decals to walls they must be removed prior to termination of

the unit. Use picture-type hangers only. Ensure doorstops are present to protect doors/walls from damage. Doorstops are available at the Self-Help Center if a replacement is needed.

2.7.7. INSECT CONTROL. The Civil Engineer Environmental Operations Element surveys family housing units for insect infestation. You must cooperate with this program; however, control of pests in the family housing area is not solely the responsibility of the Civil Engineer. Practice good housekeeping and report uncontrollable circumstances to Entomology (377-1370).

2.7.8. HEAT REGISTER COVERS. You are responsible for periodic cleaning to ensure proper airflow.

2.7.9. GROUNDS CARE. You are responsible for maintaining a neat and well-kept area. Your assigned area extends to 50-feet from your dwelling or a reasonable natural boundary, or half the distance between your unit and any adjacent unit. If your yard is fenced, you must maintain both sides of the fence. Housing Management periodically inspects family housing areas. Inspections are based on standards listed below, and discrepancy notices will be issued if your area does not meet standards. Repeat discrepancy notices could mean a loss of your privilege to reside in family housing.

INSPECTION STANDARDS FOR FAMILY HOUSING

<u>ITEM</u>	<u>STANDARD</u>
Grass Mowing	Accomplish as necessary to maintain a neat appearance. Grass should never exceed 4 inches in height and should not be cut to less than 2 inches.
Edging	Edge sidewalks, driveways, and streets to maintain a neat appearance. Please do not dig a trench when you edge.
Grass/Weeds in Cracks	Remove all grass and weeds from cracks/crevices in sidewalks, driveways, parking spaces, and doorsteps.
Trimming	Trim grass around foundation of house, fence, doorsteps, and trees as necessary.
Bushes	Trim bushes.
Porches	Ensure porches are neatly maintained. While storage is limited, areas must not be cluttered or unattractive. Privately-owned storage sheds are not authorized.
Removal of Debris, Clutter, etc.	Lawn must be free of debris (paper, cans, candy wrappers, animal feces, etc.). Tires, plywood, and other miscellaneous items not designed for lawn/yard use, must be removed and stored in basement or garage. Barbeque grills will be kept out of sight (in back yard) when not in use. Children's toys, in yards, will be kept to a minimum and will be neat and orderly when not in use. Bicycles will be kept in garages or out of sight when not in use. If you reside in Sprucewood Homes, you may suspend bikes from the building overhang that extends over the patio.
Vehicles	Major vehicle repairs are not authorized in garages, driveways, or parking spaces. See Para 5.6 for vehicle repair work.

ITEM**STANDARD****Snow and Ice Removal**

Remove snow and ice from sidewalks, driveways, and fire hydrants within 24-hours of snowfall. Shovel more often if necessary to prevent packed snow, which makes snow removal extremely difficult. Shoveling snow and/or ice into streets is prohibited, as it creates a safety hazard.

Many residents take pride in maintaining their home, and we like to recognize them. As part of our community program, we select "Home You're Proud Of" winners during the summer months. Winners are rewarded with goods and services, and they receive base-wide recognition. Watch for publicity in the base newspaper.

2.7.10. COMMON AREAS. Court areas, adjoining lawns, etc., are the responsibility of all residents and should receive the same attention as your assigned area. DO YOUR SHARE. You may plant flowers in designated areas; but do not plant vegetables, and do not plant seeds or beans that are poisonous or hazardous. Keep flowerbeds neat and free of weeds and grass. Water trees weekly, soaking the ground, especially during periods of drought. Any fence or border must be approved on a self-help work request (paragraph 7.6. of this brochure).

2.7.11. WATER BEDS. Residents must acknowledge responsibility for potential damage and sign a liability statement prior to placing waterbeds in housing. Statements are available at Housing Management.

2.7.12. WADING POOLS. Pools that do not exceed 30 gallons or a depth of 12 inches of water, are permitted. Pools must be empty when not supervised. Be aware of safety issues, as you are responsible for the well-being of users. No other pools, saunas, or hot tubs are authorized in family housing. Children must be under adult supervision at all times when using wading pools.

2.7.13. TELEPHONE INSTALLATION. Contact ACS or GCI for telephone installation. Call ACS at 1-800-478-7121 for installation or billing questions, or 1-800-478-3011 for repair service. Call GCI at 372-4169 for installation and all telephone issues. For repair of existing lines inside the housing units, call the housing maintenance contractor at 372-5257, except for Sprucewood Homes. Residents in Sprucewood Homes should call the telephone company.

2.7.14. CABLE TELEVISION. You have a choice. GCI can be reached at 372-4169; Alaska Wireless Cable, Inc. can be reached at 456-6160.

3. FIRE PROTECTION. The Fire Department is responsible for instructing residents on procedures to follow in case of fire. Fire extinguisher classes are conducted Mondays (normal duty days) at 0800 and Fridays at 1300 at building 1206 (Flight Line Fire Station). As head of your household, you must instruct all members of your family in fire prevention.

3.1. PREVENTION INSTRUCTION. You will receive a fire prevention briefing within 30 days after occupying family housing. A power point presentation is available at Housing Management, or you may request a member of the Fire Department to conduct a briefing in your home. For home service, call Fire Prevention at 377-1293.

3.1.1. FIRE EVACUATION PLAN. Develop a fire evacuation plan with primary and alternate routes of escape. Practice the plan, as it may save a life.

3.1.2. **HANDICAP DISABILITY LIST.** Notify the Fire Protection Flight at 377-1293 of any family member with a handicap disability. The type of disability, facility number, address, telephone number, and rotation date are required. In the event special accommodations to the house are required, submit an AF Form 332, BCE Work Request, to the Housing Flight.

3.1.3. **SMOKE DETECTORS.** Inspection of smoke detectors was performed prior to occupancy; however, we recommend you test each detector. You are required to perform periodic operational tests of all detectors. In accordance with AFOSH STD 91-501, battery-powered smoke detectors must be checked once each week. Replacement batteries may be obtained by taking the old battery to the Housing Self-Help Center for a replacement.

3.1.4. **BARBECUE GRILLS/FISH SMOKERS.** When in use, grills and smokers must be lit and supervised by adults. They should be a minimum of 10 feet away from the facility, or any combustible structure. Do not use under building overhangs, on porches, or in garages. Grills/smokers may be used on decks, but must be located as far as possible from the unit and must have a drip pan (metal) under the entire grill/smoker to catch grease drippings. Store charcoal in a dry, well-ventilated area as it is susceptible to spontaneous combustion.

3.1.5. FIRE REPORTING. IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT BY CALLING 911 IMMEDIATELY. GIVE THE FIRE ALARM CENTER OPERATOR YOUR NAME, HOUSE NUMBER, AND STREET. DO NOT HANG UP UNTIL YOU ARE TOLD TO DO SO. REPORT ALL FIRES REGARDLESS OF SIZE. IF YOU ARE DIALING FROM A CELLULAR PHONE, INFORM THE OPERATOR THAT YOU ARE CALLING FROM EIELSON AFB.

3.1.6. **CARBON MONOXIDE.** Carbon monoxide is the most common cause of unintentional poisoning death in the United States. A colorless, odorless, and tasteless gas, it is slightly lighter than air. Insufficient air circulation can allow toxic amounts to accumulate. It is lethal in minutes and will asphyxiate before it poses an explosion danger. Mild exposure to carbon monoxide may mimic the flu, causing a slight headache, nausea, vomiting, and fatigue. Extreme exposure can result in death. All combustion devices in the home can generate carbon monoxide. Malfunctioning appliances, fireplaces, and automobile exhaust are the most common sources of carbon monoxide. If carbon monoxide is suspected, immediately leave the house and call 911 for assistance. Plug-in type carbon monoxide detectors (with battery backup) are available at the Housing Self-Help Center for installation by resident. Read the instructions for correct placement and maintenance of the detector. Generally, detectors should not be placed in locations with extremely hot or cold temperatures, where any type of petroleum product is stored, or where excessive moisture may cause false alarms.

3.2. **STORAGE.** Many basement areas contain mechanical equipment to include hot pipes, fan blades, etc. Areas/equipment should be enclosed, or out of reach of children; if not, call Housing Maintenance at 372-5257. Help us ensure your children live in a safe environment. **Basement and storage areas are not living spaces. If used for storage, recommend you palletize items to prevent possible water damage from leaking/broken pipes, mechanical room leaks, etc.**

3.2.1. **FLAMMABLE LIQUIDS.** The limit for storage of gasoline or other flammable liquids is 5-gallons. Never store flammables in the home or under stairwells and ensure outside storage areas are childproof. Gasoline cans will be UL- or FM- approved.

3.2.2. GUNPOWDER. Gunpowder used for reloading is limited to 10 pounds of smokeless powder and 1 pound of black powder. All gunpowder will be stored in original container in a cool, dry place away from heat and other sources of ignition.

3.2.3. ATTICS, CRAWL SPACES, AND MECHANICAL ROOMS. Do not use crawl spaces, attics, or mechanical rooms for storage of personal items. Do not allow pets in crawl spaces under any circumstances.

3.3. FIREWORKS AND OUTDOOR FIREPLACES. All fireworks and outdoor fireplaces are prohibited.

3.4. CLOTHES DRYERS. Check and clean dryer lint trap before each use. Periodically, remove 4-inch hose from back of dryer and remove any accumulated lint or residue. Never place plastic articles in dryer.

3.5. COOKING APPLIANCES. Never leave cooking unattended, especially when cooking with grease or anything that produces 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! Clean kitchen exhaust fan filter monthly, or more often if needed, to prevent accumulation of grease.

3.6. EXTENSION CORDS. Never use extension cords through doors, windows, under carpet, or through dryer duct. Use only UL- or FM-approved cords. For vehicles, use only cords rated for cold weather and then only with approved headbolt outlets. DO NOT run extension cords across sidewalks, driveways, or streets.

3.7. POWER EQUIPMENT. Do not refuel equipment while motor is running. Allow sufficient time for equipment to cool before refueling, and clean up any spillage.

3.8. SPACE HEATERS. Space heaters must be UL-approved, with tip over switch and face guards, if used in housing units/appurtenances. Direct fire prevention questions to the Fire Department at 377-1293.

3.9. WELDING, CUTTING, BRAZING AND OPEN FLAME DEVICES. Use of welding equipment, cutting torches, and the operation of open flame devices such as plumber's torches, blow-torches, etc., are prohibited in family housing. Refer any questions to the Base Fire Department at 377-1293.

3.10. HOBBY MATERIALS. Ensure hobby materials are properly used and stored.

3.11. HOUSEKEEPING. Do not allow trash to accumulate in closets, basements, garages, storage areas, patios, decks, or near wall heaters and hot water heaters.

3.12. ELECTRIC BLANKETS. Do not place covers, comforters, sheets, etc., on top of electric blankets. This may cause the electric blanket to overheat and start a fire.

3.13. MISCELLANEOUS. Use mosquito coils, candles, patio torches, etc., only in accordance with manufacturer's directions. Do not leave such items unattended.

4. SECURITY FORCES. The installation commander is responsible for controlling and safeguarding all base property. Routine patrolling of the housing area is accomplished 24-hours a day, seven days a week. When notified, they will investigate all incidents. Direct all inquiries concerning law enforcement to the Security Forces desk sergeant at 377-5130 or 377-3133.

4.1. PARKING. On base parking of privately owned vehicles will be in driveways or authorized parking areas only. Curbside parking should be limited to the fullest extent possible. Residents must make maximum use of assigned garages, parking spaces, and driveways. Prohibited areas are as follows:

- Next to yellow curbs.
- Within 25 feet of, or in, an intersection.
- On grass, seeded, or dirt areas.
- Any place that obstructs visibility of a traffic control device.
- On, in front of, within 5 feet of, or blocking private or public driveways, sidewalks, pedestrian crosswalks, or entrance/exit ways, or so near as to interfere with the unobstructed use of the above.
 - Within 15 feet of a fire hydrant.
 - In designated reserved/parking spaces in the base family housing area.

PARKING EXCEPTION IN FRENCH CREEK/MOOSE LAKE HOUSING. Any resident who has a single car garage may park one privately-owned vehicle on the hard frozen, snow covered lawn adjacent to the single car driveway. This does not include motor homes, campers, trailers, etc. Maintenance and emergency vehicles may be temporarily parked in these areas while performing official duties.

For additional information on driveway, overflow, curbside, and reserve parking, refer to 354 FWI 31-201, Eielson AFB Motor Vehicle Traffic Code, Chapter 5.

4.1.1. STREET/DESIGNATED PARKING AREA. Track, race/stock cars, un-mounted truck type campers or un-mounted camper shells, utility, and special purpose vehicles will not be parked along roadways, curbsides, or in designated vehicle parking areas or spaces. Such vehicles will only be parked in the RV storage lot.

4.1.2. RECREATIONAL VEHICLES (RVs). Recreational vehicles include:

- Motor homes
- Pull-behind camping trailers of any kind
- Large overhead campers affixed to trucks
- Boats with trailers
- Boats without trailers in excess of 12 feet (not to include canoes)

4.1.2.1. RECREATIONAL VEHICLE LOADING AND UNLOADING. Housing residents will not park RVs in the housing area on a permanent basis. RVs must be parked in the installation RV lot. Occupants may have their RVs at their residence 48-hours prior to a trip to load and 24-hours after a trip to unload. RVs may not be used for sleeping or cooking while parked in base housing areas. Any occupant leaving their RV parked at their residence will be ticketed. While loading and unloading prior to and after a trip, residents must park RVs in driveways if they have one and must avoid blocking sidewalk connectivity or protrusion into the street. Where sidewalks exist, the end of the driveway is an extension of the sidewalk; sufficient room must be available to permit a pedestrian or cyclist to pass without entering the street. For residents who do not have driveways, RVs must be safely parked in parking spots

or along the street during the loading and unloading periods. RVs may not be parked on seeded areas.

4.1.2.2. **MOTORCYCLES.** Motorcycles will be parked in appropriate parking spots, in the garage, or in the driveway during months they are used for conveyance. During the winter months when they are no longer used, they must be stored either in the garage or in the RV lot.

4.1.2.3. **BOATS UNDER 12 FEET and CANOES.** Boats under 12 feet long and canoes may be stored in the back yard provided they are inside the fence and out of direct sight. Residents choosing to keep boats and canoes in their backyard must maintain their yards in accordance with this housing pamphlet.

4.1.2.4. **ALL TERRAIN VEHICLES (ATVs).** Residents may keep ATVs in housing all year. The ATVs must be parked in the garage or driveway. ATVs may not be parked or driven on seeded areas during the summer. They may be parked on snow-covered lawns (next to assigned housing units) after the ground is hard frozen. They must be arranged in a neat and orderly fashion when parked in housing. No haul trailers may be kept in the housing area outside the garage, unless loading and unloading.

4.1.2.5. **SNOW MACHINES.** Snow machines must be stored in garages or the RV lot until the Mission Support Group Commander gives the authorization to ride them on base. Snow machines can then be parked in the driveway or on snow-covered, hard frozen lawns. They must be arranged in a neat and orderly fashion when parked in housing. No haul trailers may be kept in the housing area outside the garage unless loading and unloading.

4.1.2.6. **SNOW MACHINE OPERATION.** Snow machines are not permitted on Eielson AFB except on designated access routes, in designated use areas, and as outlined in 354 FWI 32-7002, Use and Control of Off-Road Vehicles (ORVS). Operation in the base cantonment area is limited to that operation necessary to reach designated use areas. The base cantonment area is not a designated use area; it is a transit area to be used only for access to designated use areas. Operation on streets or parking areas will be limited to that operation necessary to effect a crossing perpendicular to traffic flow. Snow machines will yield the right-of-way to vehicles and pedestrians at all times. In the cantonment area, snow machines will be operated at a minimum throttle setting necessary to maintain forward motion (approximately 5 mph). Operators will take the most direct route to designated use areas and where possible, maintain a minimum of 100 feet separation from any buildings. When a separation of 100 feet is not possible, a route that is halfway between buildings will be used. Snow machines meeting all requirements for on base operation can enter/exit Eielson using A Battery Road.

4.1.2.7. **UTILITY TRAILERS.** All haul and utility trailers must be parked in a garage or in the RV lot. They are not authorized in the housing area unless owner is in the process of loading or unloading.

4.1.2.8. **SOLE MEANS OF TRANSPORTATION.** A motor home or pick-up truck with a camper may be permitted year-round when it is the sole means of family transportation. All policies listed in this brochure apply. To obtain approval, submit an in-turn letter, containing your address, type of vehicle, length, license number, and any appropriate information, through the following channels:

- Unit Commander who must assess need for a waiver, determine whether vehicle is the sole means of transportation for the household, and recommend approval or disapproval.

- Housing Management who will determine whether there is adequate space for the vehicle, recommend any alternatives available, and recommend approval or disapproval.
- Pass and Registration who will verify that the individual and his or her family members have no other vehicles registered.
- Mission Support Group Commander who will approve or disapprove. If approved, member will prominently display approved request in rear window of vehicle. Approval must be obtained annually, and will expire 15 September each year. Renewal procedures will be the same as procedures for initial request.

4.1.2.9. RECREATIONAL VEHICLE STORAGE LOT. Special purpose and recreational vehicles may be parked in RV Storage Lot for a monthly fee. Twenty-four hour access is available. Call the Services Squadron, at 377-1232, for information.

4.2. TRAFFIC FLOW IN "O" SHAPED COURTS. Traffic flow will be one-way, counter-clockwise. Curbside parking is authorized on the inner curb of the court (curb located farthest from housing). Curbside parking is prohibited in the "Y" mouth entrances and extending 25 feet outward in both directions from these entrances on either side at all times. Curbside parking will be with the flow of traffic.

4.3. TRAFFIC FLOW IN "U" SHAPED COURTS. In "U" shaped courts with center court parking, traffic flow will be one-way counter-clockwise. Curbside parking is permitted for loading and unloading purposes only. Exceptions: Curbside parking is permitted in the following "U" shaped courts due to nonrestrictive drive-through by fire department vehicles (Facilities 5174, 5175, 5176, and 5177, 5178, 5179).

4.4. CURBSIDE PARKING. Curbside parking is permitted on the west side of all north-south streets, on the north side of all east-west streets, and inside of all circles. Exceptions to this rule are Polaris Street, where curbside parking is prohibited on both sides of the street on S curves. Curbside parking in Moose Lake Estates and French Creek Subdivision is authorized only on the same side of the street as the sidewalks and mailboxes. Curbside parking will be the same direction as the flow of traffic. Refer to 354 FWI 31-201, *Eielson AFB Motor Vehicle Code*, for specific guidance.

- Curbside parking in courts with detached garages is prohibited except for loading/unloading.
- Curbside parking is not authorized on Broadway Ave.

4.5. RESERVED PARKING. Reserved parking, on Deborah Loop, Edna, Hayes, and Mather Streets, are only authorized in designated spaces that are marked with reserved parking signs.

4.6. SPEED LIMIT. The speed limit on Eielson is 25 MPH, unless otherwise posted. The speed limit on most public streets in housing is 15 MPH. The speed limit in housing courts is 5 MPH.

4.7. VISITOR RECEPTION. Call the Visitor's Center (377-3807) and notify the entry controller of visitor's name, destination, length of visit, and vehicle type. Your telephone number will be required for verification of the visit. In extenuating circumstances, you may be required to report to the gate to sponsor a guest. Call Hursey Gate (377-5263) if the center is closed.

4.8. FIREARMS. Gun owners living on base must register guns within 30 days of assignment to government quarters. If you possess firearms, you will be required to sign a statement acknowledging your responsibility.

4.8.1. WEAPONS STORAGE. You must store weapons in a secure, appropriately constructed container, or equip them with a tamper resistant mechanical lock. Guns stored in gun cabinets with glass doors must have trigger locks or wire mesh to prevent someone from removing a gun from the case. Contact your orderly room to accomplish AF Form 1314. For more information, call Security Forces Pass and Registration at 377-1033.

4.8.2. AMMUNITION. Gunpowder used for reloading ammunition will be limited to 10-pounds of smokeless powder and 1- pound of black powder. All gunpowder will be kept in its original container away from heat and other sources of ignition. Ammunition can be stored with the gun as long as it is in a locked drawer of the gun cabinet/safe. Ammunition not stored with the gun must be stored in another location not accessible to children and separate from the weapons.

4.9. CRIME STOP. For fast response to a crime in progress, call 911.

4.10. HOST STATE JURISDICTION. Eielson is a concurrent jurisdiction base; therefore, Alaska State Troopers are authorized to enter the base for law enforcement purposes. Schools located on Eielson are operated by the Fairbanks North Star Borough School District.

5. GOOD NEIGHBORS. Housing and close neighbors are synonymous. We appreciate your support and cooperation in the areas that follow.

5.1. NOISE CONTROL. Many Air Force family members work shifts and sleep during the day, so please be considerate. Established quiet hours and base curfew hours for youths under 17 are Sunday-Thursday between 2200 and 0700; Friday-Saturday 2300 to 0700. Youths attending scheduled events/activities, for example, sports, baby-sitting, dances, midnight movies, and so on, that terminate after curfew hours will be allowed 30 minutes to proceed directly to their residence. Youths returning from off-base, after curfew hours, will be allowed 30 minutes to proceed directly from the Eielson gate to their residence.

- EXCESSIVE STEREO/TELEVISION VOLUMES. Don't assume your neighbors enjoy the same music and television programs that you enjoy--please keep the volume down in your home and in your vehicle.

- PARTIES. Many complaints can be avoided by informing your neighbors prior to having a party.

5.2. CONTROL OF CHILDREN. Do you know where your children are?

- SUPERVISION. Supervise your children at all times, as you are personally responsible for their well-being. Some children are mature enough to be alone at an early age; others are not. Parents are responsible for the decision to leave children alone; however, children under age 10 must be supervised at all times. Follow the Eielson Youth Supervision Policy guidance you received with your housing package; call 377-1582 if you have questions.

- PERSONAL PROTECTIVE EQUIPMENT. All personnel who ride bicycles or roller-blade on Eielson must wear a helmet approved by the American National Standards Institute.

- PLAYGROUNDS. Do not permit your children to use neighborhood yards/streets as playgrounds. There are 47 playgrounds plus 19 tot lots in the housing area. If you live in the Sprucewood Homes area, report defective equipment to Polar Star Maintenance at 372-4701. If you live in any other base housing area, call 372-5257.

5.3. PETS. Residents of family housing and residents of unaccompanied housing located at 664 Deborah Loop, 668 Deborah Loop, and 2581 Borealis Circle are authorized to keep pets in assigned units. Residents may possess no more than two pets except in unusual cases and then only after the installation commander has granted a waiver. Restriction does not apply to aquariums of fish or most small caged animals such as gerbils and birds. Excluding small animals, dogs and cats are the only pets accepted on base.

5.3.1. REGISTRATION, CONTROL, AND VACCINATION. Owners are responsible for registration, control, and care of pets housed on Eielson. Vaccinations are available at the base Veterinary Clinic. Housing residents are required to register their pets with the Veterinary Clinic within 72 hours of accepting government housing. If you have questions, call the Veterinary Clinic at 377-1176, Monday - Friday, 0830 to 1600. For additional information, refer to 354 FWI 31-204, Eielson AFB Animal Control.

5.3.2. PROHIBITED ANIMALS. Farm, ranch, and/or wild animals are prohibited. Pit Bulls, American Staffordshire Bull Terriers, English Staffordshire Bull Terriers, any cross of these breeds, and/or any mix of these breeds with other animals are prohibited. In addition, wolf hybrids, and/or any canine breed whose dominant traits are geared toward aggression, are not permitted in housing. Minks, ferrets, domesticated rabbits and chickens, pot-bellied pigs, and all exotic animals (snakes, spiders, rodents, scorpions) are also prohibited. Commercial type kennels are not permitted in housing, and breeding or raising animals for food consumption, show, or commercial purposes is prohibited.

5.3.3. PET CONTROL. Pets must be adequately leashed in your assigned area when outside your home or fenced yard and will not have access to public areas (streets, sidewalks, and so on). In accordance with the Eielson leash policy, pets are not permitted to run free within the confines of housing. Do not leash animals to trees or porch railings as chains/ropes result in unsightly damages and sometimes loss of trees. Animals must have access to food, water, and shelter. Dog runs are not permitted.

5.3.4. CLEANING PET AREAS. Ensure cleanliness of your pet's outdoor area to control and prevent vermin infestation. Feces will be picked up daily, or more often if required. Maintain the interior of your unit to the standards set forth in this brochure, and to all health and sanitary standards. Pay particular attention to carpet, as you will be responsible for any damage to your home that is caused by family members or pets; carpet is one of the more expensive items to replace.

5.3.5. PET NUISANCE. Do not let your pet become a nuisance because of excessive barking, or invading the privacy of others. If a pet is lost or allowed to stray and owners cannot be located, it will be picked up by Security Forces and transported to the Animal Impoundment Facility. Owners who claim pets can expect to pay an impoundment fee; if unclaimed, animals will be put up for adoption or taken to the Fairbanks Animal Shelter. Owners may call the Law Enforcement Desk, 377-5130, to inquire about a lost or stolen pet or to report one.

5.4. PARKING. In some areas, only one parking space is allocated to each housing unit. A limited number of additional spaces are available; Housing Management assigns the spaces on a first-come, first-served basis. Do not park automobiles, motorcycles, house trailers, utility trailers, snowmobile/ATV trailers, campers, or boats on lawns or communal grounds in the housing area. See paragraph 4. of this brochure for additional RV parking information.

5.4.1. UNUSED VEHICLES. Inoperative or unused vehicles may not be parked in the family housing area.

5.4.2. VISITOR VEHICLES. Visitor vehicles, and additional vehicles, without assigned parking spaces must be parked in unassigned spaces. Be reasonable and considerate; talk to your neighbor when problems or misunderstandings occur.

5.5. VEHICLE REPAIR WORK. Major maintenance in Military Family Housing is prohibited, and minor maintenance is highly discouraged. If you do perform minor maintenance on your vehicle, RV, or lawnmower, waste must be disposed of properly. Up to 20 quarts of oil or 5 gallons of anti-freeze can be turned in at the Auto Skills Center at one time. If you have a larger quantity, it must be turned in at HAZMAT. Disposal of these items by pouring them down a drain or placing them in a trash container can result in expensive fines, disposal expenses, and/or criminal prosecution. Leaks from personal vehicles must be contained and disposed of through the Auto Skills Center. Use drip pans if required. Grease, oil, and lubricant stains caused by personal vehicles must be removed.

6. SPECIAL CLIMATIC CONDITIONS

6.1. SNOWFALL. Heavy snowfall results in large amounts of falling, packed snow and ice during spring break-up. Beware of snow and ice sliding or falling from roofs. Protect your family and property.

6.2. SNOW AND ICE REMOVAL. Remove snow and ice from sidewalks, driveways and fire hydrants within 24 hours of snowfall. Shovel more often if necessary to prevent packed snow, which makes snow removal extremely difficult. Shoveling snow/ice into streets is prohibited as it creates a safety hazard.

6.3. HEADBOLT OUTLETS. At least one headbolt outlet is provided with each family housing unit. If additional outlets are not available, park second vehicles in areas where headbolt outlets are located, providing those spaces are not reserved spaces. DO NOT run extension cords from inside your quarters for the purpose of plugging in vehicles. Vehicles on base may be plugged in when the outside temperature falls below, or is predicted to fall below, minus 10 degrees Fahrenheit (F) during the current reporting period (reporting periods are 0700 - 1200, 1200 - 1700, 1700- 0700). Diesels, however, may be plugged in at positive 15 degrees F or colder, and vehicles equipped with energy saver plugs may be plugged in at positive 20 degrees F or colder. Personnel owning diesel vehicles, or vehicles equipped with energy saver plugs, must obtain a waiver sticker for the vehicle windshield from the Civil Engineer Maintenance Engineering Office at 2310 Central Avenue (phone 377-2647 or 377-1194). Do not plug vehicles into outlets inside your garage – they are not for vehicle loads and you will create a fire hazard.

6.4. OPEN WINDOWS. Do not open windows when the temperature is below freezing as pipes will freeze. Ensure all windows, doors, and garage doors are properly closed; frozen pipes, caused by neglect, will be resident responsibility.

6.5. WARNING SIGNALS. Warning light systems are installed in unoccupied housing units to indicate a heat system failure or when inside room temperature falls below 50 degrees Fahrenheit. If you observe an activated warning light (an illuminated red bulb in a window), report it to the housing maintenance contractor at 372-5257.

6.6. WARNING/NOTIFICATION SYSTEM. The base public address system, or Giant Voice, is the method used to broadcast general information to the housing areas. Specific or detailed information

will be passed to housing residents via telephone. It is HIGHLY RECOMMENDED that housing residents maintain at least one traditional corded telephone in their homes. (Cordless telephones are electrically powered and WILL NOT FUNCTION during a power outage.) Local radio stations may also broadcast emergency information.

6.7. MFH WINTER EMERGENCY KIT. Alaska is a unique environment and you may find yourself in a winter survival situation with little or no notice. As a resident of military family housing you may be required to survive in your home for a period of time without heat and or electricity. You should ensure the immediate availability of important papers that you may keep in your home. It is also a very good idea to keep a half tank of fuel, as a minimum, in your automobile during the winter months. The following list of items should make the situation a bit more comfortable:

Sleeping bags for all members of your family (survival blankets)

Extra warm clothing (hooded sweatshirts and sweatpants, polar fleece, etc.)

Extra socks, gloves, and knit hats

Chemical hand/foot warmer packets

Auxiliary light source (flashlight with batteries, battery powered lanterns, light sticks)

Battery powered radio with extra batteries.

Coloring books, crayons, etc., for small children.

Each child should have their own flashlight with extra batteries.

6.8. POWER/HEAT FAILURE EMERGENCY PROCEDURES. Loss of electrical power or heat can mean several things, which vary greatly with the season. During summer months, heat is usually not an issue, and a power outage is an inconvenience that may last from a few minutes to a few hours. In the winter, however, loss of electrical power and or heat can place you and your family in a survival situation. Based on conditions, your house will retain heat for a period of time as long as you take immediate action. When a power or heat outage occurs during winter months, it is critical that you act quickly; immediately gather your winter emergency kit and remain calm.

6.8.1. HEAT OUTAGE. The following actions should be taken as soon as possible after you discover, or are notified, of a heat outage.

NOTE: *DO NOT use space heaters, fuel fired heaters, charcoal, or candles for heat. They all present fire, carbon monoxide, and safety hazards. Conserve heat using the following methods.*

Ensure exterior doors and windows are closed.

Place towels/blankets at base of doors, hang blankets or towels over windows.

Close doors to unused rooms, move everyone to the warmest room.

Limit opening and closing of exterior doors.

Use blankets, sleeping bags, and warm clothing for personal warmth.

6.8.2. ELECTRIC OUTAGE. The following actions should be taken as soon as possible after you discover, or are notified of, a power outage. When power is restored, do not plug in vehicles or turn appliances on until instructed to do so.

NOTE: It is recommended that you DO NOT use candles for a source of light. If candles are used they must be attended at all times. Be very cautious of candles around combustible materials such as curtains, bedding, etc.

UNPLUG ALL VEHICLES

Start vehicles every 2 hours and allow to run for 15-20 minutes when temperature is less than -10° F

Turn off and unplug all appliances and lights, except one indoor light, use flashlights, battery-powered lanterns for additional light as needed

Monitor local radio stations via a battery-powered radio

6.9. HOUSING EVACUATION. In the unlikely event of a partial or complete evacuation of housing, it is critically important that you remain calm and in your home until told otherwise. The Giant Voice and telephone recall will be used to pass information. Conserve energy and heat, as instructed in the paragraphs above, and prepare to evacuate your home by packing essential supplies and items.

6.9.1. EVACUATION PROCEDURES. Housing areas will be evacuated in a logical and orderly manner. Those areas and personnel at greatest risk will be evacuated first. Personnel will be billeted in government-provided quarters or may elect to stay with a friend or co-worker at an off-base residence. Regardless of where you are billeted, you and your dependents may be required to out-process and obtain an exit pass to ensure accountability before departing the base.

6.9.2. ALLOWANCE AUTHORIZATION. You may be authorized per diem and may be authorized to use your Government Travel Card. Specific instructions will be issued if an evacuation is ordered.

6.9.3. ESSENTIAL ITEMS. You must ensure that you and your family have sufficient clothing, personal hygiene items, and medications to last 10 days. Do not attempt to pack everything you own into your automobile. However, important family documents should be taken with you when you leave your residence.

6.9.4. PETS. Unless otherwise directed through Giant Voice or telephone recall, take pet(s) to your assigned location. Also, take portable kennel(s)/restraint(s), food, litter, etc.

6.9.5. CONTACT INFORMATION. Once it is determined safe to return to the base, you will be notified through your squadron at your temporary billeting location. It is critical that you maintain contact with your organization through you supervisor, the First Sergeant, or Commander. If you need to contact anyone immediately, the Command Post (377-1500) may be able to assist you.

7. COMMUNITY/RESIDENTIAL ACTIVITIES

7.1. SIGNS. Homemade signs to include lawn/garage sale signs, etc. are not authorized. A community sign is provided in the parking area of the Family Housing Self-Help Center (Bldg 3334) for advertising your lawn/garage sale.

7.2. HOME YOU'RE PROUD OF (HYPO). Many residents take pride in maintaining their quarters, and we like to recognize their efforts. Our HYPO program recognizes residents who improve their living environment. During the summer months (June-August), HYPO committee members select the outstanding yard of the month in three separate housing areas. Winners receive base-wide recogni-

tion, gifts from community participants, and the satisfaction of improving our community. Watch for annual publicity, and BE A COMPETITOR.

7.3. **COMMERCIAL ACTIVITIES.** Limited commercial activities may be conducted from your housing unit. Any such enterprise must be requested in accordance with Housing Management procedures and an Alaska State Business License is required for ALL commercial activities conducted in family housing. Contact Housing Management for information and guidance.

7.4. **SOLICITATION IN FAMILY HOUSING.** Solicitation, fund raising, scouting activities, school sales, and so on, require prior approval by the installation commander. Submit your request to Housing Management for routing through the appropriate agencies.

7.5. **SATELLITE DISHES/ANTENNAS.** Satellite dishes and antennas are not permitted in family housing.

7.6. **SELF-HELP WORK.** Housing Management will authorize self-help work if proposed work is relatively simple and primarily for resident benefit. Normally, a self-help project is to perform minor modifications to the housing unit and surrounding grounds. Work must not generate additional maintenance or repair costs. For example, if your home has steel siding do not, repeat, do not drill holes, install nails, and so on, in the siding for a self-help project. Lawn care products, coat racks, and other items may be acquired from the FH Self-Help Center at 2607 Arctic Avenue. Many items, excluding lawn care products, must be requested and approved on an AF Form 332, BCE Work Request, prior to initiation of any work. If you have questions, call the Self-Help Center at 372-3140 or Housing Management at 377-2286. Hours of operation for the self-help center are 0900 to 1800, Monday through Friday and 0730 to 1630 Saturday. **EXCEPTION:** Paint is not available to residents residing in Sprucewood Homes.

7.6.1. **REQUESTING SELF-HELP WORK.** All self-help work requires completion of an AF Form 332. Request must be coordinated and approved by Housing Management. **DO NOT** accomplish work until request is approved. Examples of self-help work normally approved: fences, coat racks, shelves, paint, yard improvement (timber logs), etc.

7.6.2. **STANDARDS AND SPECIFICATIONS.** A template for each authorized self-help work project is available at Housing Management. Inspections will be accomplished while major work is in progress, and a final inspection will be accomplished when completed. Call the Facilities Element, 377-2286, to schedule inspections. Any electrical work requires a qualified electrician, and residents must have an approved AF Form 332 available at all times.

7.6.3. **PAINTING INTERIOR WALLS.** Painting is normally accomplished by housing maintenance; however, some basements and garages are exceptions. When an exception exists, painting may be approved as a self-help project (AF 332 required).

7.6.4. **FENCES.** All fence requests must be approved on an AF Form 332 prior to installation; only government purchased fences are authorized. Cedar fences will be installed in leased areas (French Creek, Moose Lake, Sprucewood Homes) and renovated units. White picket fences will be installed in all other housing areas. Locks are not authorized on fence gates. Fences will not be permitted on parking side of units, or in Rainbow Court, with the exception of government-provided fences at units facing Arctic Avenue. Housing Management will provide fence specifications. Dog runs and chain link cages are not permitted.

7.6.5. **SHEDS.** Privately-owned sheds and storage buildings are not permitted in family housing.

7.6.6. DISPOSITION OF IMPROVEMENTS. Self-help work purchased/installed by a resident must be removed before final termination unless accepted, in writing, by incoming resident or housing inspector. When removing self-help work, the house or area must be restored to original condition. EXCEPTION: Most government provided items may stay and need not be signed over, ask the housing inspector at your pre-termination inspection.

DO NOT PERFORM SELF-HELP WORK WITHOUT KNOWING THE STANDARD AND OBTAINING APPROVAL.

8. TERMINATION OF FAMILY HOUSING

8.1. NOTIFICATION. The best time to think about moving out is when you are moving in. We require 40 days notice prior to vacating your home (short notice PCS and separations excepted). When you notify us, we will schedule your pre-final and final inspections. A housing representative will provide you a cleaning checklist. Housing Management can be of great assistance in your upcoming move, so ask about availability of on-base and community housing at your next location.

8.2. TEMPORARY LODGING ALLOWANCE (TLA). TLA is provided to partially reimburse members for the more than normal expenses incurred while residing in temporary lodging. The period of entitlement will not exceed the last 3-days preceding the day of departure from Eielson. Contact Housing Management for additional information and guidance.

8.3. PRE-FINAL INSPECTION. This inspection is designed to assist you in preparing for your final inspection, and it includes procedures designed to answer your questions. The housing inspector, and maintenance contractor personnel, will identify normal maintenance to be accomplished and damages above fair wear and tear. The housing inspector will discuss your individual cleaning requirements and concerns.

8.4. FINAL INSPECTION. The final inspection clears member of all responsibility for assigned unit. If you will be unavailable at the final inspection, notify Housing Management in advance. We will provide required forms and guidance, but remember **you are solely responsible for your final clearance from housing**. Housing Management will ensure standards of cleanliness are met and identify additional maintenance needs. Your home must be ready to pass final inspection on the date and time scheduled. If you do not pass the final inspection, we will reschedule when the inspection schedule permits. Time constraints and heavy scheduling may conflict with your plans, so make every effort to be ready the first time.

WEATHER AVERAGES

The following averages will assist you in planning your time in Alaska:

Temperatures

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Avg Temp	-12	4	9	29	47	58	61	56	45	24	3	-10
Avg Daily (Max)	-4	6	22	40	58	68	70	66	54	32	11	-3
Avg Daily (Min)	-20	-15	-4	18	37	47	51	46	35	17	-5	-18
Record High	49	50	52	74	92	93	92	88	82	68	50	45
Record Low	-64	-60	-50	-26	-6	31	36	25	15	-36	-44	-61

Relative Humidity

Avg Humidity 0400	66	63	62	67	66	69	78	81	79	77	69	66
Avg Humidity 1300	65	61	62	43	36	40	48	53	52	69	69	66

Precipitation (Inches)

Avg	.9	.6	.6	.5	.8	1.7	2.5	2.3	1.3	1.0	.8	.8
Max	4.1	2.5	2.7	4.4	2.0	4.2	5.2	7.5	3.1	3.8	2.7	2.6
Min	.1	T	T	T	T	.2	.4	.6	.1	T	.1	T
Max 24 Hour	1.2	.8	.8	.8	.9	1.4	1.6	3.4	1.3	1.2	.7	.6
Avg Snowfall	11	9	7	5	1	T	T	T	2	12	13	11
Snowfall (Max)	35	34	31	38	6	T	0	T	12	40	47	32
24 Hr Snowfall (Max)	13	14	8	8	3	T	0	T	5	8	8	11

Weather

Days with Fog	16	11	6	2	2	2	6	9	8	11	11	14
Day's w/Measurable Precipitation	8	7	7	6	6	11	13	13	11	11	10	9
Days w/Thunderstorms	0	0	0	1/2	1/2	3	1	1/2	0	0	0	0

Wind (Knots)

Mean Wind Speed	1	1	2	3	4	4	3	3	3	2	1	1
Prevailing Direction	S	S	N	W	W	W	W	W	W	N	S	S
Max Wind Speed	45	42	42	36	35	44	40	41	37	60	45	64

Sun

Maximum Sunlight	6:51	10:04	13:28	16:52	20:22	21:40	21:18	18:09	14:38	11:20	7:53	4:47
Minimum Sunlight	4:06	6:59	10:07	13:35	16:59	20:28	18:16	14:45	11:27	8:01	4:52	3:47

KEY TELEPHONE NUMBERS

Fire Department		911
Ambulance		911
Crime Stop		911
Clinic Appointment Desk		
- Routine/Same Day	377-1847	
- Primary Care	377-2259	
- After Hours	377-2296	
Chapel		377-2130
Directory Assistance Eielson AFB		
- Official Numbers	377-1110	
- Base Locator	377-1841	
Housing Maintenance		
- Sprucewood Homes	372-4701	
- All Other Units	372-5257	
Housing Management Flight		377-2244
- Furnishings Management	377-5157	
- Quality Assurance Personnel	377-2181	
Eielson Clubs		
- Aurora Club	377-2051	
- Yukon Club	377-2228	
- Debbie's Delivery	377-7400	
Child Development Center		377-3237
Special Trash Pickup		377-4264
Security Forces		377-5130

RETURN THIS BROCHURE TO HOUSING MANAGEMENT DURING FINAL HOUSING CLEARANCE

MARKE F. GIBSON, Brig Gen, USAF
Commander