

# Furnishing Management Office

**Introduction:** This brochure will provide you with the necessary information for using our services and assist you in complying with Furnishing Management requirements. Furnishing Management Office (FMO) issue government owned furnishings and appliances to eligible personnel (**Air force & Army Command-Sponsored personnel / DoD civilians**) for a 90 day loaner basis. **Do not ship major appliances.** All on-base houses are furnished with major appliances (**Range, Refrigerator, Washer, Dryer, and Dishwasher**). For authorized personnel living off-base, FMO will provide you with major appliances **except dishwasher** for your entire tour of duty. For additional information, please contact the Furnishing Management Office (FMO), at DSN: 784-5181. Customer hours are 0800 – 1600, Monday – Friday. We are closed on all Korean Holidays and many of the U.S Holidays.

## **Who is authorized support?**

The following personnel are authorized support from Furnishing Management Office.

- Air Force and Army military members in all grade with command-sponsored assigned to the Osan area.
- Department of Defense civilian employees assigned to the Osan area, with a transportation agreement and receiving living quarters allowance (LQA).

**Note:** The Furnishing Management Office cannot provide loaner furniture and appliances to unaccompanied military members.

## **Authorized furnishing / appliances**

Air force & Army Command-Sponsored personnel / DoD Civilian 90-Day Loaner Kits List.

### **Bedroom**

- Twin bed set: 1 per dependent child.
- Full bed set: 1 per 2 adults.
- Dresser: 1 per loaner set.
- Chest 3 drawer VCR: 1 per loaner set.
- Night Stand: 1 per twin bed / 2 per full bed.
- Table Lamp: 1 per night stand

### **Living Room**

- Sofa: 1 per loaner set.
- Easy Chair: 1 per loaner set.
- Desk: 1 per loaner set.
- Desk Chair: 1 per desk.
- Coffee Table: 1 per loaner set.
- End Table: 2 per loaner set.
- Table Lamp: 1 per end table.

## **Dining Room**

- Dining Table: 1 per loaner kit.
- Dining Chair: 1 per family member.

## **Loaner appliances for duration of tour**

Loaner appliances for Air force & Army Command-Sponsored personnel / DoD Civilian who eligible are as follows:

- Refrigerator
- Gas Range
- Electric Washer
- Gas Dryer

## **Cleaning instructions**

**Refrigerator:** The refrigerator must be defrosted, accumulated dried-on food particles removed and interior surface cleaned, including the door seal/gaskets, vegetable crispers, racks, shelves, interior walls, and food bars. Cooling coils on back vacuumed (if applicable), exterior surfaces (all four sides and top of refrigerator) washed to remove dirt, film, dust, and food particles. The drip pan underneath must be cleaned to remove water deposits, dust, dirt, and free of water.

**Washer:** The washer needs to be cleaned on the inside of the basket, and on top of the washer basket tub ring (White piece of plastic). Tilt the agitator post from side to side and remove soap buildup, hair, dust, and dirt. All four sides, top, control knobs, interior of lid, around lid hinges, and agitator top will be cleaned and free of soap scum and laundry soaps and detergents, fabric softener, dust and dirt. Water lines will be disconnected and lines drained.

**Dryer:** The dryer needs to be wiped down or washed to remove dirt, dust, soaps, and detergents, and the lint filter needs to be dust and lint free. Wipe down the interior of the dryer door to remove dust and lint. Clean around door gasket; ensure the dryer drum is free of dust, dirt, clothes, and debris.

**Gas Range:** Range top, all four sides, storage compartments, control knobs, broiler pan, inside racks and door handles must be free of grease and burned-on food particles. You do not have to take the range door apart to clean the interior glass; however, the exterior glass on the oven door must be cleaned.

**Furnishing:** All furniture must be wiped off, polished, and debris free. Sofa, chairs, and mattress will be clean with a vacuum and stains and pet hair will be removed.

**Cleaning while in use:** All furnishings/appliances will be cleaned routinely while in use.

## **Pick-up or delivery service**

The contractors will pick-up or delivery 90 day loaner kits and appliances. If you need loaner furniture or long term appliances you will need to give the housing office a minimum of **10 days** notice before the desired pick-up or delivery date and times. **During the peak season, May – Sep, at least 30 days notice is recommended.** The Base Housing Office is located in Bldg 600 and the telephone number is DSN 784-1185/2922, Fax 784-2800. The office is open 0800 – 1600, Monday through Friday. The housing office closes every lunch time 1200-1330 and at noon for training every first and third Thursday.

## **Off-base appliances installation**

- Refrigerator: See the below **“Note”**
- Gas Range: See the below **“Note”**
- Washer: The FMO contractor can hook-up and plug in, if applicable. The customer or sponsor must ensure that US type outlet box, water faucet, and drain are installed.
- Gas Dryer: The customer or sponsor must ensure that the gas line be hooked up with landlord or realtor.

**Note: All Korea off-base houses have 220V 60cycle electricity. All on-base houses have 110V 60cycle. Landlord or realtor must issue you required transformer per appliances.**

**Appliances Repair:** Repair of these items will be accomplished free of charge, however any damage cause by other than fair wear and tear will be charged to the customer. To initiate repair action for government appliances go to 51 CES Service Contract Office and telephone number are DSN 784-6644/4304. Government appliances repair will be accomplished by the CE appliances repair vendor.

**Note:** Loss, Damage or Destruction of Government Property: All personnel authorized support with government furnishings is responsible for the care and control of furnishings issued to them. The FMO processes items damaged, destroyed, or lost through possible fault or neglect. A report of survey is required when the cost is \$ 500.00 or greater.

**Fair Wear and Tear:** You will be charged for any damage to furnishings beyond what is considered **“Fair wear and tear”**. This means that if you do excessive or unreasonable damage to the furnishings, you will have to pay for them. For example, if the dryer burns out because you fail to clean the filter that is unreasonable damaged and you will have to pay for it.

**Quality Assurance Evaluators:** If for some unknown reason the contractors does not for a scheduled pick-up or delivery of government furnishings/appliances and damage to the property, notify the Quality Assurance Evaluators at DSN 784-5181/4394.

## **May I keep my loaner furniture past the 90-day loan period?**

**A:** 90 day loaner furnishings may be retained for up to 90 days maximum. Exception when circumstances warrant include hardship, natural disasters, or other unforeseen difficulties. Requests must be in writing to 51 CES Housing Element. Installation commander may authorize exceptions.

**Authorized quantity for 90 day loaner furniture in accordance with AFI32-6004**

Nomenclature	Picture	Dimension (W x D x H)	Authorized Quantity
<b>Full Size Bed Set : Mattress / Box Spring / Headboard / Frame</b>		<b>W: 53" x D: 8.5" x H: 79"</b>	<b>1 per sponsor</b>
<b>Twin Size Bed Set : Mattress / Box Spring / Headboard / Frame</b>		<b>W: 38" x D: 8.5" x H: 73"</b>	<b>1 per dependent child</b>
<b>6 Drawer Dresser</b>		<b>W: 66" x D: 21" x H: 30"</b>	<b>1 per bed room</b>
<b>Night Stand</b>		<b>W: 23" x D: 17.5" x H: 24"</b>	<b>1 per twin bed / 2 per full bed</b>
<b>Table Lamp</b>		<b>H: 20"</b>	<b>1 per night stand / 2 per living room</b>
<b>Floor Lamp</b>		<b>H: 76"</b>	<b>1 Per Bed room / 1 Per Living room</b>
<b>3 Seat Sofa</b>		<b>W: 78" x D: 30" x H: 28.5"</b>	<b>1 per living room</b>
<b>Easy Chair</b>		<b>W: 40" x D: 35" x H: 31"</b>	<b>1 per bed room / 2 per living room</b>
<b>Desk</b>		<b>W: 48" x D: 30" x H: 30.5"</b>	<b>1 per living room</b>
<b>Desk Chair</b>			<b>1 per desk</b>
			