

*On-Base Family Housing Brochure*

*Welcome to Osan Air Base Family Housing (FH). We are pleased to have you with us and hope your stay will be pleasant.*

*The following pages explain the Air Force's responsibility for maintaining your home as well as what is expected from you. If you are considerate of your neighbors and treat your home as if you were the owner, we can assure you relations will be enhanced at all levels.*

*Your home and the base upon which you live represent a substantial investment by the United States Air Force, the Government of Republic of Korea, and both U.S. and Republic of Korea taxpayers. Please take a few minutes to read this housing brochure to familiarize yourself with your responsibilities as a resident of our FH on Osan Air Base.*

## Family Housing Brochure

This Brochure applies to all personnel assigned to Family Housing (FH) on Osan AB, Republic of Korea.

### CONTENTS

IMPORTANT NOTICE .....	3
QUICK REFERENCE PHONE NUMBERS .....	4
QUICK FACT PAGE.....	5
SECTION A-AIR FORCE RESPONSIBILITIES.....	6
SECTION B-GENERAL RESIDENT RESPONSIBILITIES .....	9
SECTION C - FIRE PROTECTION.....	15
SECTION D - SECURITY FORCES .....	16
SECTION E-GOOD NEIGHBORS .....	17
SECTION F - CLIMATIC CONDITIONS & NATURAL DISASTERS .....	20
SECTION G-COMMUNITY/RESIDENTIAL ACTIVITIES .....	22
SECTION H - SELF-HELP WORK .....	23
SECTION I - TERMINATION OF FAMILY HOUSING .....	25
SECTION J-TOWER APARTMENTS-UNIQUE FAMILY HOUSING .....	26
SECTION K-GENERAL COMMENTS .....	31

"IMPORTANT NOTICE\*\*

The Air Force authorizes full weight entitlements for accompanied Air Force civilian and military members assigned to/from Osan Air Base. The Overseas Quarters and Furnishings Availability report authorizes full weight entitlements for accompanied Command Sponsored personnel. Only unaccompanied members are weight restricted.

There is a BUT ... Although you are entitled to a full weight entitlement, we caution you not to ship all your personal items. While high quality, the housing units available on base are smaller than what you might be accustomed to stateside. Osan Air Base is NOT responsible for any items you cannot fit in your housing unit and will not pay for storage in the Republic of Korea or for shipment of any goods back to the U.S.

The DOD's Personal Property Consignment Instruction Guide - Online (PPCIG-OL) *General Instruction for the Republic of Korea* states in the shipment instructions that:

"Prior to reporting to Korea and/or applying for a shipment of household goods (HHG), all USFK inbound personnel must contact their gaining commands' servicing housing office to determine if their HHG will fit into assigned Government or privatized quarters and unaccompanied personnel housing (UPH). Excess HHG that cannot be stored in the quarters or UPH are the member's/employee's responsibility. Commercial storage facilities are unavailable. The member/employee incurs all costs to ship the excess HHG back to CONUS for storage."

(<https://tops.ppcigweb.sddc.army.mil/ppcig/menu/query/country.do>)

Loaner furnishing kits are provided for a maximum of 90 days for PCS both in and out of Osan AB. The Air Force is responsible for the Furnishings Management Program and this policy includes all DOD services. Available, dishwashers, washer, dryer, range and refrigerator are furnished for the duration of member's tour to all on and off base eligible individuals on official orders assigned to Osan AB, (i.e. military, DoD civilians, NAF and AAFES employees.) It is recommended that eligible personnel NOT bring these appliances to Korea. There are no government provided storage facilities in Korea. Government contractors are not eligible for FMO loaner furniture or appliances.

If you have any questions regarding your TMO authorizations, please contact your local TMO or the Osan AB TMO at DSN 315-784-3525 or via commercial 031-661-3525.

## QUICK REFERENCE PHONE NUMBERS

Appliance Work Orders (During duty hours) .....	031-661-6644
Appliance Work Orders (After 1600 and on Weekends).....	031-661-4710
Communications Telephone Service.....	0505-122-5500
Environmental Element.....	031-661-4272
Fire Dept/Security Forces/Ambulance (Emergencies Only).....	031-661-9111
Furnishings Management Office .....	031-661-5356/5181
Hospital Appointment Desk .....	031-661-3627
Hospital Emergency Room .....	031-661-2500
Housing Maintenance (Service Calls).....	031-661-2376
Housing Maintenance Office (5ICES).....	031-661-5394/5550/6171
Housing Office .....	031-661-1840
Osan AB Base Operator.....	031-661-1110
Refuse/Recycling Quality Assurance Office .....	031-661-6644
Security Forces Law Enforcement Desk (Non-emergencies).....	031-661-5155
Self-Help Store.....	031-661-5793
Traffic Management Office.....	031-661-1848

## QUICK FACTS PAGE

- Pets are the parent's responsibility, not the child's.
- Use the designated "pet relief areas, not the area right outside the building, the hall or the elevator, (yes, we actually have to put this in writing).
- Take your pets outside many times a day! You and your neighbors will be glad you did.
- Propane grills are allowed on the balconies. Charcoal grills are not. Propane grills can be turned off, charcoal grills cannot.
- Place recyclable materials in clear plastic bags and take them to the recycling bins located on the first floor.
- Turn off lights, appliances, electronics, etc. before you go out. Save electricity costs.
- Do not push all the elevator buttons when waiting for an elevator. Be conscientious.
- Use the stairs as an alternative to the elevators. Burn calories, not electricity.
- Do not hang anything on any part of the balcony railing (inside or outside), with exception of seasonal lighting during the approved timeframe (see Section G).
- BB guns and 'AIRSOFT' guns are prohibited. Any gun (toy or otherwise) that shoots metal or plastic pellets is not authorized in Housing areas. Guns with "NERF" darts or similar projectiles are acceptable.

Failure to abide by the rules listed in this brochure may result in a discrepancy notice being issued to the active duty member with notification to their unit leadership. Three discrepancies within one year for any reason may result in a recommendation for eviction or disciplinary action. Certain offenses that could result in immediate eviction or disciplinary action include, but are not limited to:

- Vandalism to any portion of the facility or surrounding grounds.
- Tampering with or damaging the elevators.
- Tampering with or damaging fire protection equipment.
- Unauthorized use of roof area or mechanical systems.
- Throwing anything from the roof or balconies.
- Allowing animals to urinate/defecate in your unit or the common areas.

## *SECTION A - AIR FORCE RESPONSIBILITIES*

The base will perform the following processes in support of your assigned family housing unit: all maintenance and repair, refuse collection and disposal; pest control to protect Air Force property; snow removal from streets and sidewalks; and fire and police protection.

UNIT INSPECTIONS. A housing representative, along with the occupant, will perform initial, pre-termination and termination inspection to identify and document on AF Form 227, Quarters Condition Inspection Report, any discrepancies pertaining to the unit, grounds and appliances. The initial inspection is performed at the time of assignment. Residents are advised of entries recorded on the AF Form 227 prior to the joint inspection. The resident is to submit any additional discrepancies, noted after the joint inspection, in writing to the housing office within 15 days of the move-in-date. The pre-termination and termination inspections are performed in preparation for termination of the unit.

MAINTENANCE AND REPAIRS. The 51st Civil Engineer Squadron (CES) has the primary responsibility for the maintenance of your home. Your cooperation is necessary to enable us to accomplish our maintenance work, as it is often done during your occupancy.

Service Calls. The service call office is located in the first floor lobby of Hallasan Tower, Bldg 1015. All service requests for work should be called in to the service call desk at 031-661-2376. The service call specialist will immediately assign a job order number and an approximate date and time the work will be performed. There are three categories of service: emergency, urgent, and routine. The category determines the response time to your unit.

- Emergency:      Work completed within 24 hours
- Urgent:            Work completed within 5 days
- Routine:          Work completed within 30 days

Emergency service calls are work requirements, which must receive immediate attention and must be completed within 24 hours. Some examples are:

- Any problems which could cause loss of life or property.
- Serious damage affecting health, safety, security or the mission.
- Complete utility failure (electricity, heat, water or sewage).
- Inoperative refrigerator.
- Exterior door lock repairs.
- Ruptured water lines.
- Clogged toilets, when there is only one toilet in the unit.

Urgent service calls are work, which does not qualify as an emergency, but must be accomplished within five (5) days. Some examples are:

- Any problems which, if continued without repair could degrade or cause loss of property or negatively impact health.
- Partially clogged sewer line; sluggish draining.
- Downed tree limbs.
- Broken windows on upper floors.

Routine service calls are work, which does not qualify as an emergency or urgent call, but must be accomplished within 30-days. Some examples are:

- Broken light switches, fixtures, receptacles, etc.
- Damaged walls, window trims, window frames, screens, door trims, and door frames.
- Damaged floor tiles, cabinets, and holes in wall.

SNOW AND ICE REMOVAL (TOWERS). The housing maintenance contractor is responsible for snow removal within 50 feet of buildings 211, 1014, 1015 and 1016. This includes the entire width of the sidewalks.

REFUSE COLLECTION AND DISPOSAL. All household trash must be bagged and placed in the trash chute (bins outside for SOQ/GOH units). Access to the trash chute is located in the trash room on each floor. Larger garbage that won't fit in the trash chute must be taken to the trash room on the ground floor. All recyclables should be placed in a clear plastic bag and taken to the recycling room on the first floor or placed in the big, green bin outside of the building (SOQ/GOH place recyclables in appropriate bins). You do not have to sort recycling materials. Just place all items in the clear bag. Cardboard should be 'broken down' flat and then taken to the recycling room or green bin.

LOCKOUTS. For lockout service, call the service call desk at 031-661-2376. The occupant is responsible to reimburse the U.S. Government for the cost of the lost or missing keys, as well as re-keying and replacement of the locks.

APPLIANCES. Government appliances are furnished: dishwasher, stove, refrigerator, washer, and dryer. If you have problems, do not attempt to make repairs or adjustments. Problems should be called in as an appliance work order to 031 -661 -6644 during duty hours and 031 -661 -4710 after 1600 and on weekends

PRIVATELY OWNED APPLIANCES. Since government appliances are provided, occupants are responsible for storage of any privately owned appliances. If a resident desires to use their own personally-owned appliance in lieu of government-provided appliance, the government-provided appliances will be removed at no cost to the resident. However, at no time will government-provided maintenance or repair services be performed on privately-owned appliances.

FILTERS. Air conditioning /heating unit filters for housing are changed periodically by the maintenance contractor. Maintenance personnel change the filter from outside the unit and do not need to enter your home.

SELF-HELP STORE. Numerous items for maintaining your home such as paint, light switch and outlet covers, carpet cleaners, etc. may be borrowed from the Base Self-Help Store, Bldg 657, 031-661-5793. Customer service representatives can provide you advice on various maintenance and repair techniques as well as helpful hints on yard care (SOQ/GOQ units) and self-help projects around the home. Note: the paint quantity provided by the self-help store is limited to that needed for touch-ups only, large amounts of paint needed to return a painted wall back to its original color are not provided at the self-help store.

INSECT AND RODENT CONTROL. Residents are responsible for good sanitation and control of minor pest problems. AFI 32-1053, Pest Management Program, implements DOD policy which states, FH occupants must control minor pests in their quarters, such as cockroaches, ants, silverfish, flies, sow bugs, earwigs, and miscellaneous flying and crawling pests which do not constitute a health hazard, or destroy government property. If you have any questions, please call CE Customer Service. A full line of approved pesticides is maintained in the Base Exchange and Commissary.

Civil Engineer Pest Management personnel will control all pests in FH which are health hazards, such as rats, bees, wasps, snakes and other venomous pests. (NOTE: Cockroaches are not considered a health hazard except under exceptionally filthy conditions). Additionally, they will also control all pests considered potentially hazardous to Air Force property, such as termites, carpenter ants, wood boring beetles, and insects which attack lawns and ornamental trees planted by the installation. Pest Management personnel will treat pest problems, which do not respond to self-help treatment caused by unsanitary conditions beyond the control of the occupant.

Pest Management:

- Will not treat unsanitary or grossly dirty quarters until they have been thoroughly cleaned.
- Will not treat quarters if control failure is due to misuse of self-help material. Pest Management may demonstrate proper use of self-help materials.
- May treat premises where self-help treatment failure is due to structural deficiencies or other conditions beyond the control of the occupant.

## *SECTION B- GENERAL RESIDENT RESPONSIBILITIES*

LEAVE OR EXTENDED TDY. If you anticipate an absence from your home for an extended period (over 7 days), you must notify the Housing Office and Security Forces in writing of your intended absence. A Form letter is available at the Housing Office. *Pets are not to be left in housing units unattended during these periods.*

SOCIAL VISITS. Bona fide social visits of 30 days or less by guests of persons to whom quarters are assigned do not constitute joint occupancy. The installation commander may authorize exceptions when immediate family members are visiting and may want an extended visit. Submit written request through the Housing Office for visits beyond 30 days.

LIABILITY FOR DAMAGE TO FAMILY HOUSING EQUIPMENT AND FURNISHINGS. Under federal law 910 U.S.C. 2775 as amended by the FY85 Military Construction Authorization Act, members of the armed forces occupying FH shall be held accountable for loss or damage to family housing, equipment or furnishings caused by abuse or negligence of the member, the member's dependents or the member's guests. While the amount of liability is limited to one month's basic pay in cases of simple negligence, members are liable for the full amount of damages or loss in cases of willful misconduct or abuse. AFI 32-6001 (Chapter 6 Paragraph 6.2) and AFM 23-220 provide guidance on how to determine responsibility and pecuniary liability. Liability does include damages caused by pets.

INSURANCE. While occupying FH you should purchase commercial insurance for protection in the event of a major loss. Such insurance should specify clearly the personal liability coverage for loss or damage involving government quarters, furnishings, and equipment. A common policy for this coverage would cover your personal property as well as personal liability for government property. You may be able to obtain liability coverage for government property without insuring your personal property if you do not desire to insure the latter. In cases of misconduct or abuse, you can be held liable for replacement value. The replacement value is based on maximum net square footage and grade authorized by public law. The Staff Judge Advocate can answer specific questions.

DAMAGE TO HOUSING. Damages to quarters beyond reasonable wear and tear are the occupant's responsibility. Repairs and replacements must meet Air Force standards. The Housing Office can fully explain your options to repair and replace damaged items and the method of payment. This policy is enforced at Osan AB. Any single damage estimated at \$500 or more by the Housing Office will automatically result in a Report of Survey (ROS) being initiated. The ROS will be conducted by a third party to determine cause and responsibility.

ENERGY CONSERVATION AT OSAN AIR BASE. As a FH occupant, we need your assistance in conserving energy. Fewer dollars for FH and rising utility costs require us to use common sense and do everything possible to conserve our precious financial resources. Executive Order 12902 directed Osan Air Base and other federal installations to reduce their energy consumption. Under this order, Osan AB must reduce its energy consumption by 3% a year. In order for the base to attain this goal, all residents of Osan must be conscious of and work to reduce their energy consumption. Our primary forms of consumed energy are electricity and the fuel we burn to warm our homes. The following energy saving tips are quick and easy ways you, as a housing resident, can reduce your energy consumption by 10% to 50% and assist the base in attaining its goal.

- Turn off electrical equipment. We need your help to conserve electricity, by far the highest utility cost. You can help by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 0500 to 0800 and 1600 to 2000. Do not leave outside lights on during daylight hours. Studies show 30% to 40% of personal computers and printers are left running at night and on weekends when not in use. Additionally, many people leave televisions, stereos, and other electronic equipment running when they are not present. When equipment is not in use, remember to turn it off and help save energy.
- Keep exterior doors closed during cooling and heating. Don't air condition or heat the outdoors. Additionally, seal off areas not in use. This will reduce unnecessary heating to those areas while reducing needless energy consumption.
- Adjust thermostats and thermostatic valves. Thermostats, try turning down your residential heating thermostat to around 68° F. When you are out of town on vacation or TDY, in addition to notifying housing and SFS, set the thermostat back to 55° F. Set thermostats on "low" and try to dress appropriately. These temperatures will provide a comfortable environment, while helping to lower energy use and are considered healthier.
- Turn lights off. Residents leaving lights on in unoccupied rooms waste a lot of energy. Remember to flip the switch when departing the room. Turn off additional lighting in common area hallways and lobbies.
- 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 used.
- Turn off booster fan for clothes dryer when not in use. Failure to do so will cause the booster fan to constantly run and could possibly burnout. The fan not only wastes electric energy but also places additional stress on the Heating, Ventilation, and Air Conditioning (HVAC) systems.

These energy saving tips can easily be introduced into your home and help the base meet the energy reduction goals. Practice energy conservation in your daily routine, at home and at work. Remember, good stewardship means getting the most from the resources we're given, so help the base in its energy conservation efforts. If you have any questions, please contact the Energy Conservation Officer at 031-661-2110.

WATER CONSERVATION. We do not intend to restrict normal and reasonable use of water. However, if increased water conservation measures become necessary, occupants will be notified through normal notification media.

ENVIRONMENT. Waste engine oils, engine coolants, car grease, and other similar products will not be poured into the drainage system or onto the ground. In addition, no burning of leaves or refuse will be permitted. Vehicular maintenance, to include oil changes, will not be done in the housing areas. The only authorized maintenance actions are: jumping or changing a dead battery and servicing or changing a deflated tire. The Auto Hobby Shop, Bldg 1214, is available for oil changes and other maintenance actions. Many products have labels that describe proper disposal procedures. Any questions about recycling used oil, or disposing of household products should be referred to the Environmental Element at 031-661-4272.

All items for recycling are picked up from housing weekly. If you have any questions, call Refuse Quality Assurance Office, 031-661-6644.

## CARE OF INTERIOR.

Kitchens. Special attention is needed to maintain the appliances, cabinets, and walls in the kitchen. Ovens and broiler units should be cleaned regularly as well as the stove top. Also, clean the walls 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 to remove ice when defrosting and do not use gritty or harsh detergents when cleaning. Do not use counter tops as a cutting board, and avoid placing hot utensils on counter tops. Do not put grease or oil in the garbage disposal because it will solidify in the pipes and cause blockages. Use only regular shelf paper in drawers and cupboards as the use of adhesive-backed paper will damage surfaces when removed.

Clothes Washers and Dryers. The government furnishes clothes washers and dryers. Keep your washer as level as possible. Do not overload and do not wash extremely small loads. Always use the correct amount of detergent. Keep your dryer as level as possible. Clean the lint filter after each drying operation. Lint filter should also be rinsed with soap and water periodically to remove fabric softener film. Report any deficient drying conditions to the appliance repair contractor at 031-661 -6644. To allow correct dryer venting (tower units) please turn the wall panel switch to "ON" then switch on your dryer. 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. Please refer to energy conservation on page 10. NOTE: UNPLUG ALL APPLIANCES PRIOR TO CLEANING!!!

Bathrooms. Walls in the tub/shower area and bathroom floors have a tendency to mildew and should be cleaned periodically with a product to combat mildew. Bathtub stickers/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, mortar, or one piece shower unit walls.

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/wax build-up.

Carpets. Carpet has been provided for all of our family housing units here at Osan Air Base. Both preventive and corrective maintenance must be performed to prolong the life and appearance of the carpet. Residents should vacuum weekly and must act immediately when spots or stains could result from spillage, pets, dirty shoes, or other occurrences. When using commercial carpet cleaning products for home application, read directions carefully and always test clean a small area first to ensure no damage occurs. At your final inspection, your carpet must be clean, free from stains and serviceable. You may elect to hire a professional cleaning company, but should stains or pet odors remain, and damages are noted during the final inspection, you may be held liable. If a wet method is chosen, it is important not to over wet the carpet and to place plastic or aluminum foil under/around furniture legs to prevent rust stains. Carpet cleaners and instructions are available at the Self-Help Center. The cost to repair or replace carpet (other than fair wear and tear) as a result of damage by the occupant will be the sole responsibility of the occupant and must be paid for prior to final termination inspection.

Walls. Use 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 things on

the wall. During your final termination inspection you are not required to fill small holes. However, you are responsible for larger holes (greater than 1/2 inch in diameter) and their proper repair. Make sure there are doorstops behind all doors to prevent damage to the walls. Do not wall mount TVs and appliances. NOTE: Occupants MUST NOT put nails in the closets, cabinets, exterior doors or bedroom doors.

Windows. Occupants are responsible for the interior cleaning of all windows.

Blinds. Blinds have been provided for all of our family housing units. 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 occupant's expense.

House. The overall cleanliness of government housing is the resident's responsibility. The definition of cleanliness is the level of cleaning a prudent homeowner would maintain. Units not conforming will be reported to public health and other necessary offices.

### CARE OF EXTERIOR.

Snow and Ice Removal (SOO/GOH units). Your area of responsibility for snow removal is midway between adjacent units or 50 feet out, whichever comes first. This includes the entire width of the sidewalks, your assigned parking space(s), and any visitor parking space directly adjacent to your assigned space. When shoveling snow and ice from walkways, shovel it to the side of the walkway. When shoveling snow and ice from your assigned parking space, DO NOT SHOVEL IT INTO ANOTHER PARKING SPACE or into the streets. If you receive a discrepancy notice for a parking space someone else is utilizing or responsible for, contact the Housing Office to transfer the discrepancy notice. However, you must remember you are ultimately responsible for any unassigned parking space within your area of responsibility.

Tidiness. Each occupant is expected to maintain a neat residence. Discrepancy notices will be issued when a condition exists which does not meet standards. Discrepancy notices may be issued for noise violations and for failure to control your pet, remove snow or keep up the yard and quarters. Three discrepancy notices within a calendar year (from date of first notice) may result in termination of your on base housing privileges. Please remember, you are responsible for your area upkeep 24 hours a day, 365 days per year.

Removal of Debris, etc. The balcony and/or yard area must be free of debris (paper, cans, candy wrappers, animal feces, etc.). Additionally, items such as tires, plywood or any items leaning against your home must be removed and stored.

Bushes/Shrubs. Trim bushes. Shrubs should not be in contact with buildings and structures nor cover windows. Shrubs/bushes near the street should not exceed 3 feet in height.

Trees. Maintenance of all trees in housing is the responsibility of the 51 CES, Grounds Section. For assistance call Housing Maintenance, 031-661-2376.

Flower Beds (SOO/GOH units). Keep your 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, BCE Work Request, and may not exceed 3 feet in height.

Vegetable Gardens. Not authorized in housing.

Landscaping (SOO/GOH units). Elaborate landscaping must be pre-approved on an AF Form 332, BCE Work Request, prior to beginning project. See Section H. page 21.

Porches/Patios. Porches and front patios must be neatly maintained and are not to be used as a storage area.

*NOTE: You may not attach anything to trees, shrubs or any portion of your quarters. You may not hang anything on any part of your balcony or have any item extend above the rail level.*

BB GUNS AND "AIRSOFT GUNS". BB guns and 'AIRSOFT' guns are prohibited. Any gun (toy or otherwise) that shoots metal or plastic pellets is not authorized in Housing areas. Use of guns with "NERF" darts or similar are acceptable.

STORAGE CAGES (Tower Units). Personal items must be kept in the cage. No items may be left outside the cage. Cages may be locked. In Hallasan/Jirisan Towers all items must be at least 18 inches below the ceiling or any fire sprinkler heads, whichever is lower.

STORAGE SHED STANDARDS. Only SOQ/GOH residents are authorized storage sheds. The shed must be approved by 51 CES Housing Maintenance Office by submitting an AF Form 332, *Work Request*.

AUTO REPAIR WORK. The only auto maintenance/repair work authorized in housing areas is servicing or changing a flat tire or replacing/jump-starting a dead battery. The Automobile Hobby Shop should be used for minor and major repair work.

WATER BEDS. Water beds are not authorized.

SWIMMING AND WADING POOLS (GOH/SOQ Units Only). Only aboveground wading pools are authorized in GOH/SOQ units. Pools are not authorized in tower areas. Before a wading pool is installed at a GOH/SOQ unit, an AF Form 332 must be submitted and approved by the Housing Office, Facilities Section, located in Bldg. 600. A wading pool is defined as "less than 12 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 in direct line-of-sight to a responsible adult when in use. Lawns will be restored (grass must be growing) to original condition when pool is removed.

TELEPHONE INSTALLATION AND INTERNET SERVICE. Commercial telephone and internet service is available through a contract vendor located within the AAFES BX.

TRAMPOLINES (GOH/SOQ Units Only). Trampolines are authorized in the backyard if they have a have an attached safety cage. Before a trampoline is installed at a GOH/SOQ unit, an AF Form 332 must be submitted to, and approved by, the Housing Office, Facilities Section located in Bldg. 600. 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 use improperly. Trampolines with the attached safety cage are not required to have a fenced backyard. However, owners are reminded they are still liable for any injuries when improperly used or supervised.

BICYCLES. Place bicycles or other wheeled items in the bike rack areas. The housing occupant must lock them using their own lock. Do not place any items in the stairwells.

#### *SECTION C - FIRE PROTECTION*

The fire department is responsible for instructing residents on the procedures to follow in case of a fire. As a military sponsor, you in turn, should instruct all members of your family in fire protection.

FIRE REPORTING. IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE "031-661-9111" IMMEDIATELY. Give the fire alarm operator your name, house number, and street. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size.

INSTRUCTIONS ON PREVENTION. All housing occupants must view a fire briefing prior to moving into quarters. Briefings are included on the Housing CD all residents are given upon assignment to Family Housing.

FIRE EVACUATION PLAN. A home fire evacuation plan should be made with primary and alternate routes of escape in the event of a fire. Establishing and practicing your escape plan as a family activity can save the lives of your loved ones. The fire department should be made aware of physically disabled family members.

STAIRWELLS. Do not place or store any items in the stairwells. Any items discovered in the stairwells will be impounded for disposal.

SMOKE DETECTORS. You are required to perform an operational test of detectors once a month.

STORAGE OF FLAMMABLES. Outside storage of gasoline or other flammable liquids/gas is limited to three gallons. Never store flammables in the home, utility rooms, common area halls or interior storage areas. Outside storage areas must be childproofed. Use only approved containers.

CLOTHES DRYERS. Check and clean interior/exterior clothes dryer hoses and lint traps often. Never place plastic articles in the dryer. Ensure the dryer hose is not crimped and allows free flow of exhaust.

COOKING APPLIANCES. NO UNATTENDED COOKING, especially when cooking with grease or anything which produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department. NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN! The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

HOUSEKEEPING. Keep trash from accumulating in closets, storage areas, near wall heaters, and near hot water heaters.

KEROSENE/ELECTRIC SPACE HEATERS. Kerosene heaters are prohibited in family housing on Osan AB. Electric heaters may be used only after approval from the fire department (51 CES/CEF).

FIRE EXTINGUISHERS. Occupants must check their fire extinguishers each month. Ensure that the gauge reads in the "green". If the extinguisher requires replacement, contact 51 CES Housing Maintenance.

Any questions on fire prevention should be directed to the Fire Prevention Section, 031-661-4055.

## SECTION D - SECURITY

SECURITY FORCES. The 51st Mission Support Group (MSG) Commander is responsible for the control and safeguarding of all base property. Routine patrolling of housing areas is accomplished on a 24-hour basis by Security Forces. When notified, they will investigate incidents of a criminal nature. All inquiries concerning law enforcement should be directed to Security Forces, 031-661-5515.

PARKING. On base parking of privately owned vehicles will be in authorized parking areas only. Two parallel white lines designate authorized parking. Prohibited areas are as follows:

- Government or service vehicle parking areas.
- On grass, seeded or dirt areas, except during officially recognized events.
- Within 20 feet of a crosswalk or 15 feet of a fire hydrant.
- Tower unloading areas.

FIREARMS AND FIREWORKS. Fireworks are not permitted in FH. For information on firearms, contact the Security Forces Squadron.

CRIME STOP. Call 031-661-9111 for response to report a crime in progress. Callers may remain anonymous.

HOST COUNTRY JURISDICTION. Security Forces exercise primary jurisdiction on Osan AB.

PET CONTROL. See Section E.

VEHICLE REGISTRATION. All privately owned vehicles must be registered at the Pass & Registration Section. Unregistered, uninsured or inoperable vehicles will be towed at the owner's expense. For more information on registration procedures, contact the Security Forces.

VEHICLE ACCIDENTS. All vehicle accidents must be reported immediately to the Security Forces at 031-661-4358. Vehicles involved in an accident must not be moved from the scene until investigation by Security Forces is complete.

## *SECTION E - GOOD NEIGHBORS*

Osan Air Base families live in 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 common sense and courtesy.

NOISE CONTROL. Excessive noise is the primary complaint received by the Housing Office. PLEASE OBSERVE QUIET HOURS FROM 2200 - 0600!

PARTIES. Many complaints can be avoided by informing your neighbors (above and below, side to side) prior to having a party. Don't assume your neighbors enjoy the same type of music or television programs as you do—please keep the volume down.

CONTROL OF CHILDREN. Do you know where your children are? If you do not, someone may report suspected neglect of your children to the authorities, i.e. Security Forces or Family Advocacy.

Supervision. Your children should be closely supervised at all times.

Playgrounds. Streets may not be used as your child's playground. There are several playgrounds in the housing areas providing a safe environment for your children to play.

PETS. Control of pets is the responsibility of the owner. All incidents of pet bites and scratches must be reported to Security Forces. Pets outside of the quarters must be under hand-held leash. You must ensure cleanliness of the pet relief area after use to control and prevent vermin infestation. If you walk your pet, you must carry a "pooper scooper" or some other method to clean up feces immediately. Feces must be picked up immediately after deposit by your pet. 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 three violations will result in the permanent removal of the animal from the installation. The occupant must repair all damage to yards caused by pets. Stray pets should be reported to Security Forces, 031-661-4350.

Pets must be secured with leashes while outdoors, except in fenced patios and yards (GOH/SOQ) and fenced dog runs. Pets must not be left tied or unattended in exterior appurtenances or unfenced yards or allowed to run loose outside fenced yard. Pet owners must maintain current immunizations on all pets. Dogs and cats are required to wear a collar or harness with current rabies and distemper vaccination information annotated/attached.

Children are not responsible for pets. Adults are responsible for pets and for ensuring that feces are picked up and pet relief areas are used. If children are asked to walk dogs then the adult shall ensure they know the designated areas for pet relief and are trained in picking up the feces deposited. If a child doesn't pick up after a pet or doesn't use the pet relief areas then the adult will be held liable for their inaction.

Pet relief areas are the only approved areas surrounding housing for pets to deposit feces. The grass or gravel areas around the housing towers are not approved. Additionally, pets are not permitted in the play areas and shall not be allowed to use those areas as "pet relief areas".

Housing units are not acceptable areas for pet relief (urinating or defecating) for dogs. This includes the balcony areas. Do not use the tiled areas in the house or the balcony for your dog urine or feces collection. Use of any part of the housing unit for this purpose will result in the animal being removed

from base and potential disciplinary action against the military or DOD member.

All housing family households are limited to no more than two authorized pets (cats and dogs). Tower residents/visitors are to use the freight elevators only. Dogs and cats must be registered with the Base Veterinary Clinic at 031-661-6614. Other than cats and dogs, only small, caged animals such as birds, gerbils, guinea pigs and hamsters are authorized.

Residents may not board dogs of any breed (including a mixed breed) that are deemed "aggressive or potentially aggressive," unless the dog is a certified military working dog that is being boarded by its handler/trainer or approval is obtained by the Installation Commander in writing. Aggressive or potentially aggressive breeds of dogs are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following type of behaviors:

- Unprovoked barking, growling or snarling at people approaching the animal
- Aggressively running along a fence line when people are present
- Biting or scratching people
- Escaping confinement or restriction to chase people

Breeding or raising of animals in family housing for show or commercial purposes is prohibited. In the event of a pet death, it is your responsibility to put the carcass in a double plastic bag and contact the CE service call desk at 031-661-4304. Carcasses will not be buried within the confines of Osan 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 base, contact the CE service call desk for pick-up and disposal.

PARKING. There is limited parking due to space. In the tower parking garage (Hallasan and Jirisan), only one numbered parking space has been allocated to each housing unit. Visitors and additional vehicles must park in unassigned available spaces on the first and fourth levels. Seoraksan parking is on a "first come, first serve" basis. Be reasonable and considerate and talk to your neighbors when problems or misunderstandings occur. Do not park automobiles, recreational vehicles, small trailers or motorcycles on lawns, patios, sidewalks or common areas in the housing areas.

The areas located around tower entrances to include the drive-through are emergency vehicle lanes. Short-term (10 min) loading and unloading are permitted in these areas, however, POVs cannot be left unattended in these areas; a licensed driver must be with the vehicle at all times. Parents picking up their children from a baby sitter, childcare center or delivering groceries should park in the parking lot. Parking in government vehicle parking areas or reserved parking areas is prohibited.

The parking garages or surface parking areas are not for storage of house-hold goods. All house-hold goods shall be stored in the housing unit or in the cage/garage (SOQ/GOH only) provided.

SHOPPING CARTS. The shopping carts sometimes found in the housing towers are DECA (commissary) or Base Exchange assets. Do not leave carts unattended in hallways on residence floors and be careful not to damage tower walls with shopping carts. Shopping carts should be returned to the lobby or back to the commissary or Base Exchange.

Again, stop and think...Am I a good neighbor?

## *SECTION F- CLIMATIC CONDITIONS AND NATURAL DISASTERS*

MOLD/MILDEW. Due to the high humidity in Korea, conditions may promote mold/mildew growth. Mold cannot grow without water or moisture, so to eliminate the potential for mold, police your unit for any water or moisture leaks and ensure your Air Conditioning unit is working properly so it can remove humidity from the environment. Most cases of mold in the housing areas occur while residents vacate their unit for vacation or TDY. If you vacate your unit for more than 7 days ensure you notify housing, SFS and have a designated friend/neighbor check on your unit periodically. Please reference the "Military Family Housing Environmental Hazard Information" book you were given upon assignment to Family Housing for more tips on mold prevention and remediation methods.

WEATHER. Unusual weather conditions, such as ice storms, heavy snowfall, etc., are announced on the American Forces Network (AFN), radio and the Commander's Access Channel (CAC).

Severe Cold Winters. Korea has cold winters. It is important that you leave the heating on to prevent property damage. Contact the Maintenance Office for repair of heating problems.

Monsoon Season. During the summer months (June, July, August), Korea may receive large amounts of rainfall along with very high humidity. Report any occurrences of excessive dampness or mold on walls, ceilings, etc. to the Maintenance Office.

Typhoons. Each year, from 1 June to 30 November, an average of 6 typhoons forms in the ocean. Typhoons bring winds in excess of 74 mph, storm surges, heavy rains, floods, and tornadoes.

A typhoon WARNING is issued when typhoon conditions are expected within 24 hours. A typhoon WATCH is issued when typhoon conditions are expected within 36 hours. A tropical storm WARNING is issued when tropical storm conditions with steady winds of 39-73 mph are expected within 24 hours. A tropical storm WATCH is issued when tropical storm conditions are expected within 36 hours. What you should do:

Before the typhoon:

- Stay tuned to forecasts and possible warnings
- Stock up on water, batteries, and non-perishable food and have a first aid kit
- Bring in or tie down loose outdoor objects
- Listen to announcements regarding evacuations and shelter locations
- If along the coast, seek higher ground inland

During the typhoon:

- Stay indoors and away from windows
- Stay tuned to radio or TV for weather bulletins

- Use flashlights, as sources of light; candles can easily become a fire hazard
- Listen to local authorities

After the typhoon:

- Listen to local authorities
- Stay clear of downed power lines, trees and debris
- Do not drive across flooded roadways
- Stay clear of moving water especially near rivers, streams and drainage systems
- Stay tuned to radio or TV for weather and news bulletins

Road Conditions:

Descriptions are generally as follows: stay tuned to the Commander's Access Channel for more details:

- Green: No Restrictions
- Amber Mission Essential
- Red: Emergency Response
- Black: Road Not Passable

## *SECTION G - COMMUNITY/RESIDENTIAL ACTIVITIES*

"YARD" SALES. "Yard" or "Garage" Sales are permitted in the tower day rooms only.

BUSINESS ENTERPRISES. Some businesses for profit may be conducted from your family housing unit. Approval authority for home business requests is 51 CES/CC. Anyone desiring to conduct a business in military family quarters must contact the Housing Office at 031-661-1840 for an application packet.

FAMILY CHILD CARE (TCP). There are no approved FCC providers on Osan Air Base. Additionally, housing towers are not approved for FCC per AF Service Agency personnel. This has been confirmed with PACAF Services and the 51 FSS.

SOLICITATION IN FAMILY HOUSING. Fund raising, scout activities, school sales, etc. require prior approval of the 51 MSG/CC through 51 FW/JA (Legal Office).

BLOCK PARTIES. Block parties are not allowed.

DECORATIONS. We encourage decorating as a means to reflect the spirit of the season, but there are a few common sense rules and restrictions to follow:

- Only use Underwriters Laboratory approved electrical decorations.
- Tower Unit front entrance way decorations are limited to the door only. Do not use nails or other surface damaging materials to attach door decorations.
- Don't mount lights, etc., 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.
- Don't mount lights on the outside of balcony rails. Lights can be on the inside. Lights are the only decorations allowed to hang on the interior of the balcony. Do not hang any other decorations (wreaths, etc.) from the balcony at any time.
- If decorating an exterior tree, bush, etc., ensure extension cords are properly affixed to avoid a tripping hazard and are approved for outdoor use.
- Ensure extension cords are in good repair and properly placed to avoid a tripping hazard.
- To conserve energy, exterior lighting will only be allowed the day after Thanksgiving through the first full week of January. In order to conserve electricity, lights should only be illuminated from 1700-2300 hrs. All seasonal lights must be removed by the last day of the first full week of January; citations will be issued for all lights remaining after this date.

## *SECTION H - SELF-HELP PROJECTS*

Self-help work may be approved in FH if proposed work is relatively simple and primarily for residents benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. For example, do not drill holes; install nails, etc., in exterior walls for a self-help project.

REQUESTING SELF-HELP PROJECTS. All self-help work requires completion of an AF Form 332, BCE Work Request and must be submitted to the Housing Office, Facilities Section, Bldg 656 for approval. Sketches showing dimensions, distances to adjacent structures, and materials to be used must be attached to AF Form 332. When self-help work will require digging, an AF Form 103, Base Civil Engineering Work Clearance Request must accompany the AF Form 332. No work should be accomplished until the AF Forms 332 and/or 103 have been approved. An inspection will be made upon completion. For more information call the Housing Office, 031-661-1840.

### SELF-HELP PROJECTS.

Residents are not authorized individual television antennas or satellite dishes.

Amateur Radios and MARS Antennas (not allowed in towers). Request for approval to install MARS amateur radio transmitters and antennas, including those belonging to Base Support Team (BST) members, must be submitted on an AF Form 332 with a supporting diagram showing where the antenna is to be installed. Submit your request to the Housing Center, 51 CES/CEACH; through the Base Communications Officer, 51 CS/SCMR; the 18 IS; 51 FW/SE, Base Safety Office; 51 CES/CEF, Base Fire Department; and the Base Civil Engineer, 51 CES/CC. Contact the 51 CS/SCMRL for the MARS representative who can provide further information on the installation of amateur radio and MARS antennas. Radio transmitters and antennas cannot be attached to the house. The antenna and all support guide wires/stakes must be located in an enclosed fenced (in accordance with fence standards) area in the member's backyard, and the operator must be fully licensed.

Painting Interior Walls. Requires an approved AF Form 332 before accomplishing. All walls must be returned to both the original color and finish prior to terminating quarters, unless transferred to the new resident or accepted by the government prior to termination of the house/apartment (SOQ/GOH units only). Other than touch-up supplies, paint for self-help projects is not available from the self-help store; it must be procured and paid for by the resident.

Other self-help projects authorized (SOQ/GOH units only) with approved AF Form 332.

- Portable basketball pole and backboard must be at least 50 feet from government quarters when in use, not located near a street or impede the flow of traffic (parking lot). Occupants are encouraged to use government furnished basketball courts.
- Swing sets (backyard only) must be anchored to the ground after AF 103 digging permit has been obtained.
- Trampolines (refer to Section B - Resident Responsibilities).

DISPOSITION OF PROJECTS. Self-help work installed by a resident must be returned to original configuration prior to termination of quarters. For SOQ/GOH residents only, the self-help work may be transferred to the new resident prior to termination of the house/apartment. Forms for retention of approved self-help alterations or existing self-help projects are available at the Housing office. You may ask your housing representative at your pre-final inspection about the removal of any self-help work.

REMEMBER: DO NOT START SELF-HELP WORK WITHOUT KNOWING THE STANDARDS AND OBTAINING APPROVAL PRIOR TO BEGINNING THE WORK. Any self-help work not returned to the original condition is considered occupant damage and the occupant can be held liable for the cost to return the unit to its original condition.

## *SECTION I - TERMINATION OF FAMILY HOUSING*

GIVING NOTICE. The Housing Office requires a minimum of 45 days notice prior to vacating your unit (except short notice PCS). Early notification will facilitate the projection of your house for the next resident. You may notify your Housing Office as soon as you receive a notification of assignment and they will schedule your pre-final and final inspections.

TEMPORARY LODGING ALLOWANCE (TLA). Government provided loaner furniture is available for up to 90 prior to departure and can be scheduled through the housing office at the time of notice to depart. These furnishings are to be maximized to reduce base TLA expenditures. TLA is not authorized until you have terminated government quarters. 10 days TLA is the maximum allowable on outbound. TLA claims cannot be processed at the next duty location. Prepayments of lodging are recommended to make your TLA claim prior to departure.

PRE-FINAL INSPECTION. This inspection will assist you in preparing for your final inspection. The housing representative will brief you on the final inspection cleaning standards, identify damages beyond fair wear and tear, and answer any of your questions. Also, the housing representative will give you a cleaning checklist and discuss your individual cleaning needs. **NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF FH RESTS SOLELY WITH THE MILITARY/DOD SPONSOR.**

FINAL INSPECTION. If you have followed the cleaning instructions from your inspector on the pre-final inspection, you shouldn't have any problems. This is not a "white glove" inspection; however, the house and grounds were under your care and must be properly maintained to assure the next resident moves into a quality home. The final inspection ensures AF standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, you should contact the Housing Office, 031-661-1840 and reschedule your inspection for the next available appointment. The second failure on a final inspection will require the resident to hire a contract cleaner within twenty-four hours and schedule a re-inspection within forty-eight hours.

QUARTERS-TO-QUARTERS MOVE. 5 duty days are allowed to complete a quarters to quarters move IAW AFI 32-6001, Para 4.5.3. Failure to complete the move in the required period could result in member being billed the equivalent of 1 day of your BAH for each day that the period is exceeded.

**NOTE:** On a quarters-to-quarters move, after two final termination inspection failures, there is an automatic charge for government provided cleaning.

## *SECTION J- TOWER APARTMENTS- UNIQUE FAMILY HOUSING*

**RESIDENTIAL RESPONSIBILITIES.** Tower apartment residents have the same basic responsibilities as occupants of family housing outlined in this brochure in Section "B."

**FLOOR LEADER PROGRAM.** The goal of the floor leader program is to improve cooperation and consideration among neighbors and to provide a direct liaison between housing officials and occupants. The senior ranking member on each floor will be appointed by the 51 MSG/CC based on rank, date of rank, and DEROS. Appointments are reviewed at least quarterly with appointment changes made as required. Appointees have the authority to resolve noise complaints, write discrepancy notices, and mediate disagreements between neighbors. Alternates (the next senior ranking person) will assume this appointment if the appointed senior occupant is absent from the base for more than 72 hours.

We urge each resident to cooperate with the appointed senior occupants to submit suggestions, which could improve quality of life for occupants and the condition of the facilities.

**FIRE PROCEDURES:** REPORT ALL FIRES AT ONCE BY CALLING 031-661-9111. GIVE YOUR NAME, BUILDING NUMBER, APARTMENT NUMBER, AND ANY OTHER INFORMATION, WHICH WOULD HELP THE FIRE DEPARTMENT IN ANSWERING YOUR CALL. Should there be no telephone available, use the manual fire reporting stations provided on each floor level in the corridor. The fire alarm stations are easy to locate because of a red light just above each one. When activated, the alarm station will alert all occupants, and will automatically send an alarm to the fire department. To ensure the fire department 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.

Fire Protection Features. Each apartment is equipped with heat detectors attached to the ceiling of each room. These devices are designed to automatically activate the fire alarm system when the temperature reaches a certain degree or when there is a sudden rise in temperature. In addition to heat detectors, each apartment has smoke detectors. These smoke detectors are not tied into the fire department. Occupants should ensure they are operational by manually testing the smoke detectors monthly. If a smoke detector is inoperative, phone in an emergency call to Housing Maintenance, 031-661-2376. The hallways and garbage disposal room on the first floor are equipped with automatic sprinkler systems. These systems are temperature sensitive and will activate with sudden increases in temperature.

Fire Evacuation: As soon as the fire alarm system sounds, all occupants must exit their quarters through the stairwells. The stairwells are designed to be completely fire and smoke-free fire escape exits, providing the safest means of evacuation from all floors to the ground floor. Access to the stairwells is through the end of each hallway. The Hallasan and Jirisan towers have stairwells at the ends of hallway. The Seoraksan tower also has a center hallway stairwell. Be sure stairwell doors are not blocked at any time. Floor Leaders will check stairwell doors monthly to ensure they open easily.

Propping fire doors open would allow smoke and/or fire to enter the stairways. Once you are out of your quarters and into the stairwell the door will automatically close.

Firefighters and other emergency personnel will be using the stairwell to get to the scene of the fire, so utilize care when evacuating the building. Lighted exit signs and emergency lighting are provided at each

floor level to show where the exits are. DO NOT USE THE ELEVATOR AS A FIRE EXIT!!! Remember to take your house keys to avoid locking yourself out of your Tower Apartment.

NOTE: Do not let children play in these areas. Do not use stairwells as storage areas.

FIRE LANES. Each building has hash marked open areas or driveways around it. These areas are to be used strictly for emergencies, service, and government vehicles on official business. All other parking is prohibited in these areas.

ELEVATORS. Elevators should be used only to transport you and your family to and from your apartment floor. Each elevator has an emergency notification button, which is tied directly to the fire department. If the elevator malfunctions, press the emergency button for assistance. Parents, please caution your children not to play in the elevators or with these buttons. If you discover children playing in them, escort them home and inform their parents or your floor leader. Tower residents/visitors are to use the freight elevators only when transporting large items and pets. Do not use the smaller passenger elevators to transport pets.

ROOF TOP. The rooftop areas are OFF LIMITS to all occupants and visitors. Only authorized maintenance personnel and emergency response personnel are allowed access.

BALCONIES. Respect the neighbors below you. Please do not drop items, pour substances, or shake the rugs from the balconies or out of windows. Ensure balcony drain is clear to allow rainwater or melting snow to run off. Do not hang anything on any part of the balcony railing; with exception of seasonal lighting during the approved time frame (see Section G). Nothing will be hung on the exterior of the balcony railing.

BIKE PAVILIONS. Bike pavilions are located on the first and fourth floors of the parking garage and in the Seoraksan parking lot for use by the occupants. Motorcycles may not be parked in the pavilions. Occupants may only store bicycles in the bike pavilions. Bikes should be marked with the owner's name and unit number.

BB GUNS AND "AIRSOFT GUNS". BB guns and 'AIRSOFT' guns are prohibited. Any gun (toy or otherwise) that shoots metal or plastic pellets is not authorized in Housing areas. Use of guns with "NERF" darts or similar are acceptable.

REFUSE COLLECTION AND DISPOSAL. Trash will be taken to the trash room on each floor and placed in the garbage chute. If trash chutes are full, all items are to be taken to the bottom floor trash rooms. All trash must be in plastic bags and tied prior to placing it inside trash receptacles. Cardboard boxes must be flattened. Do not throw recyclables, breakables (glass), pet waste or oversize items in the trash chute. These items should be taken directly to the entry floor or first floor trash room or recycling bins (when applicable). If trash chutes are full, take items directly to bottom floor trash room, DO NOT leave items in residential floor trash rooms. When disposing of cooking oil or grease, pour it into a durable container, and then place in a garbage bag. Parents should ensure children who are assigned this chore can manipulate a full garbage bag and thoroughly understand trash is to be placed inside the trash receptacles. Please do not leave garbage in the hallways, stairways or elevators. Discrepancy notices will be issued if garbage is left in inappropriate places.

BULK ITEM PICKUP. The refuse contractor will pick up bulk or oversize items approximately once every two months. Bulk items should be placed next to the recycling bins placed outside the three towers on the weekend proceeding the bulk pick-up day. Oversize items will not be picked up on days other than those scheduled below. Please plan accordingly to dispose of oversize items only on the bulk pick-up day. Bulk or oversize items include TVs, couches, framed pictures, other large furniture items. Paint or other Hazardous Materials will not be picked up at this time.

Scheduled bulk item pick-up dates are published on the MFH television channel (CH 16).

RECYCLING. Recycling should be taken to the ground floor recycling room or placed in the green bins located outside. Place all recyclable materials in clear plastic bags. There is no requirement or need to sort. Just put items in the same plastic bag. Flatten all cardboard boxes. Do not place any food waste in the recycling bag. SOQ/GOH residents should use their recycling containers near their residence.

STORAGE ROOMS. You have a hallway storage unit on your floor. When you move in, you will be assigned a space. These storage spaces have a wire wall around them for security. For Hallasan Tower Residents, you will need to provide your own padlock for the door. For Jirisan/Seoraksan Tower Residents, the padlock is provided when you move in. Flammables are not authorized to be stored in these areas. In Hallasan/Jirisan, ensure items in storage rooms are at least 18 inches below sprinkler heads or ceiling, whichever is lower.

GENERAL RULES. Living in a tower apartment is quite different from other types of family housing. Above all, it calls for much more consideration for the well-being of your neighbors. They are of primary importance, since they will be living above, below, and on both sides of you. Cooperation and consideration among residents in abiding by rules of conduct are the keys to enjoyable high-rise living. When you obey the golden rule of "Do unto others as you would have others do unto you," you can assure better living conditions and a comfortable, enjoyable stay in your new home. The following do's and don'ts will help you in achieving this goal:

- Do keep the main lobby doors closed.
- Do help keep all areas looking nice. DON'T leave litter in parking lots, grounds or public areas.
- Do clean up after your pets
- Don't leave your washer or dryer running unattended. If your washer overflows for any reason, turn off both water spigots immediately. Thoroughly mop up any water to keep seepage out of the apartment below, and call Housing Maintenance at 031-661-2376.

SMOKING. Smoking is only authorized on the balconies/patios or outside. Smoking is not allowed in bed, bedrooms, bathrooms, living rooms, hallways, stairwells, common areas, or the building entrances. There is no smoking within 50 feet of buildings. If the smoke or odor from tobacco seeps into nonsmokers quarters, the rights of the nonsmoker will prevail. When a neighbor complains of smoking coming from a balcony/patio into their apartment, the offending resident must cease smoking outside. Designated Tobacco Areas will be identified that meet all tobacco use guidelines. Be aware that this smoking policy is subject to change. Please discard all cigarette butts in the proper receptacles. Residents are responsible, at all times, for the conduct and decorum of their family members and guests. No resident or guest should make disturbing noise in the building or interfere with the rights, comfort, and/or convenience of others.

NOISE. The volume of musical instruments, radios, TVs, and stereo equipment should be regulated so as not to disturb or annoy other residents.

CHILDREN. Ensure your children do not play in the stairwells, lobbies, driveways, parking garages, and garbage collection areas.

COMMON AREAS. Sidewalks, entrances, lobbies, hallways, emergency exits, and stairways must be free of obstructions at all times and used by residents only for the purpose of entering or leaving the premises. Strollers, bicycles, boxes, toys, shoes, etc., must not be left in these areas and residents will be given discrepancy notices for violating this policy. Potted plants cannot be placed on balcony ledges or in hallways.

HALLWAYS. Nothing, with the exception of a small throw rug, may be in the hallways of the towers. Shoes, umbrellas, bicycles, strollers, etc., must be stored inside the apartment. Discrepancy notices will be given for violating this policy.

WINDOWS. You are not authorized to install outside window guards, awnings or shades.

CAR WASHING. Wash your car (or motorcycle/moped/scooter) at the base car wash. Do not wash it at your residence, near towers, SOQ, parking lots or in the parking garage.

RECREATION ROOM. Use of the recreation rooms is monitored and controlled by the Housing Maintenance Contractor in the Hallasan Tower. Tower and SOQ/GOH occupants may reserve any tower recreation room up to 45 days in advance of the requested date of use. Rooms can be reserved for 0600 to 2200. Users are required to clean up (sweep, mop, wash tables, clean refrigerator, clean off furniture, etc.) after usage. Visitors to the recreation room must assure their children are not playing in other parts of the tower. Not abiding by the rules will restrict future use of the recreation rooms for an extended period (to be determined at time of notice but not less than 60 days).

Residents must pick up keys from the Housing Maintenance Contractor in Hallasan Tower and return them immediately after recreation room use is complete.

ENERGY CONSERVATION. Conserve energy; turn off lights when not in use, including patios and balconies.

BULLETIN BOARDS. All fliers, information letters, and notices to be placed on bulletin boards must be

approved by the Housing Office (Bldg. 600) with an approving official's initials and housing stamp before being displayed. Any flier, banner, or notice placed on a wall or on a door or in the elevator shall be removed. For profit advertisements are not to be placed on MFH bulletin boards.

OUTDOOR COOKING. Except for the built in grills in the playground areas, barbecue cooking in the common areas surrounding the buildings is prohibited.

Barbecuing on the unit balcony is authorized provided the following guidelines are followed:

- Barbecue grill must use propane. CHARCOAL GRILLS ARE NOT PERMITTED.
- The grill is attended at all times.

- The patio door must remain closed while the barbecue is in use.
- A portable fire extinguisher is readily available.
- A spray water bottle must be available to extinguish small flare-ups.
- Barbecuing is not authorized when winds exceed 10 knots.

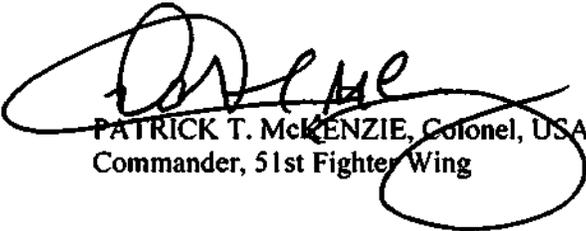
ENVIRONMENT. All residents of Osan Air Base must be stewards of the environment. Please use common sense and be sensitive to how you treat our environment. Do not put hazardous materials including tires, engine oil and coolants, car grease, batteries, paint, propane gas tanks, solvent, common household cleaning products and other similar products into plumbing, drainage systems, in trash, or on the ground. Paint, aerosol cans, propane cylinders, oil for energy recovery, small batteries (lead acid, nickel-cadmium, lithium, mercury), and fluorescent bulbs should be taken to the Hazardous Waste Storage Facility. For assistance in disposing of these materials, call 031-661-6508 or 031-661-4272.

*SECTION K-GENERAL COMMENTS*

We want you to understand and live by these rules. Do not hesitate to contact the Housing Facilities Section at 031-661-5394/5550/6171 if you have any questions. Failure to abide by the rules listed in this brochure may result in a discrepancy notice. Repeated violations may result in a recommendation for eviction. Certain offenses could result in immediate eviction. They include, but are not limited to:

- VANDALISM TO ANY PORTION OF THE FACILITY OR SURROUNDING GROUNDS.
- TAMPERING WITH OR DAMAGING THE ELEVATORS.
- TAMPERING WITH OR DAMAGING FIRE PROTECTION EQUIPMENT.
- UNAUTHORIZED USE OF ROOF AREA OR MECHANICAL SYSTEMS ON THE ROOF.
- THROWING ANYTHING FROM THE ROOF OR BALCONIES.
- ALLOWING ANIMALS TO URINATE/DEFECATE IN YOUR UNIT OR THE COMMON AREAS.

The housing management office values your opinion and welcomes your assistance in realizing "continuous improvement" for Osan MFH. Idea Input Boxes are located on the entry level of each MFH tower. Please use these boxes or consult with your tower floor leaders to share your ideas that may improve the quality of living within your tower or neighborhood.

  
PATRICK T. MCKENZIE, Colonel, USAF  
Commander, 51st Fighter Wing