



35 CES Housing Brochure

May 2017

Welcome to Misawa Air Base, Japan

INTRODUCTION

The 35th Civil Engineering Squadron and our Housing Office Staff welcome you to Misawa Air Base! It is our pleasure to serve you during your stay at Misawa, and we hope your stay will be pleasant and memorable. This pamphlet outlines Air Force Military Family Housing (MFH) resident responsibilities for your assigned MFH unit and neighborhood. This pamphlet is not fully inclusive however it highlights important resident issues which will contribute to a pleasant housing community on Misawa Air Base.

Unlike many Air Force Installations in the Continental United States (CONUS), personnel at Misawa AB work and live in relatively close quarters. This means both military and civilian personnel must acknowledge and respect their neighbors, working together to maintain a peaceful community. Misawa MFH residents' support and adherence to standards enable the Misawa team to maintain a high quality of life and execute the numerous important missions and tasks assigned to the 35 Fighter Wing and its tenant units.

Each MFH unit on Misawa AB represents a substantial investment by U.S. and Japanese taxpayers. Please take a few minutes to read this pamphlet and familiarize yourself with the necessary responsibilities as a resident in MFH on Misawa Air Base.

**THANK YOU FROM THE 35th CIVIL ENGINEER SQUADRON AND THE HOUSING
MANAGEMENT STAFF AT MISAWA AIR BASE, JAPAN.**

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Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. General: The following actions will be performed by the 35th Civil Engineer Squadron (CES) in support of your assigned MFH unit: maintenance and repair; refuse collection and disposal; pest control; snow removal on the roadways; and fire protection services. The information in this pamphlet will provide a wealth of information regarding your responsibilities and procedures on how to obtain services. Please take time to become familiar with this information and **do not hesitate to contact the Housing Office with any questions.** The terms MFH *unit* and *quarters* are synonymous in this brochure.

1.2. Initial Inspection: When you are assigned a home, a Housing Representative along with the resident will perform an initial inspection to identify any discrepancies pertaining to the MFH unit, grounds, appliances, carpet, and blinds. This will be documented on an AF Form 227, *Quarters Condition Inspection Report*. Your AF Form 227 must be completed and returned to the Housing Management Office within 15 days of taking possession of the MFH unit.

1.3. Maintenance and Repairs: The 35 CES Housing Maintenance Section has primary responsibility for the maintenance of your MFH unit. Your cooperation is necessary to schedule and accomplish any required maintenance work.

1.4. Service Calls: All maintenance service requests should be directed to the 35 CES Housing Maintenance Section by calling **226-HOME (4663)**. All Service Requests are assigned a Job Task Number for tracking purposes. You will be given an approximate date and time the work will be performed. There are three categories of service: Emergency, Urgent, and Routine. The category of service is determined by the urgency and details of the situation and determines how quickly the service will be accomplished:

1.4.1. Emergency: Work is completed or the emergency is mitigated within 24 hours. Emergency service calls receive immediate attention. Some examples are:

- Situations which could cause loss of life, limb, or property.
- Serious damage affecting health, safety, security or the mission.
- Complete utility failure (electricity, heat, water, or sewage).
- Ruptured water or sewer lines.

1.4.2. Urgent: Work is completed within 5 days or upon receipt of materials required to complete the job. Some examples are:

- Inoperative or malfunctioning appliances.
- Cracked windows.
- Partially clogged sewer line; sluggish draining.

1.4.3. **Routine:** Work is completed within 30 days or upon receipt of materials required to complete the job. Some examples are:

- Defective or malfunctioning light switches, fixtures, receptacles, etc.
- Damaged or deteriorated walls, window trims, window frames, screens, door trims, and door frames.
- Damaged floor tiles, cabinets, and holes in walls.

1.5. Refuse, Sorting, Collection, Disposal, and Recycling:

1.5.1. Refuse: It is highly recommended all waste be pre-sorted prior to placing into Trash containers. Clear plastic bags shall be used to segregate recyclables. Ensure bags are securely tied to prevent debris from being spread by animals or birds. All items except bulk waste should be bagged and tied separately. Newspapers, magazines, and books should be bundled. Corrugated cardboard boxes should be flattened. Trash containers are provided for MFH units. Residents are responsible for cleaning the containers and the adjacent areas.

1.6. Recycling Containers:

1.6.1 Exterior: One recycling bin is provided for each MFH unit. If these bins are not in your MFH unit when you move in, they can be picked up at the U-Fix It Store located at Bldg. 794 in the 35 CES Compound. Contact the U-Fix-It Store at 226-4992 if you need assistance.

1.6.2. Interior: Occupants may be provided indoor recycling containers. These containers are maintained by the occupant and should stay with the unit permanently. You will not be held financially responsible for them when you terminate Family Housing.

1.7. Recycling Items: Please follow additional recycling information provided during your Initial Inspection. When recycling plastic bottles, please remove the cap and label from the bottles.

1.8. Household Hazardous Items:

1.8.1. Centralized Collection Points: Centralized Collection Points are available for hazardous household items which require safe disposal or recycling. Please dispose of the following hazardous household items as described below. Tower trash collection rooms are not designated for disposal of hazardous materials, please make sure to take these materials to the proper disposal location as outlined in the following paragraphs.

1.8.2. Reusable US Manufactured Cleaning Products and Paint: Partially opened containers of products such as Windex, Ajax, laundry detergents, shower, tile, bathtub and general household cleaning products and nonflammable commercial over the counter household pesticides, insect sprays, rodent control products should be properly disposed of at the Hazardous Waste Storage Area (HWSA) in Bldg. 977. The phone number for HWSA is 226-2306. Unopened paints issued by the U-Fix-It store can be returned to the U-Fix-It store in Bldg. 794.

1.8.3. Household Batteries: Household type Battery Collection Containers are located at the entrances of the Misawa Main Exchange in Bldg. 325, the Main Base Express in Bldg. 525, the Base Unaccompanied Housing Manager's Office in Bldg. 671, and also at the HWSA in Bldg. 977. If possible, please put tape over the ends of the batteries before putting in the containers to prevent batteries from making contact with each other and causing a fire hazard.

1.8.4. Vehicle Tires, Auto Batteries, Oils, Oil Filters, Diesel, Gasoline, Fuel, Kerosene, and Antifreeze: These items can be disposed of at the 35th Force Support Squadron (FSS) Auto Skills Center in Bldg. 767. The Auto Skills Center can be contacted at 226-4654.

1.8.5. BBQ Propane Tanks and Camping Gas Cylinders: These items can be turned in at the Misawa Main Exchange Customer Service Counter in Bldg. 325 and also the HWSA in Bldg. 977.

1.8.6. Fluorescent Bulbs: Inoperable fluorescent bulbs can be exchanged for new bulbs at U-Fix It store. Broken fluorescent bulbs should be secured/contained in a way to avoid exposure to mercury dust prior to being turned in.

1.9. Cooking Oil and Grease: Please do not pour cooking oil or grease down interior nor exterior drains, to include storm drains. Some examples of proper cooking oil/grease disposal are: (1) Allow oil/grease to cool and pour into a container and take it to the Recycling Center at Bldg. 1366. (2) Cool the cooking oil/grease and pour into empty milk carton lined with absorbable paper products. Use enough paper products to absorb oil/grease and then place in your household trash. (3) Another option for easy disposal is to use commercial products to solidify or absorb cooking oil/grease. These products can be found at many Off-Base supermarkets and home improvement stores. The Recycling Center can be contacted at 226- 5446 and also 35 CES/CEOER at 226-5548 if you need additional information or advice.

1.10. Sanitary Concerns: Do not flush bags, diapers, baby wipes, sanitary napkins, pet litter, or rags in any toilet as it will clog the drain and possibly flood your MFH unit with sewage. Cat litter, diaper waste, pet excrements, and sanitary napkins should be wrapped and disposed of as non-recyclable trash. Cat litter and sanitary napkins should be placed in clear plastic bags and disposed of separately from other trash bags.

1.11. Trash DOs and DON'Ts.

1.11.1. DO:

- 1.11.1.1. Use the containers for household refuse and recycling only.
- 1.11.1.2. Keep the containers clean to avoid odors and unwanted pests. Wash the containers frequently.
- 1.11.1.3. Check your area daily and pick up any trash that may have spilled over.
- 1.11.1.4. Keep lids on the containers at all times. Make sure they are secured enough to prevent winds from blowing them away. Crows will quickly find uncovered trash cans and cause you a lot of unnecessary cleanup work and an unsanitary condition.
- 1.11.1.5. Ensure trash is placed in the proper containers in the Tower trash rooms.
- 1.11.1.6. Combustible trash must be placed in the Trash Container. Non-combustible trash and recyclables must be placed in Recycling Container in separate clear plastic bags.

1.11.2. DON'T:

- 1.11.2.1. Allow your trash can to overflow.
- 1.11.2.2. Place hot ashes or charcoal in any trash can.
- 1.11.2.3. Place car batteries, paint, solvents, or flammable liquids in any trash can. Place car tires or bulk waste in MFH Tower trash rooms. See Paragraph 1.7 for details on disposal options.
- 1.11.2.4. Place heavy metals, tree limbs, grass clippings, or leaves in trash cans or around The adjacent area. See Paragraph 1.11 for details on disposal options.

NOTE: Off-Base trash is not authorized to be disposed of on Misawa Air Base. Off-Base residents need to follow their local municipalities' rules regarding disposal of trash. If you observe someone disposing Off-Base trash in MFH please notify the Housing Maintenance Section at 226-4663.

1.12. Large Bulk/Special Item Pick-up:

1.12.1. MFH Townhouses: Curbside pick-up for large bulk items (less than 400 pounds and less than 15 feet long) is provided once a week. Items must be placed on curb-side nearest your MFH unit no earlier than 1800 hours the evening preceding pick-up and no later than 0800 hours on the day of pick-up. For example, an item to be picked up on Monday should not be placed at the curb before 1800 hours on Sunday. Green waste such as grass

Cuttings and leaves should be placed in clear, tied plastic bags for easy identification. All tree and bush trimmings shall be bundled and tied. For disposal of large appliances such as stoves and refrigerators call U-Fix It at 226-4992 for instructions. For the disposal of dead animals found on Misawa Air Base, call the Housing Maintenance Section at 226-4663.

1.13. Recycling and Refuse Collection (MFH Tower Apartments): Trash and recycling shall be taken in clear, tied plastic trash bags to the trash room located on the first floor. Please ensure children who take trash to the trash room know how to sort waste properly and understand that combustible, non-combustible and recyclables must be placed in the proper receptacles. Do not leave the trash in the hallways, stairways, trash room entrance or in the elevators. If your trash leaks in the elevator or hall, please clean it up immediately. For disposal of hazardous items please follow disposal instructions as outlined in paragraph 1.8. Do not leave hazardous items in the Tower trash rooms.

1.14. Lock-Outs: For lockout service, call the Housing Maintenance Section at 226-4663. Residents are responsible to report all lost keys to the Housing Maintenance Section. A minimal charge for lost keys will be assessed. If lost keys require door lock replacement, you will be charged for parts and labor. The Housing Maintenance Section will replace locks broken by vandals, or intruders at no expense to you when the incident has been properly reported and documented by the 35th Security Forces Squadron (SFS). A copy of the Security Forces Report must accompany your request for repair/replacement.

NOTE: Duplication of government-issued MFH keys by occupants is strictly prohibited.

1.15. Grounds Care: The 35 CES will maintain all Common Areas. Common Areas are those areas that are beyond 150 feet from your MFH unit. The 35 CES will accomplish mowing or major tree/shrubbery pruning in these areas.

1.16. Appliances: Ranges, refrigerators, washers, dryers, dishwashers, and trash disposals are government furnished and serviced. If you have problems, do not attempt to make your own repairs or adjustments to these items. Contact the Housing Maintenance Section at 226-4663 for assistance.

1.17. Government Furnishings: The current Joint Travel Regulation authorizes full weight entitlements for household goods shipment to/from Japan bases. Loaner furnishing kits are provided for a maximum of 90 days for PCS both in and out of Misawa. Dormitories are fully furnished. Members on unaccompanied tour who will reside in dormitories are weight restricted. Contractors are not authorized for Government furnishings support in accordance with AFI 32-6004. Contact Furnishings Management Section (FMS) Customer Service at 226-4204/3565.

1.17.1. When you receive or turn in furniture items, verify the condition and the number of pieces you actually received. Keep a copy of all paperwork provided to you for your records to ensure you are not held liable later for missing or mistakenly posted items.

1.17.2. Inform FMS Customer Service at once if an item becomes unserviceable, damaged, destroyed, or lost so it can be repaired or replaced.

1.17.3. All government furnishings must be kept clean and used/stored only inside your MFH unit. Example, do not use government-issued furniture as patio furniture or store it outside while awaiting pick-up by FMS.

1.18. Privately Owned Appliances: You will be provided appliances for the duration of your tour. On-Base housing units are furnished with major appliances including washers, dryers, refrigerators, dishwashers, and ranges, and you will be held accountable for the assets upon assignment to your MFH unit. For Off-Base residents, a washer, dryer, refrigerator, and gas range will be delivered to your off base house. Privately owned appliances are not recommended to be shipped to Misawa due to frequency and voltage differences than CONUS. If shipped, it is your responsibility for storage of any privately owned appliances. **Note:** The Housing Maintenance Section is not responsible for nor authorized to make repairs to any personally owned appliances.

1.19. Snow Removal: Misawa residents will remove snow and ice from sidewalks in your MFH unit area of responsibility by 0800 daily. Remove snow and ice from steps, driveways, and individual parking spaces as soon as possible after accumulation. Remove icicles, ice, and snow from roof overhangs and door stops to prevent safety hazards. The 35 CES is responsible for removing snow from the streets only. They are not authorized to remove snow from parking spots assigned to MFH units or Visitor Parking spots. Make arrangements to ensure snow removal is accomplished during absences such as temporary duty (TDY), temporary additional duty (TAD), leave, etc. For additional information, please see Paragraph 2.9.4, Snow, and Ice Removal.

1.20. Filters: Heating and air conditioning filters installed in MFH units are washable and should be cleaned by the resident quarterly. Filter maintenance is required to prevent malfunctions and to keep heating and air conditioning systems running efficiently. If a replacement filter is needed, contact the Housing Maintenance Section at 226-4663.

1.21. U-Fix It: The U-Fix-It store in Bldg. 794 offers numerous items for maintaining your MFH unit such as paint, spackling compound, weather stripping, faucet washers, etc. Customer Service representatives are pleased to provide you advice on various maintenance and repair techniques as well as helpful hints on yard care and U-Fix-It projects around your MFH unit. The U-Fix-It store can be contacted at 226-4481.

1.22. Name Signs: Letters for your MFH unit's name signs are issued during your Initial Inspection. The name sign should read in this order: Rank, First Initial, and Last Name (i.e., MSgt J Doe). Residents are responsible for installing the letters provided by the Housing Inspector within five working days. All letters will be cleaned and returned to the Inspector during your Final Inspection when you are vacating the MFH unit.

Additional letters for rank or name changes are available at the Housing Management Office Facility Section in Bldg. 656.

1.23 Pest Control: Residents are responsible for good sanitation and control of minor pest problems. Engineering Technical Letter (ETL 10-5), Self-Help Pest and Vegetation Management Program, implements DoD policy which states: MFH residents will control the following pests when they occur in their MFH units; cockroaches, ants, centipedes, crickets, firebrats, silverfish, flies, sow bugs (pill bugs), earwigs, mice, and miscellaneous flying and crawling pests which do not constitute a health hazard nor destroy government property. All of these pests can be prevented or controlled through Integrated Pest Management (IPM) measures such as good housekeeping, proper food storage, pest exclusion, and minimal use of commercially available general-use pesticides. You are responsible for control of insects and other pests which attack your indoor plants, outdoor gardens, and flower beds. Pesticides used in the U-Fix-It program will not control these types of outdoor insects. Residents will have to purchase appropriate pesticides, many of which can be purchased through the Misawa Exchange or Off-Base home improvement stores.

1.23.1. A U-Fix-It program has been established to help you eliminate pest control problems. Please contact U-Fix It at 226-4481 or visit them in Bldg. 794 for to see the available items.

1.23.2. Bait stations are among the safest pesticides on the market and are much less toxic than the pesticides normally used by 35 CES Pest Management Section for controlling cockroaches and similar pests. Instructional material is also provided at U-Fix It. Additional instructions can be obtained through the Pest Management Section by calling 226-4257. U-Fix-It can only issue enough material treat one MFH unit.

1.23.3. Residents with pest infestations which do not respond to properly applied U-Fix-It measures after 30 days may call Housing Maintenance at 226-4663 to submit a Work Request. Pest Management personnel will perform a survey to determine the reasons for the U-Fix-It pest control failure before further treatments are applied.

1.24. Pest Management: 35 CES Pest Management personnel will control all pests in MFH which are health hazards, such as rats, bees, yellow jackets, ground nesting wasps, large aerial nests of wasps and relatively hard-to-reach nests that pose a threat to residents as well as fleas, ticks(except on the animals or outdoors), snakes and other venomous pests.

Note: Cockroaches are not considered a health hazard except under exceptionally filthy conditions. 35 CES Pest Management personnel will also control pests that destroy Air Force property such as termites, carpenter ants, wood boring beetles, and insects which attack lawns and ornamental trees planted by the Government. Pest Management personnel will also treat other pest problems that are beyond the control of the resident.

1.24.1. Pest Management will not treat unsanitary or grossly dirty MFH units until they have been thoroughly cleaned.

1.24.2. Pest Management will not treat MFH units if control failure is due to misuse of U-Fix-It issued material. Pest Management may demonstrate proper use of U-Fix-It materials.

Chapter 2

RESIDENT RESPONSIBILITY

2.1. Compliance: Residents are responsible for complying with established policies and standards while residing in Government MFH units and are expected to maintain their areas of responsibility during their tour. Residents will be held liable for resident-caused damages, non-compliance or for failure to maintain their areas of responsibility.

2.2. Leave or Extended TDY: If away from your MFH unit for more than seven calendar days, you are required to make arrangements for security, prudent care, and periodic inspections of your MFH unit. You must notify the Housing Management Office in writing and also your First Sergeant when you plan to be gone and providing the name and duty phone number of the individual who will have access to your MFH unit. The Housing Management Office has a form you may use to submit this information. The individual with access to your MFH unit must be over 18 years of age and be covered under the Status of Forces Agreement (SOFA). Pets may not be left in the MFH unit unattended during your absence (see paragraph 3.1).

2.3. Liability for Damage to Family Housing Units, Equipment and Furnishings: Under Federal Law, members of the Armed Forces and Civilians occupying MFH are held liable for loss and damage to their assigned MFH unit, including equipment, furnishings, grounds and exterior facilities in their area of responsibility caused by the abuse or negligence of the member, dependents, guests, pets, and for failure to clean an assigned MFH unit satisfactorily upon termination of occupancy (10 U.S.C. 2775 and DoD Regulation 7000.14). The amount of liability shall be determined on a case by case basis. AFI 32-6001, Family Housing Management, provides guidance on responsibility determination and financial liability. This Air Force Instruction is downloadable on the Air Force e-Publishing website at <http://www.e-publishing.af.mil>.

2.4. Insurance: While occupying MFH, you are highly encouraged to consider purchasing commercial insurance to protect yourself in case of major loss. Your insurance should clearly state personal liability coverage for loss or damage involving the government MFH unit, furnishings, and equipment. A common policy for this coverage would be a Renter's Policy, which would cover loss of personal property as well as cover personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you so desire. The government's liability is normally based upon replacement value, net square footage, and grade.

2.5. Damages to MFH units: Residents are responsible to pay for damages beyond fair wear and tear. Although you may repair items yourself before terminating your assigned MFH unit, the repairs or replacements must meet Air Force standards. Residents are also held responsible for damages caused by U-Fix-It work and are required to restore to original, repair or make restitution prior to the Final Termination Inspection. For additional information about damages to your MFH unit, contact the Housing Maintenance Section at 226-4663.

2.6. Energy and Water Conservation: As an MFH resident, your support is critical to our energy conservation efforts, our ability to achieve DOD mandated energy consumption reduction goals and to save taxpayer dollars.

The following saving tips are quick and easy ways you, as a housing resident, can reduce your consumption and assist Misawa Air Base in attaining these goals.

2.6.1. Turn off electrical equipment, appliances, and lights when you are not using them. Minimize large appliance (oven, washer, dryer, etc.) use during the peak demand period of 1300 to 1600 as the electricity cost rates are highest during this period. Do not leave outside lights on during daylight hours. Citations may be issued for the negligent waste of electricity. Studies show that 30% to 40% of personal computers and printers are left running at night and on weekends even though they are not being used. Additionally, many people leave televisions, stereos, and other electronic equipment running when they are not present.

2.6.2. Keep doors closed during heating and cooling of your residence. This will reduce needless energy consumption for heating and cooling.

2.6.3. Try to dry multiple loads of clothes sequentially. Loading one load of clothes into the dryer after another uses the heat retained in the dryer and reduces the amount of energy consumed.

2.6.4. Report leaky faucets, shower heads, and running toilets to the Housing Maintenance Section.

These energy saving tips can easily be introduced into your MFH unit and help Misawa Air Base meet mandated energy and water reduction goals. Practice conservation in your daily routine, both in your MFH unit and at work. Remember, good stewardship means getting the most from the resources we're given, so please help Misawa Air Base in its energy conservation efforts. If you have any questions, please contact the Base Energy Manager at energy@misawa.af.mil or 226-5002.

2.7. Environment: All residents of Misawa Air Base must be good stewards of the Environment. Please be sensitive to how you treat our environment. Do not put/spill hazardous materials including but not limited to engine oil and coolants, car grease, batteries, paint, solvent, common household cleaning products and other similar products into plumbing, drainage systems, in the trash, down storm drains, or on the ground. Dispose of automobile tires, used oil, and coolant at the 35 FSS Auto Skills Center. Burning leaves and/or refuse is prohibited. Automobile care other than washing or changing tires is prohibited in MFH areas.

2.7.1. **Asbestos and Lead Base Paint (LBP):** Asbestos and LBP are present in many facilities on Misawa Air Base, including MFH units. Working or living in facilities in good condition that contain asbestos or LBP does **NOT** pose an immediate health risk. However, if these materials are disturbed, asbestos or LBP may be released causing an exposure risk. Before disturbing any building materials, check with Housing Maintenance to make sure asbestos or LBP is not present. The removal of asbestos and LBP should only be performed

by properly trained personnel.

2.7.2. **Mold:** To prevent the growth of mold, keep areas vulnerable to moisture dry and well ventilated. If mold is a problem, clean it up immediately and locate the moisture source. If you are unable to locate the moisture source or suspect a mold outbreak, immediately contact Housing Maintenance. For more information about mold and how to prevent growth go to www.epa.gov/mold/.

2.8. Care of Interior:

2.8.1. **Kitchens:** Special attention is needed to maintain appliances, cabinets, and walls in the kitchen. The oven and broiler in your MFH unit should be cleaned regularly, especially the stovetop and underneath the stovetop. If your stove is adjacent to walls, keep them clean to prevent grease build-up which can become a fire hazard. Interiors of refrigerators should be cleaned frequently to remove oil and grease. Avoid use of sharp instruments when removing ice if defrosting and do not use gritty or harsh detergents when cleaning the surfaces. Stainless steel or Formica counter tops must not be used as a cutting board. Avoid putting fibrous material such as onions and celery in garbage disposals as this jams the cutting mechanism. Do not put grease or oil in the garbage disposal because it will solidify in the pipes and cause blockages. Avoid placing hot utensils on counter tops. Use only regular shelf paper in drawers and cupboards. The use of adhesive-backed paper will damage surfaces when removed.

2.8.2. **Exhaust Fans:** Two different types of exhaust fans are installed in family housing; vent hoods and outside wall mounted fans. These should be cleaned at least semi-annually to prevent grease build-up which in-turn may cause a fire hazard to your MFH unit.

2.8.3. **Clothes Washers and Dryers:** The Government furnishes clothes washers and dryers. Keep your washer as level as possible. Do not overload and do avoid washing extremely small loads. Always use the correct amount of detergent. Keep filters and strainers clean. Do not stick the drain hose too far into the drain stand (no more than six inches). Keep your dryer as level as possible. Clean the lint filter after each drying operation. The dryer vent should be inspected monthly by disconnecting the dryer flex-duct from the wall or ceiling vent duct pipe. Some MFH units have a filter box located behind the dryer. If you have difficulty drying your clothes, check the filter box and remove any lint which has accumulated inside it. The vent duct pipe and flex-duct from your dryer should be vacuumed to remove any lint or other debris. If you need assistance, please call Housing Maintenance at 226-4663.

CAUTION: Do not leave your dryer unattended. Do not over or under load your dryer. Keep the area behind the dryer free of obstructions and ensure the dryer is adequately vented.

NOTE: ALWAYS UNPLUG ALL APPLIANCES PRIOR TO CLEANING

2.8.4. **Bathrooms:** Walls in the tubs, shower areas, and bathroom floors have a tendency to mildew quickly and should be cleaned periodically with a product to combat and prevent mildew. We suggest cleaning at least weekly due to the humid climate in Northern Japan. Bathtub stickers and appliques are not recommended because they can be difficult to remove and sometimes cause permanent stains. Do not drill or otherwise make

holes in the ceramic tile or mortar.

2.8.5. **Floors:** Excessive water can cause damage to any floor. Only quality wax removers should be used to prevent wax build-up. Pay special attention to corners and baseboards to prevent dirt and wax build-up.

2.8.6. **Carpets:** Carpet has been provided for all MFH units. Both preventive and corrective maintenance must be performed to prolong the life and appearance of the carpet. Residents should vacuum at least weekly and must act immediately when spots or stains could result from spillage, pets, dirty shoes, etc. When using commercial carpet cleaning products, make sure to read the product directions carefully and always test clean a small area first to ensure no damage occurs. At your Final Termination Inspection, your carpet must be clean, free from stains, and serviceable. Military residents are responsible for vacuuming and attempting to remove any stains from the carpet. You may elect to hire a professional cleaning company, but if stains, pet odors, or damages are noted during the Final Termination Inspection, the resident will be held liable. If a wet method of carpet cleaning is chosen, it is important not to over-wet the carpet. We also suggest you place plastic or aluminum foil under/around furniture legs to prevent rust stains from transferring from furniture legs to the carpet. Carpet cleaners and instructions are available at U-Fix It. The cost to repair or replace carpet, other than fair wear and tear or manufacturer defects, damaged by the resident is the responsibility of the resident and must be reimbursed to the Government after Final Inspection.

2.8.7. **Walls:** Use a mild soap and warm water to keep your walls clean. Do not apply adhesive-backed materials or decals to walls as these cause damage upon removal. Use only small nails to hang decorative items on the wall, and please do not nail through studs. During your Final Termination Inspection you are not required to fill small holes. However, you are responsible for repair of any holes larger than 1/8th of an inch in diameter. You may make the repairs yourself, however if the repairs do not meet Air Force quality standards as determined by the Housing Inspector, you may be held liable for the cost the Government incurs for the repair. Make sure there are doorstops behind all doors to prevent damage to the walls.

NOTE: Residents must not put nails in the closets, cabinets, or bedroom doors as this causes damage that is very difficult to make a quality repair and detracts from the MFH unit's appearance.

2.8.8. **Windows:** Residents are responsible for the interior cleaning of all windows, window sills, and window seals.

2.8.9. **Blinds:** Blinds have been provided for your MFH unit. At your Final Termination Inspection, your blinds must be serviceable. Any blinds reflecting damages, such as bent/missing slats or generally unserviceable will be replaced at the resident's expense.

2.8.10. **MFH unit:** The overall cleanliness of Government-provided MFH is the resident's responsibility. The definition of cleanliness is the level of cleaning a prudent homeowner would maintain. MFH units not conforming may be reported to the 35th Medical Group Military Public Health Office and other offices if necessary.

2.9. Care of Exterior: You are responsible for exterior appearance based on standards as listed in Paragraphs 2.11., *Grounds Maintenance*, and 7.9., *Awnings, Fences, and Storage Sheds*. Failure to comply with conditions of occupancy may result in notification of your Squadron/Unit Leadership.

2.9.1. **Walls and Windows:** Residents are responsible for exterior cleaning of walls and all first floor windows. Do not place barbecue grills next to exterior walls as this can cause permanent stains and also presents a fire hazard.

2.9.2. **Gutters and Down Spouts:** If you suspect your gutter or down spout to be clogged, please contact the Housing Maintenance Section.

2.9.3. **Water Hose:** In the fall as freezing temperatures approach please disconnect hoses from outside water spigots. This will prevent pipes from freezing and bursting. If damages occur due to neglect, you may be held liable for the cost of the repairs.

2.9.4. **Inspections:** Each resident is expected to maintain a neat residence. Discrepancy notices will be issued when a condition exists which does not meet Misawa Air Base standards. Some examples are noise violations, failure to control your pet, cut grass, remove trash or debris from your assigned area, remove snow, or maintain your yard or MFH unit in proper condition. Three discrepancy notices within a calendar year (from date of first notice) OR receiving two consecutive discrepancy notices may result in notification of your Squadron/Unit Leadership to assist in corrective action.

2.9.5. **Ground and Yard Care:** Residents are responsible for maintaining grounds standards within 150 feet of their MFH unit and half the distance to any adjacent building or MFH unit. Pruning and trimming of bushes and shrubs less than 8 feet are the resident's responsibility; anything above 8 feet will be the Government's responsibility. Your assigned parking areas must be kept clean and free of weeds. Do not allow grass cuttings or leaves to accumulate in the street or parking area as this could clog the storm drainage systems. Sidewalks should be edged to keep sidewalks clear of migrating grass and weeds. There should be no visible clumps of grass in the yard. The 35 CES maintains designated Common Areas throughout MFH. These are the areas that are more than 150 feet from any MFH unit. If you need clarification of your area of responsibility, please contact the Housing Management Office Facilities Section at 226-9966. You may also visit the U-Fix It store in Bldg. 794 or call them at 226-4992 for information on available ground and yard care items.

2.9.6. **Air Conditioning MFH unit:** Do not tamper with or place anything, to include plants or shrubs, on top of or within 3 feet of the air conditioning unit.

2.10. Grounds Maintenance Standards for MFH: Please use the following list as a guide for yard and ground maintenance:

2.10.1. **Grass Mowing:** Misawa residents will maintain grass/vegetation in their assigned areas of responsibility to a minimum height of 2 inches and a maximum height of 3 1/2 inches.

2.10.2. **Edging Along Sidewalks:** Keep the edges of lawn along sidewalks, driveways, around flower beds, fire hydrants, posts, sheds, fences, trees, and manholes neatly trimmed. Do not dig trenches along sidewalks.

2.10.3. **Grass in Cracks and Crevices:** All grass should be removed from cracks and crevices in sidewalks, parking spaces, roadway gutters, and doorsteps.

2.10.4. **Trimming Around Foundation and Other Areas:** Trim grass around building Foundations, patios, doorsteps, trash cans, sheds, fences and trees. Be extra careful not to damage trees as cutting the bark or the trunk may cause permanent damage.

2.10.5. **Removal of Debris:** The yard area must be free of trash and other debris. Additionally, items such as tires, snow removal equipment, plywood or any items leaning against your MFH unit must be removed and stored. All tires must be stored inside the assigned storage area. Remove debris from storm drain openings to prevent flooding.

2.10.6. **Bushes/Shrubs:** Bushes and shrubs should not be in contact with buildings or structures nor should they cover windows. In general they should not exceed 6 feet in height, however bushes and shrubs near the street should not exceed 3 feet in height.

2.10.7. **Trees:** Residents are responsible for removal of small broken branches or limbs within reach. For large branches or limbs out of reach, contact Housing Maintenance at 226-4663. Attaching items such as, but not limited to swings, ropes, zip lines, clothes lines, and cables are not authorized in Misawa Air Base MFH areas.

2.10.8. **Flower Beds:** Keep flowerbeds neat and free of weeds and grass. Flowerbeds in areas which may lead to soil erosion are prohibited. Do not plant poisonous or nuisance plants. Borders must be approved on an AF Form 332 Work Request. For more information, please see Chapter 10 – Disposition of Improvements.

2.10.9. **Vegetable Gardens:** Vegetable gardens are not authorized in Misawa Air Base MFH.

2.10.10. **Landscaping:** Elaborate landscaping must be approved on an AF Form 332 Work Request prior to beginning project. This landscaping is required to be removed by resident prior to the Final Termination Inspection. For more information, please see Chapter 10 – Disposition of Improvements.

2.10.11. **Porches/Patios:** Porches and front patios must be neatly maintained and must not be used as a storage area. For more information, please see Chapter 10 – Disposition of Improvements.

2.10.12. **Leaves:** Remove fallen leaves and pine needles in your area of responsibility

including along fence lines, structures, and curbs as necessary to maintain a neat appearance. Place leaves and plant trimmings in clear plastic securely tied bags curbside on scheduled trash pick-up days.

2.11. Grounds Maintenance for Residents in 2-Bedroom, H-Style Housing MFH unit:

2.11.1. Upper floor residents are responsible for the front yard from the middle of your building to the middle of the back of the building and halfway point to the adjacent building or 150 feet out, whichever is less. Upper floor occupants are also responsible for cleaning the stairwell leading to their respective apartments.

2.11.2. Lower floor residents are responsible for the back-yard from the middle of your building to the middle of the back of the building and halfway point to the adjacent building or 150 feet out, whichever is less. Lower floor residents are also responsible for cleaning the front foyer area.

2.12. Carports: Carports are to be used strictly for motor vehicle parking. Enclosing or blocking any side of a carport for use as a storage area is strictly prohibited.

2.13. Water Beds: Waterbeds are authorized in MFH units and the Towers. Residents are fully responsible for any damage, which might occur as a result of leakage. Waterbed heaters must be approved a type approved by the Underwriters Laboratories (UL Listed) if used in MFH.

2.14. Wading Pools and Hot Tubs/Jacuzzi: Only aboveground wading pools are authorized, and must be placed within a fenced yard. A wading pool is defined as “less than 14 inches in depth and no more than 8 feet in diameter, or 8 feet in its longest dimension”. Pools must be emptied and properly stored when not in use. Pools must be under constant direct eye contact of a responsible adult when in use. Lawns will be restored (grass must be growing) to original condition when pool is removed. Hot tubs and Jacuzzi’s are not authorized.

2.15. Trampolines: Trampolines are authorized within a fenced backyard only, and require an attached safety cage at all times. It's suggested you contact the Base Legal Office regarding liabilities before installing a trampoline, a pool, or other similar items which have the potential to cause serious bodily injury if used improperly.

2.16. Discrepancy/Violation Notices: If there is a discrepancy or violation noted during our daily inspections of Military Family Housing areas, the resident will be issued a “Warning” *Notice of Violations of Misawa Air AB Quarters Regulations*. Any type or *Notice of Violations* issued requires corrective action within 24hrs. If the discrepancy is not corrected within 24hrs, a “1st Notice” *Notice of Violations* stamped "Report to Your First Sergeant within 24 Hours" will be issued. Your unit First Sergeant will be provided a copy of this *Notice of Violations* for further action at your squadron/unit level. If you receive two concurrent notices for the same violation, or three violations for any reasons in a one year period your First Sergeant will also be given notice for possible action at your squadron/unit level. For discrepancies when the person responsible is unknown, the entire building and/or buildings within the courtyard will receive a *Notice of Violations* checked “Warning”. If the discrepancy is not corrected, the entire building and/or buildings within the courtyard will

receive a “1st Notice” *Notice of Violations* stamped "Report to Your First Sergeant within 24 Hours” and all applicable First Sergeants will be notified. Some common reasons for the issuance of *Notices of Violation* are failure to keep your assigned grounds, yard, and parking spots in neat and good order, failure to keep grass length within correct heights, unauthorized storage of items in front yards, failure to remove holiday/event decorations in the time specified in this pamphlet, failure to remove snow and ice from your areas as outlined in this pamphlet, and smoking in unauthorized areas. Please ensure you fully understand and comply with your responsibilities while living in Military family Housing to ensure a pleasant stay with us and a quality environment for your neighborhood. Please see Attachment 3 to see a *Notice of Violations of Misawa Air AB Quarters Regulations Ticket*.

Chapter 3

PET POLICY

3.1. Pet Care: Pets are valued and important members of our families and are helpful in Completing our sense of home; however, serious responsibilities go with having pets. Lack of animal control or care cannot be tolerated. Any animal cruelty, neglect, abandonment, etc., can result in loss of pet privileges, and may result in administrative action against the sponsor. Any person(s) observed in violation of any of these animal regulations should be reported to the 35 SFS Base Defense Operations center (BDOC) at 226-3600/4358 immediately. Please refer to 35FWI 36-2901, *Misawa Air Base Community Standards*, for more information on pets not covered in this pamphlet.

All animals owned by SOFA personnel must be registered at the Misawa Veterinary Treatment Facility (VTF) and owners must maintain current vaccinations. Additionally, all dogs and cats must have an appropriate registered microchip implant. All pet owners must out process through the Veterinary Treatment Facility upon completion of their tour.

Dogs that spend a significant portion of the day outside must have access to food (minimum of once a day), continuous access to water, and access to a doghouse that is large enough for the dog to stand and turn around in. The doghouse must be well ventilated, have a roof that does not leak, a floor not resting on the ground, and must not lock. Animals cannot be kept outside in extreme temperatures that endanger their health or survival. Please contact the VTF at 226-4502 if you have questions about safe temperatures for your specific type of pet.

If you are planning a trip, pets must have plenty of food and water while you are away. You must not leave your pets alone during your time away without having an adult check on them at least once a day. A qualified pet sitter is preferred, otherwise you must use a local boarding facility.

Pet owners must report lost, deceased, and/or new pets to the Misawa Veterinary Treatment Facility within 24 hours. In the event of death, it is your responsibility to put the carcass in a double plastic bag and contact the base VTF at 226-4502. Carcasses will not be buried within the confines of Misawa Air Base or placed in trash rooms of Towers. For the disposal of animal carcasses found (strays and pets whose owner cannot be identified) on Misawa Air Base, contact the 35 CES Service Call Desk at 226-9347 for pick-up and disposal.

3.2. Pet Control: Control of pets is the responsibility of the owner. Any pets kept outside of your MFH unit must be under hand-held leash control, inside a fenced yard or on an in-ground anchor with the pet owner on the spot with the pet at all times. Pets will not be secured in areas accessible to the general public such as sidewalks, walkways, and other common areas. Pets will not be staked out to where individuals could happen upon them while visiting or conducting business. Do not chain animals where they can become tangled and cannot get to food, water, or shade. If you have a dog that barks excessively causing neighborhood disturbance, you must immediately quiet the animal and prevent recurrence.

Should your pet escape from your control, you must immediately contact the Veterinary Treatment Facility or 35 CES Pest Control Section. If your animal is captured by Civil

Engineer or Veterinary Services, you may be cited. If cited more than twice in a 12-month period, you may be required to remove the animal from Misawa Air Base.

All incidents of pet bites and scratches must be reported to 35 SFS. If an animal bites or scratches you or your family member, it is strongly recommended the victim report immediately to the Urgent Care Clinic for treatment and completion of a Rabies Bite Report. If your pet bites or scratches someone, contact the VTF immediately to schedule it for an examination. Sponsors of animals involved in biting incidents will receive a citation and the animal will be subject to removal from Misawa Air Base or your MFH privileges may be terminated.

Misawa Air Base currently maintains three dog parks for use by SOFA personnel and their dogs. Pet owners may only use these parks in accordance with the rules posted outside the entrance to each. Failure of pet owners to police and clean up after their dogs may be grounds to close the parks for all users.

Pets are not allowed in public buildings, swimming pools, sports areas, tennis courts, parade grounds, rubberized running tracks, playgrounds, ball fields, basketball courts, beaches (except Beach Dog Park), public gatherings, or on the golf course.

3.3. Pet Nuisance: Do not let your pet become a neighborhood nuisance because of excessive barking or invading the privacy of others. Violation of these rules will result in a discrepancy notice and a third violation will result in the permanent removal of the animal from the Installation. The resident must repair all damage to yards caused by pets immediately. If you need dirt and grass seed or sod to repairs holes, these are readily available at many home improvement stores in the Off-Base community. Please ensure all repairs are completed before you Final Termination Inspection.

3.4. Pet Waste: You must ensure cleanliness of your pet's area to control and prevent vermin infestation. Feces in yards, cages, and litter boxes must be picked up daily in MFH. If you walk your pet, you must carry a "pooper scooper" or some other method to clean up feces immediately. Pet waste must be placed in clear, securely tied plastic bags and disposed of in pet waste stations or in your non-recyclable trash can. Violation of these rules will result in a discrepancy notice and a third violation will result in the permanent removal of the animal from the installation.

3.5. Pet Limits: Residents are authorized up to two dogs or cats, or one of each; however, residents are allowed no more than two pets. All residents previously housed with three pets will be grandfathered. This restriction does not include animals which permanently reside in cages or tanks (e.g., hamsters, turtles, etc.). Pets are not permitted in designated "Non-Pet Friendly" towers except for small caged pets such as birds, gerbils, guinea pigs, and hamsters. Members assigned to Non-Pet Friendly Towers who decide to obtain an unauthorized animal will be required to remove the animal and are liable for full carpet replacement charges upon Final Termination Inspection of the MFH unit. If you wish to have a pet other than a cat, dog, gerbil, hamster, guinea pig, rabbit, fish, turtle, passerine bird (perching birds and song birds), or psittacine bird (parrots), you must submit a

Written request to the 35th Mission Support Group Commander (MSG/CC) coordinated through the Base Veterinarian and the Housing Management Office for consideration before acceptance of housing or prior to bringing animal into your residence. Upon veterinary review, recommendations will be forwarded to the 35 MSG/CC for final approval/disapproval.

3.6. Pet Breeding and Showing: The breeding and raising of pets for show and/or profit is prohibited in MFH. Individuals violating this policy may lose their right to On-Base veterinary care for their pets and notification will be provided to members respective Commander and First Sergeant.

3.7. Unwanted Pets: If you are transferring from Misawa Air Base and cannot or do not want to take your pet(s), you must find a new owner before moving or releasing custody of the animal(s). The pet's medical treatment record must be transferred into the name of the new owner while both parties are present at the Veterinary Treatment Facility. If a pet escapes before moving, the Veterinary Treatment Facility must be notified and given a forwarding address, forwarding telephone number, a copy of your PCS orders, and local person for point of contact. A Special Power of Attorney must be granted to someone to provide for shipment of the pet upon capture. The owner is responsible for all shipping costs incurred by the person granted Power of Attorney. Failure to comply with the prevention of animal abandonment can result in administrative action against the sponsor.

3.8. Stray Animals: If you see a stray animal, please call the 35 SFS Base Defense Operations center immediately at 226-3600/4358 to assist with the pet's safe return to the owner and/or capture for the stray adoption program through the 35 FSS Stray Animal Program or Pets Are Worth saving (PAWS). For your safety and the safety of the animal, do not feed stray animals or try to capture them. For local wildlife, contact the 35 CES Entomology Section at 226-4257.

3.9. Exotic Animals: AFI 32-6001 restricts MFH residents from boarding exotic or farm animals, and dogs of any breed deemed "aggressive" or "potentially aggressive." MFH residents may not board exotic animals, such as but not limited to reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, pot-bellied pigs, monkeys, arachnids, or any farm animals. Refer to AFI 32-6001 for further details.

3.10. Pet Houses: See Chapter 10.

Chapter 4

GOOD NEIGHBOR POLICY

4.1. General: Misawa Air Base families live in such close proximity to each other. Trying to maintain a sense of privacy, peace and quiet can be difficult in the best of circumstances. Some of our military personnel work straight days while others work swings and midnight shifts. We understand everyone's need to live a normal life, but we need to respect the privacy and rights of others and to show some respect and courtesy.

4.2. Noise Control: Excessive noise is the most common complaint received by the Family Housing Management Office. Many Misawa personnel work unusual shifts and may be sleeping during the day. Please be considerate.

4.2.1. **Quiet Hours:** Normal quiet hours are observed between the hours of **2200 and 0600** Hours.

4.2.2. **Parties:** Many complaints can be avoided by informing your neighbors prior to having a party.

4.2.3. **Excessive Stereo/Television Volumes:** Please keep the volume down. If you step outside of your MFH unit and can still hear the sound of your television or stereo, then the volume is too loud.

4.3. Control of Children: Know where your children are at all times.

4.3.1. **Supervision:** Children should be closely supervised at all times. Refer to 35 FWI 36-2901, *Misawa Air Base Community Standards* for further details and instructions.

4.3.2. **Curfew Hours:** See 35 FWI 36-2901 and any current 35 FW Commander's policies.

4.3.3. **Playgrounds:** Children must not play in the streets or parking lots. There are several playgrounds in the Family Housing areas which provide a safe environment for children to play. Make sure to remove any trash you bring into the playgrounds to mitigate pest infestation. Refer to 35 FWI 36-2901 for details and instructions concerning age limits for unsupervised play.

4.3.4. **Scoters, Bicycles, Roller Blades, and Skateboards:** Riders/skaters of any age must wear an approved safety helmet. Do not ride inside or near the entrance to any facility or on roadways. See additional restrictions in 35 FWI 36-2901.

4.3.5. **Trash Disposal:** If your children are allowed to dispose of trash, please ensure they know the proper sorting policies instructed on proper disposal of trash. In the tower MFH unit, disposal and refuse items must be placed in the furnished trash containers. When placing

Recyclables in the tower trash collection room; trash, cans, and bottles must each be placed in the correctly marked containers. Collapse/flatten all empty boxes down prior to disposal.

4.4. Parking: There is limited parking due to space. Visitors and additional vehicles must park in visitor or unassigned available spaces adjacent to your MFH unit. Please be reasonable and considerate. Talk to your neighbors when problems or misunderstandings occur to do your best to prevent escalation. Do not park automobiles, recreational vehicles, small trailers, or motorcycles on lawns, patios, sidewalks, or common areas in the MFH areas. Recreational vehicles and/or equipment (both motorized and non-motorized) such as but not limited to trailers, boats, canoes, rafts, dirt bikes, are not allowed to be parked overnight in MFH areas.

4.5. Vehicles: Major repairs of vehicles are not authorized on MFH streets, driveways, Tower drive-thru or parking spaces. Please accomplish this work at the 35 FSS Auto Hobby Shop. In addition, vehicles are permitted to be parked in designated parking spots only. Carports and parking spaces are only authorized for vehicles.

4.6. Smoking Policy: Smoking is prohibited inside all MFH units. Smoking is restricted to designated locations only. Smoking in common areas, storage rooms, and at by entryways is also prohibited. Tower balconies and entrance areas are also smoke-free. Failure to abide by this no smoking policy could result in disciplinary action. For additional information please refer to AFI 40-102, *Tobacco Use in the Air Force*, 26 March 2012.

Chapter 5

TOWER QUARTERS - UNIQUE FAMILY HOUSING

5.1. General: This chapter contains additional information specifically for Tower residents due to the unique features of these units. As applicable, all previous chapters in this pamphlet also apply to Tower residents. Please take the time to familiarize yourself with the entire pamphlet. Residing in high rise MFH unit differs significantly from conditions encountered in other types of MFH. Above all, it requires much more consideration for the welfare of others, as you will have neighbors above, below, and next to you. The cooperation of all residents and their guest(s) in abiding by the established rules of conduct set forth in this chapter is an absolute necessity. Abide by the Senior Resident Program; get to know who the Senior Resident is that has been assigned for your specific Tower.

5.2. Maintenance and Repair: See Chapter 1, Maintenance, and Repairs.

5.3. Tower Manager: A representative of the Housing Management Office is assigned as your Tower Manager to conduct inspection and assist you with information in resolving many resident issues and recurring maintenance problems. The Housing Management Office Facilities Section will assist you in reserving the Recreation Rooms and approving Bulletin Board advertisements. If you have any questions please contact the Housing Management Office Facilities Section at 226-9966.

5.4. Fire Protection Features: Your MFH Tower unit is equipped with a combination of smoke/heat detectors and automatic sprinklers. Main hallway smoke detectors will activate Tower alarm if tested within the unit, therefore Tower residents should not test their smoke alarms. The hallways and trash room on the first floor are equipped with automatic sprinkler systems. These systems are temperature sensitive and will activate with sudden increases in temperature.

5.5. Fire Procedures: Report all fires at once, even if they've been extinguished by dialing 911 on landline or 0176-53-1911 if using a mobile phone. Give the Fire Alarm Dispatcher your Name, Nature of Emergency, Callback number if applicable, MFH unit number, and Street to help Fire Emergency Services in responding to your call. Should there be no telephone available, use the manual fire reporting stations provided on each floor level in the corridor. These fire alarm stations are easy to locate because of a red light just above each of them. When activated, the alarm station will alert all residents of the Tower, and will automatically send an alarm to Fire Emergency Services. To ensure Fire Emergency Services was notified by the alarm system, follow-up the alarm activation with a phone call as soon as you are safely out of the building.

5.6. Fire Evacuation: As soon as the fire alarm system sounds, all residents should immediately exit through the smoke towers that lead to the outside of your unit. The smoke towers are designed to be a completely fire and smoke-free fire escape exit providing the safest

Means of evacuation from all floors to the ground floor. Access to the smoke tower is through the door located off the balcony of your unit's master bedroom. Doors to the fire escape should never be blocked nor should any device be used to keep them in the open position. Propping this door open may allow smoke and/or fire to enter the smoke tower stairways. The smoke towers are to be used strictly for emergency evacuations only. Do not use as a storage area or as an entry or exit. Once you are out of your MFH unit and into the smoke tower, the door will automatically close/lock and you will not be able to return through this door. **NOTE:** Do not let children play in this area. Check the door monthly to ensure it opens easily. Even though the smoke towers are the safest means of evacuation from the Tower MFH unit, you can safely use the main stairway as an alternate means of evacuation. However, there may be fire fighters and other emergency personnel using it to get to the scene of a fire, so be careful. Lighted exit signs and emergency lighting are provided at each floor level to show the exit direction and to keep the way lighted in the event of electrical power failure. The emergency lighting system will only be effective for approximately 45 minutes. Keep a flashlight readily available in your car and home for use when extended power outages occur.

5.7. Do Not Use the Elevator as a Fire Exit: When the fire alarm system is activated, the elevators automatically return to the first floor **FOR USE BY FIRE EMERGENCY SERVICES PERSONNEL ONLY.**

5.8. Fire Lanes: Each Tower has an open area or driveway around the front entrance area. These areas are to be used strictly for emergencies, maintenance service, and government vehicles on official business. All other parking in these areas is prohibited.

5.9. Elevators: Elevators should be used only to transport you and your family to and from your apartment. Elevators are equipped with motion detectors, which will cause them to shut down in the event of earthquakes. Excess motion will activate the motion detectors and stop the elevator. Each elevator has an emergency telephone, which is tied directly to the Fire Emergency Services Flight. If the elevator malfunctions, pick up the receiver and advise Fire Emergency Services of the situation. Parents, please caution your children not to play in the elevators or with the emergency phone. For all elevator issues contact Housing Maintenance at 226-4663.

5.10. Roof Top: The rooftop area is **OFF LIMITS** to all residents and visitors. Only authorized maintenance personnel and emergency response personnel are allowed access.

5.11. Balconies: Each apartment has two balconies; generally one is off the living room and the other off the master bedroom. Children are not allowed to play on the balconies. Ensure all items placed on the balcony are properly secured. For those residents without balcony storage rooms, secure all items so they are not blown off the balcony by high winds. Tires and bicycles may not be stored on the balconies. Items stored on balconies should not be visible from the street. Do not hang anything from a window or balcony. Do not shake rugs or mops out of a window or balcony, pour substances, empty waterbeds, sweep dust, rubbish, or litter from any MFH unit onto a balcony or common-use area. Ensure the balcony drain is clear to allow melting snow to run off.

5.12. Air Conditioning MFH unit: In Towers with air conditioning systems that are located on the balconies, do not tamper with or place anything on top of or within 3 feet of the unit. Doing so may affect system operation and will restrict access for maintenance personnel.

5.13. Bike Pavilions: Most buildings have a bike pavilion for use by the residents. Motorcycles may be parked in the pavilion, however the owner must provide protection under the vehicle to prevent any oil, or grease drips on the ground and a cover to protect children from burns. Residents may not store items such as tires, grills, lawn mowers, and snow blowers in the bike pavilion. Any unauthorized items may be removed without notification. Bikes should be marked with the owner's name and MFH unit number. Any bike found to be in disrepair or abandoned may be removed without notification. Any bicycles and motorcycles you own must be removed from the pavilion prior to your Final Termination Inspection.

5.14. Recycling and Refuse Collection and Disposal: Trash should be taken out in clear, securely tied plastic trash bags to the trash room located on the first floor. Parents should ensure children who take trash to the trash room can sort a full trash bag and thoroughly understand that recyclables and non-recyclables are to be placed in the proper receptacles in the Trash Room. Cardboard boxes should be flattened. Do not leave trash in the hallways, stairways, or elevators. Discrepancy notices will be issued if trash is left in inappropriate places.

5.15. Resident Responsibilities: Tower residents have the same responsibilities as residents of other Family Housing residents. See Chapter 2, *Resident Responsibility*. Additionally, all Tower residents are responsible for ensuring the interior hallways and walls are free of dirt, stains, paper, and debris. When you notice maintenance or repair requirements (e.g., broken exit lights) report it to your Senior Tower/Floor Resident or contact Housing Maintenance.

5.16. Vandalism: Report vandalism to the 35 SFS by calling 226-3600/4358.

5.17. House Rules: Sponsors are responsible at all times for the conduct and decorum of their family members and guests. The following rules of occupancy for Tower MFH units are established to ensure a pleasant, safe, convenient, and well-ordered living environment for all. You and your guests are bound by these rules and by standards of reasonable conduct whether or not specifically included in these guidelines.

5.17.1. Protect the rights and comfort of others. Adjust volume of any musical instrument, radio, television, or stereo equipment and do not disturb others. Strict quiet hours are from 2200 to 0600 hours.

5.17.2. Ensure your children do not create disturbances or become a nuisance to others. The following activities are prohibited: noisy playing, running, wrestling, throwing/bouncing balls, skate boarding, roller skating, and riding of toy vehicles, bicycles or tricycles in the hallway, lobby, basement, MFH unit, and driveway (Para 5.7.2, 35 FWI 36-2901).

5.17.3. Smoking within the Towers and on balconies is strictly prohibited. Each Tower has a designated outdoor smoking area for smoking residents and their guests. Please keep these areas neat and orderly, and do not leave furniture in the designated smoking areas.

5.17.4. In addition to the preceding rules, certain offenses could result in administrative action on the first notice:

5.17.4.1. Vandalism to any facility.

5.17.4.2. Tampering with or damaging the elevators.

5.17.4.3. Tampering with or damaging fire protection devices/equipment.

5.17.4.4. Throwing anything off the balconies.

NOTE: Report above violations immediately to the 35 SFS at 226-3600/4358.

5.18. Shopping Carts: Shopping carts are maintained under the first floor stairwell for your convenience in transporting large or bulky items to your MFH unit. Do not leave carts in front of the stairways. Return shopping carts to their proper places on the first floor as quickly as possible so others may use them. Additionally, do not leave them in your apartment, elevators, building lobby or outside. Be careful not to scrape paint off the walls or doors while using them.

5.19. Storage Rooms: In some three-bedroom Towers there are two small shared storage rooms on each floor. Please ask the Housing Facilities section (226-9966) how to obtain the key for these storage rooms. These shared storage rooms will be used for items stored for semi-annual or annual use. There is one large shared storage room on the first floor for the use of all residents. The storage room is for permanently stored items, i.e., stereo boxes, etc. For the two-bedroom Towers, there is additional storage space located in the center of the building on each floor. When you move in, you will be assigned storage space. These places can be secured by providing your own padlock. When storing items in these areas, make sure the items are in boxes and placed neatly. Flammables are not authorized to be stored in these areas. In newer buildings storage is in the hallway area on each floor.

NOTE: Do not hang items from pipes. Items must be kept 3-feet away from fire suppression sprinkler heads.

5.20. Hallways, Sidewalks, Entrances, Driveways, Lobbies, Elevators, and Stairways: These areas shall not be obstructed by any resident, nor used for any purpose other than entering or exiting the building; a small entry rug in front of your MFH unit door is acceptable. Shoes, umbrellas, bicycles, strollers, etc., must be brought inside your MFH unit. Skateboarding, roller-skating, roller-blading, bicycling or other sliding devices are not authorized in these areas.

5.21. Parking: Parking is restricted to the parking lot only. Under no circumstance will more than one four-wheel vehicle of any type be parked in one parking space. All vehicles must be

Centered within the white lines. Parking in the front entrance drive-through is prohibited except for loading and unloading passengers. Parents picking up their children from a baby sitter are required to park in the parking lot. Parking in government vehicle parking areas or reserved parking areas is prohibited.

5.22. Car Washing: Force Protection Bollards may not be removed for the purpose of washing cars, so if you choose to use the spigot located outside the Trash Room, you will need to purchase your own longer hose. The hose and spigot in the trash room are primarily for custodial use with custodial personnel having priority. Vehicle (including motorcycle) maintenance and repairs are prohibited in MFH areas. Use the Auto Hobby Shop for all car maintenance (i.e., oil change, brake fluid change, etc.).

5.23. Power Outage: During a power outage, emergency lighting in the Towers will last for approximately 45 minutes. Residents must be prepared for evacuation with flashlights. Water conservation is critical during power outages as pumps that feed the rooftop gravity tanks will not function.

5.24. Pets: Pets are NOT authorized in designated non-Pet Friendly Towers except for fish, birds, and small caged animals such as gerbils. Visitors are not allowed to bring pets to designated non-Pet Friendly Towers, and residents of non-Pet Friendly Towers are not allowed to pet sit in their non-Pet Friendly MFH unit. Members assigned to non-Pet Friendly Towers who obtain an unauthorized animal are required to remove the animal and are liable for full carpet replacement charges upon final inspection.

5.25. Common Areas: Sidewalks, entrances, lobbies, hallways, emergency exits, and stairways must be free of obstructions at all times. Bicycles, boxes, toys, shoes, etc., must not be left in these areas and residents will be given discrepancy notices for violating this policy. The bedroom balcony must not be used for storage. The dining room balcony may be used for barbecue grills, potted plants, and patio furniture. Potted plants cannot be placed on balcony ledges or hallways. Outside fire stairways must be used only in an emergency to exit the building.

5.26. Trash: Trash is picked up between 0800 and 1100 five times a week excluding Wednesday and Sunday. Please carry all sorted trash in securely tied clear plastic bags to the Trash Room located on the first floor. If your trash leaks, please make sure to clean it up. Trash and recyclables must be placed inside the designated marked bins. Do not leave trash on the floor as the refuse contractor will only pick-up trash and recyclables located in bins.

5.27. TV: A central TV antenna/cable system has been provided. Occupants must provide their own cable wire. Individual exterior TV antennas and satellite dishes are not permitted.

5.28. Windows: Installation of outside window guards, awnings, or shades is not authorized.

5.29. Recreation Room: Use of the recreation rooms is monitored and controlled by the Facilities Section at the Housing Management Office. Tower residents may reserve any Tower recreation room up to 30 days in advance of the requested date of use. Non-Tower residents may reserve the recreation rooms up to 14 days prior to usage. Rooms are available Sun-Mon in time slots of 0800-1600 or 1600-2100. Rooms can also be reserved for multiple time slots if you need more time for your event. Tape is not permitted for use to attach decorations to the walls or ceiling of the room. You are required to sweep, mop, wash tables, clean refrigerator, and clean off the furniture after your event. Please assure children are not playing in other parts of the Tower, including elevators. Not abiding by the rules will preclude your use of the recreation room for an extended period. MFH residents must sign for the Recreation Room in person at the Housing Management Office in Bldg. 656 and abide by the Recreation Room Rules Agreement. Keys must be picked up during normal business hours of Mon-Thu 0800-1600 and 0800-1200 on Fridays. The Housing Management Office is closed on Sat, Sun, and Federal Holidays, so it is imperative to pick up your key in advance.

5.30. Name Boards: Name boards should be present at your Initial Inspection. If a name board is not available during your Initial Inspection, please call Housing Maintenance. The name board should read: Rank, First Initial, and Last Name (i.e. MSgt J Doe). Residents are responsible for marking name boards within five working days of move in to the MFH unit. Name boards will be returned to the Inspector at the Final Termination Inspection.

5.31. Bulletin Boards: All flyers, information letters, notice, and "for sale" cards to be placed on first floor bulletin boards must be approved by the Facilities Section of the Housing Management Office in Bldg. 656. They must show the approving official's initials and approval date, and be removed within 30 days of the approval date. Bulletin boards on second through ninth floor are For Official Use Only.

5.32. Outdoor Cooking: Barbecue cooking in the common areas surrounding the Towers is prohibited. Propane grills are authorized on a Tower MFH unit's main balcony.

When barbecuing on the main balcony the following guidelines must be followed:

- Barbecue grills must be propane, charcoal grills are not permitted.
- The barbecue is attended at all times.
- The patio door must remain closed while the barbecue is in use.
- A portable fire extinguisher (the one provided in the kitchen) is readily
- A spray water bottle must be available to extinguish small grease fires.
- Barbecuing is not authorized when winds exceed 10 MPH or 18 KPH.

Chapter 6

FIRE PREVENTION

6.1. General: The 35 CES Fire Emergency Services Flight is responsible for fire protection and instructing residents on the procedures to follow in case of a fire. As a sponsor, you in turn, should instruct all members of your family in fire protection. All housing residents must attend a mandatory fire briefing conducted by the Fire Emergency Services Flight within two weeks of moving into family housing. Fire briefings are held in the Fire Emergency Services Flight Training Room at Bldg. 3003 at 0900 hrs. Every 1st and 3rd Monday of the month. If the normal briefing date falls on a Holiday or during an Exercise, please call the Housing Office at 226-3200 to see next briefing will be. It is highly encouraged for the entire family to attend.

6.2. Fire Reporting: If a fire occurs in your MFH unit, vacate your MFH unit then call Fire Emergency Services immediately by dialing 911 on a landline, or, if you are calling from a cell phone, dial 0176-53-1911. Give the Fire Alarm Dispatcher your Name, Nature of Emergency, Callback number if applicable, MFH unit number, and Street. Do not hang up until you are sure the information has been received correctly and the dispatcher releases you. Ensure all residents have evacuated the building and everyone is accounted for. Report **ALL** fires regardless of size; even if the fire has been extinguished.

6.3. Fire Evacuation Plan: Develop a fire evacuation plan and practice “**EDITH**” (Exit Drills in the Home) monthly. The 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 can save the lives of your loved ones. If a fire occurs at your MFH unit and as part of the evacuation plan, notify the Fire Emergency Services responding crews of any disabled family members in the MFH unit and provide the accountability status of all dependents.

6.4. Smoke Detectors: Tower residents should not test their smoke alarms. The resident of each MFH unit is responsible for monthly testing, cleaning, and examination of any **battery powered** household warning devices installed within the MFH unit. Inspect the physical appearance of the devices for evidence of damage, abuse, tampering, or other indications that may render it inoperative. Smoke detector batteries will be replaced as needed or at least annually. Smoke detectors will also be cleaned in conjunction with the monthly test or as needed. Any defective detectors should be reported to Housing Maintenance.

6.5. Fire Extinguishers: Inspect your fire extinguishers monthly. The extinguisher should be within 12 years of the manufacture date found stamped on the bottom of the extinguisher or the information label on the side. If out of service or expired, take the extinguisher to Housing Maintenance Section for replacement. Inspections should include:

6.5.1. Ensuring the pin is in place with a seal.

6.5.2. There is no damage to the extinguisher (i.e. rust, large dents, missing pieces, etc.).

6.5.3. The needle in the gauge is in the green area.

6.5.4. The extinguisher is mounted somewhere in the kitchen.

6.6. Storage of Flammables: Storage of flammable or combustible liquids is prohibited in the Towers. Outside storage of gasoline or other flammable liquids and gases is limited to three (3) gallons and only in containers approved by Underwriters Laboratory (UL) or equivalent. Outside storage areas must be childproofed and secured.

6.7. Cooking Appliances: Never leave cooking unattended. In the event of a fire, cover the burning pan/pot with a lid, turn off the appliance, and call 911. Use your fire extinguisher if necessary. **NEVER** use water or flour to try to put out a grease fire! **DO NOT** attempt to move the pan/pot, doing so may cause the fire to spread or cause burns/injury to you. The range hood exhaust fan should be used any time you are cooking. Clean the exhaust fan filter, hood assembly, and stove often to prevent the accumulation of grease.

6.8. Barbecue Grills: When lit, barbecue grills must be supervised by an adult at all times. They should be kept free of building overhangs/porches and 10 feet from all structures. Do not use excessive lighter fluid. Do not place barbecue grills next to exterior walls as the excessive heat will damage the wall surface.

Reminder: Only Propane grills are authorized in Towers.

6.9. Housekeeping: Keep trash from accumulating in closets, storage areas, near attics, wall heaters, hot water heaters, and doorways. Check the rear, bottom, and sides of large major appliances for dust accumulation, spilled flammable or combustible liquids, and trash that may impede the safe operation of appliances. Good housekeeping and cleanliness is synonymous with good fire prevention. Do not arrange furnishings in a way which impedes emergency egress paths.

6.10. Clothes Dryers: Check and clean the interior and exterior often. Clean lint traps after every load. Never place plastic articles in the dryer. Dryer hose should be inspected at least annually to ensure that the accumulation of lint does not obstruct the hose. Ensure the dryer hose is not crimped or otherwise hampering the free flow of exhaust.

6.11. Gasoline Power Equipment: Tower residents are not permitted to store gas powered equipment or vehicles inside the Tower. Do not refuel equipment while it is still running or hot to the touch.

6.12. Kerosene/Electric Space Heaters: Kerosene heaters are prohibited in Misawa Air Base MFH. Portable electric heaters may be used only after approval from the Fire Emergency Services Flight. American types shall be UL/FM listed, Japanese shall be JIS/PSE approved. They must be equipped with automatic shut-off devices that will shut the heater off if tipped over. Space heaters must also have an overheat protection device and an automatic thermostat control. Unplug heaters when not in use. Only plug space heaters directly into a wall receptacle never plug them into multiple outlet strips or extension cords and never leave them unattended. The heater must have a 36" clearance from all combustible materials.

6.13. Candles: Candles can be used to mark special occasions, but also bring fire into your MFH unit. Ensure you put them on a heat resistant surface. Keep them in proper holders and position them away from curtains or underneath shelves. Keep the wick trimmed to ¼ inch and if you have more than one candle burning they should be at least 4 inches apart. Never leave candles unattended and keep them out of reach of children and pets.

6.14. Electrical Appliances: All unnecessary electrical equipment should be unplugged when not in use prior to leaving the area. Make sure extension cords do not run through walls, ceilings, floors, doors, or under carpet. Extension cords must not be plugged into another extension cord or surge protector. Surge protectors must only be plugged directly into the wall outlet. Appliances and heat producing items must only be plugged directly into a wall outlet.

6.15. Open Fires and Fireworks: Open fires and fireworks are not permitted on Misawa Air Base. The use of fireworks is strictly limited to commercial contractors associated with special Base events and in coordination with the Fire Emergency Services' Fire Prevention section and other applicable Base Agencies.

6.16. Portable Fire pits and Outdoor Heaters: Portable fire pits and outdoor heaters are allowed, except during periods of high fire threat as announced by the Fire Emergency Services Flight. Portable fire pits must be of a commercial variety that is raised above the ground and has a screen or guard to prevent burning embers from blowing away. The screen or guard **MUST** be in-place when the fire pit is in operation. Placement must be 10 or more feet from any combustible items and structures. It must be in an open air area, not on patios, porches, or balconies. Only natural wood or charcoal may be used.

Any questions on Fire Prevention should be directed to the Fire Emergency Services Flight's Fire Prevention Section by calling 226-4055 or 226-3218.

Chapter 7

SECURITY FORCES

7.1. General: The 35 MSG/CC is responsible for the control and safeguarding of all Misawa Air Base property. Routine patrolling of MFH areas is accomplished on a 24-hour basis by the 35 SFS. All inquiries concerning Law Enforcement should be directed to Security Forces at 226-4358 or 226-4359.

7.2. Host Country Jurisdiction: 35 SFS exercises primary jurisdiction on Misawa AB. However, after coordination with the 35 MSG/CC, the Japanese National Police can investigate incidents On-Base which may violate Japanese law.

7.3. Firearms: Firearms must be registered with the 35 SFS Armory within 10 days of the weapon(s) arrival to Misawa Air Base or immediately upon acquiring a firearm from in-country. For more detailed information and requirements on firearms, refer to 35 FWI 36- 2901, Attachment 2 and Misawa Air Base Installation Defense Plan 31-101 for further information or contact the Security Forces at 226-4005.

7.4. Vehicle Registration: All privately owned vehicles must be registered at the 35 SFS Pass and Registration Section in Bldg. 653. Unregistered, uninsured, or inoperable vehicles will be towed at the owner's expense and the owner will be assessed driving points for each violation IAW Misawa ABI 31-116, *Misawa Air Base Motor Vehicle Traffic Supervision*. For more information on registration procedures, contact the Pass and Registration Section at 226-3995 or visit them during the hours of 0900-1500 Mondays-Fridays.

7.5. Vehicle Accidents: Report all traffic accidents to the 35 SFS at 226-3600/4358. Based on the severity of the accident (damage/injuries, etc.) a Patrol may respond or you may be directed to report to Bldg. 646/Security Forces. Do not move your vehicle unless directed to do so by Security Forces or Japanese National Police. 35 SFS also has a Japanese interpreter on duty 24hrs to assist if needed. There are two accident classifications, Minor and Major.

7.5.1. Minor traffic accidents are classified as accidents that result in no injuries and minor damage to the vehicles or property damage valued at under \$10,000 USD; minor damage is further defined as the vehicle(s) being able to move under its own power, or may require minor on the spot maintenance to repair it such as pulling away an object so the tire can move or changing or replacing a tire that may have deflated as a result of the accident.

7.5.2. Major Vehicle Accidents are classified as accidents that result in injuries or death (to include pedestrians), disabling functional damage, major property damage or vehicle damage in excess of \$10,000 USD. All major vehicle accidents require a detailed investigation by 35 SFS, including the completion of an AF Form 1315, Accident Report, accident narrative, field sketch, and scale diagram (for death or serious injury). When available, a trained accident investigator should conduct major vehicle accident investigations.

7.6. Vehicle Inspection: Your vehicle is subject to random vehicle inspections during Misawa Air Base entry and exit when directed by the Installation Commander. Failure to comply may result in barmen from the installation.

7.7. Parking: On-Base parking of privately owned vehicles will be in authorized parking areas only. Two parallel white lines designate authorized parking. Ensure your visitors do not park in your neighbor's parking space. Illegally parked vehicles may be ticketed by Security Forces. Prohibited areas are as follows:

7.7.1. Government or service vehicle parking areas.

7.7.2. On grass, seeded or dirt areas, except during officially recognized events such as the annual Misawa Air Show when certain grassed areas are designated for parking.

7.7.3. Within 20 feet of a crosswalk or 15 feet of a fire hydrant.

7.7.4. Tower unloading areas except for unloading of passengers, groceries, etc. (15 minute-time limit)

7.8. Emergency and Crime Stop Information: In the event of an emergency call 911 or from a mobile device, 0176-51-1911. Personnel wishing to report a crime in progress or Crime Stop may also use 911 and remain anonymous.

7.9. Visitor Reception: Contact the 35 SFS Pass and Registration Section at 226-3995, duty days between 0900-1500 hours for any questions regarding visitors to Misawa AB. Personnel may also refer to Misawa Air Base Installation Defense Plan 31-101 for further information.

7.10. Pet Control: See Chapter 3.2.

7.11. Paintball Guns are authorized to be stored in On-Base MFH unit: Paintball markers are considered gaming instruments, not weapons. They may be stored in Family Housing units and Dormitories provided they contain no paint, have the compressed air cylinder removed, and have either a barrel cover/plug in place or the barrel has been removed. Paintball markers may only be used on Misawa Air Base at the 35 FSS Paintball Fields or other designated paintball venue (indoor or special event) sponsored by and following the rules of the 35 FSS. Paintball guns, if modified or altered may be viewed as actual firearms by Security Forces, which may result in the use of deadly force. Always comply with on-duty Security Forces instruction/direction.

Chapter 8

SPECIAL CLIMATIC CONDITIONS

8.1. Disaster Preparedness: Unusual weather conditions are announced on AFN radio (1575 AM) and television (Commander's Channel 20). Japan is susceptible to a variety of natural disasters, however, earthquakes and typhoons are the most common.

8.1.1. Earthquakes: Earthquakes are a very real threat in Japan. They can happen at any time and in any season. Japan is situated near a fault line, and is shaken by approximately 1,000 earthquakes per year which are strong enough to be felt by humans. During and after an earthquake the following safety practices should be followed:

8.1.1.1. When the quake stops, turn off or unplug electrical appliances and devices. Ensure all fire hazards, such as stoves, are turned off. Fire is the single greatest cause of loss of life and property during and after earthquakes.

8.1.1.2. If you fear the structural integrity of your building has been compromised, do not enter until cleared by 35 CES personnel. Inspect your MFH unit for any structural damage. Inform your family members of any hazards so they can avoid those areas of the house during aftershocks. Report any damage to the Housing Management Office immediately.

8.1.2. Typhoons: Typhoons normally occur from May to November. Misawa forecasts normally take us through four conditions as the typhoon comes closer to the base. Tropical Cyclone Condition of Readiness 4 (TCCOR 4) is the least serious; usually indicating the typhoon is more than 72 hours away. TCCOR 1 is the most serious, and means the arrival of the typhoon at the base is anticipated within 24 hours. You should become familiar with precautionary measures you should take via your duty unit's information program or Emergency Management Representative. Notification will be made on AFN radio (1575 AM) and/or the Commander's Channel 20. When notified of a typhoon forecasted to pass near or directly through the Misawa Air Base area, the following precautions should be taken:

8.1.2.1. Remove trash cans and all loose objects such as toys and bicycles from the yard, porch, or balcony and store them inside the house or storage room. These objects can be picked up by strong winds and driven into or through the MFH unit, causing extensive property damage, personal injury, or loss of life.

8.1.2.2. Ensure you store a sufficient supply of drinking and cooking water to last as long as three to four days, as water distribution systems may become contaminated. Check to ensure you have a sufficient stock of canned goods.

8.1.2.3. Remember, a power outage is highly possible, and many foods will spoil without proper refrigeration. If a power outage has occurred, do not eat any perishable foods that may have spoiled as a result. Also be aware On-Base water systems rely on electricity to run various pumps. Although you may have water immediately after a power outage, water

Storage tanks will quickly drain without electricity to run the pumps. Once this happens, you will not have running water. Conserve water as much as possible in the event of a power outage.

8.1.2.4. Typhoons can also cause flash flooding. Do not leave vehicles unattended in the basement driveway of tower apartments. Do not wade into any flooded area. Maintain awareness of weather conditions before they become severe by listening to announcements on AFN radio (1575 AM) and Commander's Channel 20. Report any flooding to 35 CES Customer Service at 226-9347/9348.

8.2. Mildew: The Commissary and Base Exchange both carry products which absorb moisture and aid in mildew prevention. Although rare, when present, mildew in Family Housing can develop mainly due to the humid and damp climates. Open windows, window blinds, and doors periodically to renew fresh air into your MFH unit.

Chapter 9

COMMUNITY/RESIDENTIAL ACTIVITIES

9.1. Yard Sales: Authorized hours for yard sales are Fridays from 1300 hours through Sunday at 1800 hours. Only government-issued yard sale signs will be used and may be obtained from U-Fix It store in Bldg. 794 on Fridays. The display of any unofficial signs attached to utility poles, traffic signs, or other structures is strictly prohibited. This practice is not intended to discourage yard sales but to eliminate a safety hazard and maintain Base Appearance.

9.2. Business Enterprises (Home Based Business): Some businesses for profit may be conducted from your MFH unit. IAW AFI 32-6001, Housing Management, governs operating a private business out of Government-owned Housing. All U.S. Armed Forces personnel, civilian employees, and dependents must request permission in writing to operate a home business through the Housing Management Office. The Air Force limits home businesses to the sale of products, minor repair services on small items, and tutoring. Home businesses may not resell items (or items made from components) obtained through the Commissary or the Army and Air Force Exchange Service (AAFES), nor use the APO postal system. Similarly, home businesses may not grant individuals access to US facilities and the activities within them not otherwise entitled to their use. Additionally, the use of Government resources or Government facilities for personal gain, including a home business, is prohibited. While it is appropriate and acceptable to use one's own residence, the use of Government property such as a Conference Room or Tower Recreation Room is not permitted for business use. Conference and meeting rooms can be rented from the 35 FSS for these activities. Anyone desiring to conduct a business in MFH must contact the Housing Management Office in Bldg. 656 and fill out an application package. Members found to be operating an unauthorized home business will be issued a warning upon first violation, and subsequent violations will result in disciplinary action including Command and First Sergeant Notification.

9.2.1. Family Child Care (FCC): For more information on the FCC program, contact the FCC Coordinator at the 35 FSS located in Bldg. 656 and contactable at 226-2273 or 226-CARE.

9.2.2. Commercial Automobile Sales: U.S. Armed Forces personnel, civilian employees and their dependents may not engage in buying, selling, brokering, or transferring cars as a commercial enterprise.

9.2.3. Home Based Business Marketing: Solicitations should be routed through the 35 FSS. For more information, contact the 35 FSS Marketing Director at 226-9272.

9.2.4. Body Alteration: U.S. Armed Forces personnel, civilian employees and their dependents may not perform any type of body alteration as a commercial enterprise, including but not limited to, body piercing, tattooing, and branding.

9.3. Solicitation in Family Housing: Fund raising, Scout activities, school sales, etc. require prior approval of the 35 MSG/CC through the 35 FW/JA, aka the Base Legal Office in Bldg. 656.

9.4. Block Parties: Activities conducted in Common Areas, such as block parties and camp-outs in tents must be approved/coordinated through the Housing Management Office and 35 SFS, Police Services.

9.5. Holiday Lighting and Decorations: Military family members are encouraged to participate in decorating their MFH unit during the holiday season. The “Holiday Season” is defined as the period beginning the day after Thanksgiving and ending on the 8th of January of the calendar New Year. The following are guidelines and rules of engagement during the holiday season:

9.5.1. Holiday decorations must be in good taste and present no safety hazards.

9.5.2. Use Underwriters Laboratory approved electrical decorations only.

9.5.3. Do not mount lights and/or decoration to roofs, window frames, doors, or eaves with nails or screws in such a way they cause a hazard to personal safety or cause damage to the property.

9.5.4. If decorating an exterior tree, bush, etc., ensure extension cords are in good repair and properly affixed to avoid a tripping hazard and are approved for outdoor use.

9.5.5. Interior and exterior lights and lighted decorations are authorized to be on only between the hours of 1800-2300. If you retire early, turn them off before going to bed. Enjoy the holiday spirit, but also remember to be a good steward of our resources.

9.5.6. Each residence is authorized one (1) blow-up display.

9.5.7. All holiday decorations are to be removed from any outside areas of a facility, structure, yard, fences, trees, handrails, and any other part of your assigned area of responsibility not later than the end of the day on the 8th of January.

9.6. Decorative Lighting for Other Occasions: For holidays such as Halloween, decorative lights are authorized but cannot be put up nor turned on earlier than two weeks prior to the occasion and must be removed from any and all exterior structures, trees, shrubbery, fences, not later than one week after the holiday/event. The guidelines and rules of engagement in Paragraph 9.5 similarly apply.

Chapter 10

U-FIX-IT WORK

10.1. General: U-Fix-It work in MFH is authorized if proposed work is relatively simple and provides a benefit to the assigned resident. A U-Fix-It project should improve living conditions but must not generate additional maintenance or repair costs to the Government. For example, do not drill holes; install nails or anchors, etc., in concrete or exterior walls of your MFH unit. The Housing Maintenance Section cannot assist with U-Fix-It projects. Please note that the resident is liable for any damages caused by a U-Fix-It project.

10.2. Requesting U-Fix-It Work: All U-Fix-It work that involves construction or modification of your MFH unit or grounds requires completion of an AF Form 332 Work Request. The Air Force now uses a web-based work induction system instead of the AF 332 for normal work requests, however the Housing Management Office still uses the AF 332 for MFH U-Fix-It project tracking and documentation. The AF 332 must be submitted to the Housing Management Office, Facilities Section in Bldg. 656 for review and approval. Sketches clearly showing dimensions, distances to adjacent structures, and materials to be used must be attached. In other words, the sketch needs to clearly show exactly where and what you are planning to construct. When a project requires digging, an AF Form 103, Base Civil Engineering Work Clearance Request must accompany the AF 332. Work may **NOT** be accomplished until the AF 332 and/or 103 are coordinated with necessary agencies and approved. An inspection will be made upon project completion to ensure the finished project matches what was described on the approved AF 332. For more information call the Housing Management Office's Facilities' Section, at 226-9966.

NOTE: U-Fix-It projects installed without an approved AF Form 332 are strictly prohibited. Any project found to have been completed without an approved AF 332 will be ordered removed.

10.3. Authorized U-Fix-It Improvements:

10.3.1. Fence Standards: The majority of Misawa MFH is equipped with government installed fences. Residents assigned a MFH unit without government installed fencing may build their own fences with approved AF Form 332 and AF Form 103. Please note that residents are held responsible to remove it at the request of the 35 CES, typically for infrastructure repair projects and installation of government-furnished fences. For more information on the process of building your own fence, please visit the U-Fix-It store in Bldg. 794 or the Housing Maintenance Office Facilities Section in Bldg. 656.

10.3.2. Storage Shed Standards: Residents are authorized one storage shed in their back yard. It is preferred that the color of the shed closely match the color of the exterior of your MFH unit. Sheds should be anchored appropriately and securely to prevent them from blowing away in high winds. Temporary canvas or plastic storage covers are permitted in front yards to cover snow blowing equipment during the snow season, but only from 1 Dec – 31 Mar of each year. These covers must be in good repair, neat appearance, and anchored in

accordance with the manufacturer's instructions. They must be removed from the front yard by 1630 hrs on 31 Mar of each spring.

10.3.3. **Patio Awnings:** Personally executed modifications to MFH patios and the surrounding area are permissible, to include fully enclosing the area as providing these procedures are correctly followed and adhered to:

10.3.3.1. All self-help modifications must have an approved AF 332 on file with the Housing Office. Furthermore, the installed modifications must match the approved alterations detailed in the AF Form 332.

10.3.3.2. All residents with existing modifications at the time that this policy is implemented must seek retroactive AF 332 approval within 30 days of notice. Failure to comply will result in ticketing and removal.

10.3.3.3. Restrictions and recommendations are as follows:

- No overloading of electrical outlets in enclosed areas
- No open flames or heating devices (candles are permissible)
- No open flame cooking devise in enclosed area
- No modification of wiring without 35 CES approval
- It is highly recommended you purchase and install battery-powered smoke detectors in enclosed area

10.3.4. **Pet Houses:** These must present a neat appearance, be originally designed as a pet house, and placed within your fenced yard. Packing and crating boxes are not pet houses. Pet houses should be made of either wood or plastic. Wood houses must be painted the same color brown as the government installed fences. An AF 332 is not required to place a pet house in your yard.

10.3.5. **Television Antennas/Satellite Dishes:** Residents are not authorized to use or install individual antennas or satellite dishes in MFH on Misawa Air Base.

10.3.6. **Painting/Wallpapering Interior Walls:** An approved AF 332 is required prior to painting in your assigned MFH unit. All painting and/or wallpapering, including borders must be returned to the original color and condition prior to the Final Termination Inspection when you vacate your MFH unit.

10.3.7. **Mounting Televisions and Heavy Items:** Mounting heavy items, to include television wall mounts, is not authorized. Damage caused by mounting unauthorized items will result in damage assessment at your Final Termination Inspection. For further information call Housing Maintenance at 226-4663.

10.3.8. **Air Conditioner MFH unit Installation:** For MFH unit without AC installed, each MFH unit is authorized up to two self-procured portable AC units to be used only during the authorized cooling season as specified by the Installation Commander (35 FW/CC). Military

members are required to sign a 35 FW/CC memorandum regarding AC MFH units on Misawa Air Base. This memorandum can be provided by the Housing Office and details self- procured unit specifications and usage guidelines.

10.4. Other U-Fix-It Projects Authorized:

10.4.1. Portable basketball poles and backboards, must be at least 50 feet from government MFH unit when in use, not be located near or on a street, nor impede the flow of traffic if in a parking lot. Residents are encouraged to use the numerous government furnished basketball courts on base.

10.4.2. Swing sets must be within a fenced yard and properly anchored to the ground. Please note that you will need a fully coordinated and signed AF Form 103, Work Clearance Request before digging holes for any poles or anchors to ensure any underground utility lines are not disturbed. Swing sets are not authorized in front yards or common areas.

10.4.3. Trampolines (refer to Chapter 2 – Resident Responsibilities).

10.5. Disposition of Improvements: U-Fix-It work installed by a resident must be returned to original configuration prior to termination of MFH unit unless the next resident assumes responsibility prior to your Final Termination Inspection. Forms for retention of approved U-Fix-It alterations or existing U-Fix-It projects are available at the Housing Management Office.

Chapter 11

TERMINATION OF FAMILY HOUSING

11.1. General: The responsibility for Final Termination of MFH rests solely with the resident.

11.2. Giving Notice: The Housing Management Office requires a minimum of 45 days' notice prior to terminating your MFH unit. Orders are not required to schedule a Pre-final Inspection. However, your Final Termination Inspection cannot be scheduled until you have PCS or Separation Orders, a firm Port Call date and Household Goods (HHG) pick-up is scheduled.

11.3. Temporary Lodging Allowance (TLA): Contact the Housing Management Office, 226-3200, for current TLA information. To minimize the number of TLA days, loaner furniture can be arranged by calling the Furnishings Management Section (FMS) at 226-3565. Loaner pots and pans are also available at the Airman and Family Readiness Center (AFRC) in Bldg. 656. Members may elect to move into lodging prior to their authorized TLA days at their own expense. Members are required to process their TLA claim prior to departure.

11.4. Pre-Final Inspection: This inspection should take place 30-45 days before you intend to vacate your quarters. It is designed to assist you in preparing for your Final Termination Inspection and estimate the scope of effort required of you to terminate your MFH unit. You will be briefed on Final Termination Inspection cleaning standards and responsibilities. The Housing Inspector will also brief you on any damages identified and repairs that will be required.

11.5. Final Termination Inspection: The Final Termination Inspection ensures AF Standards of cleanliness are met and identifies additional maintenance needs. If you fail your Final Termination Inspection you should contact the Housing Management Office at 226-3200 to reschedule your inspection. A second failure on a Final Termination Inspection will require the resident to hire a contract cleaner within twenty-four hours and schedule a re-inspection within forty-eight hours.

11.6. Keys and Damages to Government Property: All issued keys for your MFH unit must be available and presented to the Housing Inspector at the Final Termination Inspection. If there is damage or loss to your residence deemed beyond fair wear and tear, a Cash Collection Voucher DD Form 1131 or a Pay Adjustment Authorization DD Form 139, *Pay Adjustment Authorization*, must be completed/processed after the Final Termination Inspection. You have the right to request due process via a Report of Survey if you disagree with the charges.

11.7. MFH unit to MFH unit Move: You have five (5) duty days to complete a MFH unit to MFH unit move. If you fail to complete your move in required period of time you will forfeit 1 day of your BAH for every day you exceed 5 calendar days. This is IAW AFI 32-6001, para 6.2.4. On an intra-base move, after two Final Termination Inspection failures there is an automatic charge for cleaning.

11.8. Cleaning of Government Furniture: Please contact FMS at 226-3565 for information on the return of government-issued furniture and appliances and cleaning requirements.

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 32-6001, *Family Housing Management*, 21 August 2006 (Corrective Actions Applied 31 May 2016)

AFI 40-102, *Tobacco Use in the Air Force*, 26 Mar 2012

AFI 91-202, *The US Air Force Mishap Prevention Program*, 5 August 2011

USFJI 31-205, *Motor Vehicle Operations and Traffic Supervision*, 22 Jan 2015

35 FWI 36-2901, *Misawa Air Base Community Standards*, 16 Dec 2016

MISAWA ABI 31-101, *Base Installation Defense Plan*

MISAWA ABI 31-116, *Misawa Air Base Motor Vehicle Traffic Supervision*, 1 August 2013

374 AWI 34-101, *Control, Care, and Immunization of Pets*, 21 April 1999

Adopted Forms

AF Form 103, *Base Civil Engineering Work Clearance Request*

AF Form 227, *MFH unit Condition Inspection Report*

AF Form 228, *Furnishings Custody Receipt, and Condition Report*

AF Form 332, *Base Civil Engineer Work Request*

DD Form 139, *Pay Adjustment Authorization*

DD Form 1131, *Cash Collection Voucher*

DD Form 2208, *Rabies, and Vaccination Certificate*

Abbreviations and Acronyms

AC--Air Conditioners

AFN--Armed Forces Network

BDOC--Base Defense Operations Center

BTU--British Thermal MFH unit

EER--Energy Efficiency Ratio

MFH--Family Housing

LBP--Lead Based Paint

OPR--Office of Primary Responsibility

PCS--Permanent Change of Station

POV--Privately Owned Vehicle

RDS--Records Disposition Schedule

TCCOR--Tropical Cyclone Condition of Readiness

TLA--Temporary Lodging Allowance

UH--Unaccompanied Housing

UL--Underwriters Laboratory

Attachment 2
FREQUENTLY CALLED PHONE NUMBERS

Fire Emergency Service/Security Forces/Ambulance	911
From Mobile or Off-base phones	0176-53-1911
Security Forces Base Defense Operation Center (BDOC)	226-3600 / 4358
Housing Management Office	226-3200
Furnishings Management Section (FMS)	226-3565
Traffic Management Office (TMO)	226-3525
Housing Maintenance Service Desk	226-HOME (4663)
Recycling Program Information	226-5548
U-Fix It (Self-Help)	226-4992
Telephone Directory Assistance/Base Locator	226-4590
FSS Auto Hobby Center	226-4654

Attachment 3

MISAWA AIR BASE NOTICE OF VIOLATION FORM

NOTICE OF VIOLATIONS OF MISAWA AB QUARTERS REGULATIONS

Warning

1st Notice

2nd Notice

3rd Notice

Unit No.

Date

Name

Command

Offence:

Lawn needs mowing
Trim / edge around t house

Leaves, weeds or trash need to be removed

Snow and ice needs removed

Pet violation

Patio / porches needs cleaned

Common hallway needs cleaned
Remove items from common hallway

Trash violation
E-waste / Hazardous materials
Obey bulk trash p/u date

Fence needs repair / repaint

Other:

YOU ARE DIRECTED TO TAKE IMMEDIATE CORRECTIVE ACTION

Remark:

Reporting Officer and Title

Housing Inspector