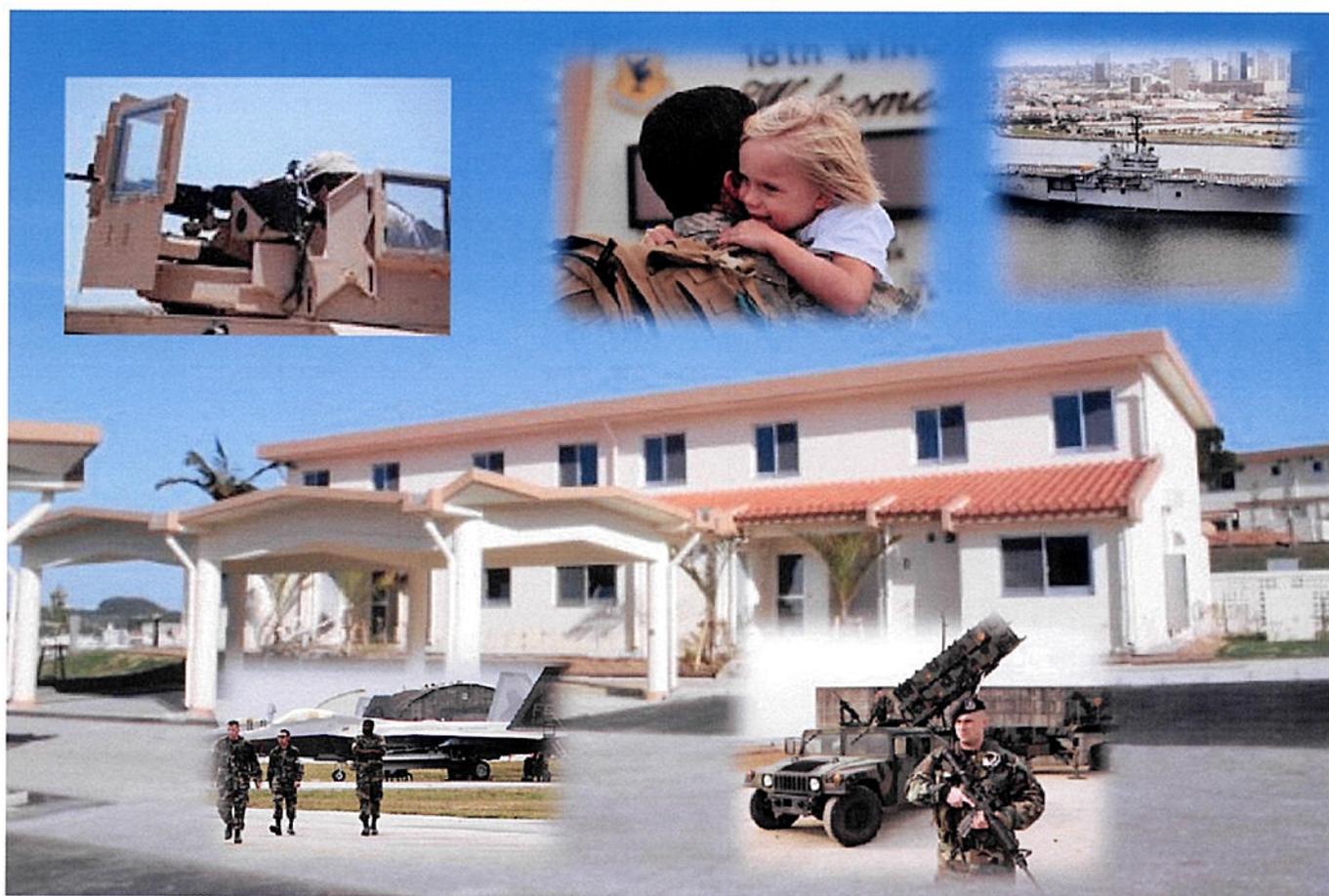


DEPARTMENT OF DEFENSE HOUSING OFFICE KADENA AB



Military Family Housing Brochure

*Camp Foster, Camp Lester, Kadena AB, Camp Shields, Camp Kinser,
Camp Courtney and Camp McTureous -- Military Family Housing Communities*



Welcome to Okinawa, Japan!



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

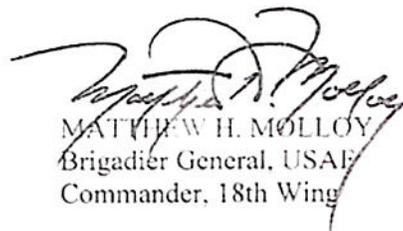
JUN 29 2011

MEMORANDUM FOR ALL HOUSING RESIDENTS

FROM: 18 WG/CC

SUBJECT: Okinawa Family Housing Brochure

1. Welcome to the military family housing community on Okinawa! The attached brochure provides guidance and clarification on policies and procedures that accompany living in family housing. We're confident it will answer many of your questions and help ease your transition into family housing. For additional information, you can also visit our website at www.okinawamfh.com.
2. If you have any questions or concerns regarding this brochure please contact our Housing Flight Chief at 634-1346. We're glad you're here with us and look forward to making your military family housing experience enjoyable.



MATTHEW H. MOLLOY
Brigadier General, USAF
Commander, 18th Wing

KADENAABPAM32-6001

BY ORDER OF THE COMMANDER, KADENA AIR BASE (PACAF)

KADENA AIR BASE PAMPHLET 32-6001

DATE (Publication manager and AFDPO will assign the publication date)

Civil Engineer

OKINAWA FAMILY HOUSING (FH) BROCHURE

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no release-ability restrictions on this publication.

OPR: 718 CES/CEH

Certified by: 718 CES/CC (Lt Col Ann M. Birchard)

Supersedes 18 WG PAM 32-6001, 7 Mar 11

Pages: 38

This pamphlet applies to all personnel assigned to military family housing (MFH) on Okinawa, Japan. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional chain of command. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>.

SUMMARY OF CHANGES

Adjusted Table of Contents page numbers (**pages 2-3**), Housing Reference Telephone numbers (**page 4**), new Pet Policy & Restricted Dog Breeds (**paragraph 9.1 & paragraph 43**), tree houses prohibited (**paragraph 16.1.9**), fire emergency numbers (**paragraph 26**), revised mold handout (**atch 3**), recycle handout (**atch 6**)

TABLE OF CONTENTS

Introduction	4
Telephone Reference Numbers	5
Section A – Housing Services	
1. Initial Inspections.....	6
2. Maintenance, Repairs and Lockouts.....	6
3. Recycling and Refuse Collection.....	7
4. Insect Control (Pest Management).....	7
5. Government Furniture and Appliances.....	7
6. Nameplate.....	8
7. Self-Help Store.....	8
8. Housing Inspectors	8
Section B – Resident Responsibilities	
9. Pets.....	9
10. Leave or Extended TDY.....	9
11. Liability Information.....	10
12. Energy Conservation.....	10
13. Environmental Protection	12
14. Mold and Mildew Control.....	13
15. Housing Ticket Program.....	14
16. Outdoor Amenities Responsibilities.....	14
17. Use of Wireless Devices.....	16
18. Typhoon Readiness	17
Section C – Fire Protection	
19. Instruction on Prevention.....	19
20. Fire Evacuation Plan.....	19
21. Smoke Detector.....	19
22. Fire Extinguisher.....	19
23. Gasoline Storage.....	19
24. Barbecue Grills.....	19
25. Clothes Dryer.....	19
26. Fire Safety.....	20
27. Fire Reporting.....	20
Section D – Security	
28. Security/Security Forces.....	20
29. Social Visits/Guests.....	20
30. Parking.....	21

Section E – Residential Activities

31. Good Neighbor Policies.....21
32. Yard Sales.....21
33. Business Enterprises.....21
34. Gambling.....22
35. Solicitation in MFH.....22
36. Playgrounds.....22

Section F – Self-Help

37. Self Help Projects.....22
38. Self Help Projects Requiring 332.....22
39. Disposition of Improvements.....23

Section G – Tower Living

40. Resident Responsibilities.....23
41. Senior Resident Program.....24
42. Care of Interior/Exterior Areas.....24
43. Pets.....25
44. Elevators.....25
45. Parking.....25
46. Fire Protection and Evacuation.....25
47. Fire Prevention.....26
48. Fire Exercises.....26
49. Roofs.....26
50. Storage Areas.....26
51. Bulletin Boards.....26
52. Multi-Purpose Room.....26
53. Shopping Carts.....27

Section H – Termination of Family Housing

54. Notification.....27
55. Pre-Termination Inspection.....27
56. Final Inspection.....28
57. Scheduling Final Inspection.....28

Attachment 1 Handy Household Cleaning Tips.....29

Attachment 2 Yard Maintenance Standard.....31

Attachment 3 Mold Handout.....33

Attachment 4 Poisonous Plants.....34

Attachment 5 Smart Ways to Improve Quality of Life.....35

Attachment 6 Okinawa Recycles Handout.....37

Housing Brochure



Introduction

Welcome to Department of Defense (DoD) Family Housing (FH) on Okinawa! We are pleased to have you as a member of our community, and we hope your stay in family housing is a pleasant one.

This brochure provides standards that balance the need for uniformity and enforceable "rules," with the flexibility for residents to make their quarters a comfortable home. Our policies are intended to make the living environment pleasant for everyone. Your quarters are your home. Help us make you and your families stay here as comfortable as possible.

Your DoD Family Housing staff is available to assist you with concerns or questions that may arise during your stay here on Okinawa, or you can go the website www.okinawamfh.com for updated information:

Housing Reference Phone Numbers

KADENA HOUSING OFFICE

Kadena AB Housing Office	634-0582
Camp Kinser Housing Office	637-3736
Camp Courtney Housing Office	622-7317
Marine Liaison Office	634-0805
Furnishings Customer Service	634-1625/1629/7166 or 632-6085
Kadena Furnishings	632-4309
Kinser Furnishings	637-1516
Kadena Inspector	634-1427
Foster Inspector	645-6234
Kinser Inspector	637-3736
Courtney Inspector	622-7317
Army Representative	644-4446

HOUSING MAINTENANCE

Service Call	634-HOME (634-4663)
Service Call is staffed 24-hours a day	
Appliance Repair	
Service Call	632-4372/4373/4374
Service Contracts	634-2880/0707/3751
Pest Management	634-4663, dial 2

SELF HELP

Kadena Eagle Hardware - Bldg 1474 634-3469
Mon-Fri 0800-1700, Sat 0800-1300
Closed last Saturday of each month

Foster Eaglette - Bldg 5635 645-3099
Mon-Fri 0800 – 1700, Sat 0800-1300
Closed first Saturday of each month

Kinser Eaglette - Bldg 424 637-2533
Mon-Fri 0730-1630
Closed on Saturday

Courtney Eaglette - Bldg 4118 622-5003
Mon-Fri 0730-1630, Sat 0900-1300
Closed last Saturday of each month

PET SERVICES

Kadena Animal Control	634-0203
Foster Animal Control	645-7441
Kinser Animal Control	637-3500
Courtney Animal Control	622-9690/9608

Section A - HOUSING SERVICES

The 18th Civil Engineer Group has the primary responsibility for maintenance and repair of your unit, recycling, refuse collection, pest management, and fire prevention and protection. For housing on Marine Corps camps, the Marine Corps provides fire protection service.

1. Initial Inspections: Upon assignment to military family housing (FH), a joint inspection is conducted with the resident and the housing inspector. The purpose of this inspection is to brief you on your responsibilities while living in FH and to document any existing discrepancies pertaining to the unit, furniture and/or appliances. It is imperative you document any pre-existing damages, so you are not held liable when terminating your FH.

2. Maintenance, Repairs and Lockouts: Housing Maintenance Service Call, located in Building 1473 on Kadena AB, is your point of contact for all home service requests for maintenance or appliance repairs. Telephone number listed on page 5.

2.1. When you place a service call, a housing maintenance specialist will provide you with a job order number. Please write this job order number down for future reference. You will receive a follow up call to schedule an appointment to complete the task. If craftsmen are sent to your unit for repairs and the problem occurred due to negligence, the occupant may be charged the cost of the repairs.

2.1.1. There are two categories of services: emergency and routine. The category determines when the service will be accomplished.

2.1.2. Emergency service calls are work requirements which receive immediate attention. Maintenance will respond or fix the problem within 24 hours. Routine service calls will be responded to within 20-30 working days. Examples of emergency requests are:

2.1.2.1. Problems which could cause loss of life or major property damage.

2.1.2.2. Serious damage affecting health, safety or security.

2.1.2.3. Complete utility failure of electricity, water, sewage, or heating and cooling plants that service numerous housing units.

2.1.2.4. Damage due to typhoon or serious weather conditions.

2.2. We highly recommend occupants leave a key to their unit at our 24-hour service call section. Service call will maintain spare keys for housing units when provided by the occupant when first assigned. Occupants may borrow the spare key to let themselves back into their quarters. In the event of a lockout, only the occupant, with a valid ID, the member's First Sergeant or a member authorized by a power of attorney will be issued a key. No keys will be

issued to dependents under 18 years of age. If lock replacement is necessary, the occupant may be charged.

3. Recycling and Refuse Collection: Each housing area has a different refuse and recycling pick-up day. During your initial inspection, you will be given the current schedule for your area. If you are experiencing any interruptions in your refuse collection service, please contact the 18 CES Service Contract Section, located in Building 1460 on Kadena AB. Section 12 and Attachment 6 of this brochure provide additional information.

3.1. With the exception of the tower units, a trash can and lid are provided for each FH unit. The refuse collection room for towers is located on the first floor. Please place your refuse into clear or semi-transparent plastic bags before placing it into the trash can. Trash and garbage exceeding trash can capacity must be placed in appropriate containers (plastic bags, bundles, etc.) and brought to curbside the morning of pick-up service. Residents are responsible for cleaning their cans and securing them during typhoons. Replacement cans or lids are available at Eagle Hardware and Eaglette self-help stores.

3.2. The removal and disposal of dead animals found in all housing areas during duty hours, Monday through Friday, are the responsibility of the 18 CES Service Contract section. On weekends and holidays contact Kadena or Marine Camps Provost Marshall Office (PMO). Telephone number listed on page 5.

3.3. Deceased pets may be taken to Kadena Veterinary Service Clinic, Building 731. Please contact the clinic for information concerning preparation of the animal prior to drop off.

3.4. Karing Kennels, Building 54300 located on Kadena AB, will accept pets for a minimal fee per animal. Telephone number listed on page 5.

4. Insect Control (Pest Management): Insect control of minor pest problems is the responsibility of FH residents. Occupants with infestation beyond control should contact **Pest Management** for treatment and guidance. Pest Management is located on Kadena AB in Building 6207. Telephone number listed on page 5.

5. Government Furniture/Appliances: You must report unserviceable furnishings to the Data Records Section of Furnishings Management Office (FMO); Bldg 217, Kadena AB within 15 calendar days of receipt. You may verify the furniture with a housing inspector during your move-in inspection. Telephone numbers listed on page 5.

5.1. Customers with full Joint Federal Travel Regulations (JFTR) will be authorized government furnishing loaner kits specifically for the following timeframes: Initial in-processing request - 90 days and/or out-processing – 60 days. Customers with restricted JFTR are entitled to full furnishing support for the length of their tour, any furniture returns will be self-help.

5.2 Occupants are responsible for the care and cleaning of their assigned furniture. Protect upholstered furniture and mattresses from stains and pet damage (including pet hair). Please do not leave government furniture outside of your quarters at any time. You will be charged for any damages beyond normal wear and tear. As a reminder, damages are determined by the housing inspectors, not by the customer.

5.3. It is the occupant's responsibility to be ready to receive furnishings on the scheduled delivery day. Missed appointments, without prior notification to the FMO Customer Service, will be rescheduled, but based on the high demand, may result in additional delays. Our furnishings management functions are done by contract, customers will either be charged a flat rate of 5,000 yen or US dollar equivalent based on current yen rate for a missed appointment. The missed appointment cannot be rescheduled until full payment has been processed either through payroll deduction, DD Form 139, *Pay Adjustment Authorization*, or DD Form 1131, *Cash Collection Voucher*.

5.4. Government issued appliances are government serviced and maintained. Please contact Appliance Repair Service Call during normal duty hours or Housing Service Call after duty hours. Service calls received after 1500 will be scheduled for the next business day. Non cooling refrigerators are considered an urgent service call, a contractor will deliver a temporary refrigerator until service crews can respond on the next duty day to repair or replace the existing one. Telephone number listed on page 5.

5.5. To avoid conflict, FMO will not deliver/pick-up government furnishings on the same day as Transportation Management Office is picking up or delivering household goods or unaccompanied baggage. The assignment counselor will advise potential housing occupants of the policy in order to avoid conflicting schedules. There will be no exception to this policy. It is the customer's responsibility to ensure proper coordination has occurred. Operation hours for the FMO contractor is Monday through Friday 8:00 am to 4:30 pm, the assignment counselors schedules the appointments.

6. Nameplate: Kadena's single unit/multiplex unit occupants may obtain metal letters for their unit nameplate at Eagle Hardware. Tower occupants and all other FH residents are provided a nameplate but occupants must provide their own lettering. Permanent markers may not be used on a nameplate; occupants will be charged to replace a damaged nameplate.

7. Self-Help Store: Eagle Hardware is the family housing self-help store for on-base residents only. This store has "free of charge" items for help with home repairs and improvements. You can visit all Eagle Hardware regardless of which base you live on. Telephone numbers are listed on page 5.

8. Housing Inspectors: The housing inspectors are responsible for monitoring the cleaning contractor's performance and conducting inspections of all military family housing. Housing inspectors are also available to answer questions regarding housing concerns. Telephone number listed on page 5.

Section B - RESIDENT RESPONSIBILITIES

9. Pets: A maximum of two pets (cats/dogs) allowed per household. Farm, ranch, ferrets, reptiles and wild or exotic animals are prohibited in FH, to include the towers. Having these pets may result in eviction from FH. You may have aquariums and small caged animals such as birds, hamsters or gerbils in your unit. Breeding or raising animals for shows or commercial purposes is prohibited. Additionally, operating a commercial-type kennel or selling animals in government housing is prohibited. A litter may be kept for seven days after the age of mandatory registration, 8 weeks, has been reached. Operating a non-profit temporary shelter or adoption services is prohibited. For information regarding mandatory registration please call Veterinary Services.

9.1. Cats and other authorized pets are allowed in all Military Family Housing units. Dogs are only authorized on the first and second floors of all towers. The following aggressive or potentially aggressive breeds of dogs are prohibited in Military Family Housing: Pit Bulls, (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Cho and wolf hybrids. Breeds that demonstrate or are known to demonstrate the propensity for dominant or aggressive behavior are also prohibited. The current Pet Towers Bldg 868- Camp Kinser and Bldg 4513- Camp Courtney will be grandfathered. The buildings will convert to the pet policy by attrition.

9.2. Pets left outside must be in a fenced yard. The use of chains or other tethering devices to provide unattended control is prohibited. Pets are not allowed to be on a leash unattended outside, or on balconies. Pets must always be under the direction of a person capable of maintaining control over them.

9.3. To prevent unsanitary conditions, you are required to clean up after your pets and remove feces daily. Pets are not allowed in parks or playground areas. When being walked, pets must be kept on a leash at all times and the owner must remove pet feces immediately.

9.4. Please make every effort to ensure your pet does not become a neighborhood nuisance due to excessive barking or invading the privacy of others. Stray pets may be reported to Animal Control. Telephone number listed on page 5.

9.5. In case of a pet care emergency, please call Kadena Veterinary Services at 959-1300 during duty hours or 090-6860-2203 after duty hours.

10. Leave or Extended Temporary Duty (TDY): If you plan to be absent from your quarters for fourteen days or more, a designee 18 years of age or older under Status of Forces Agreement (SOFA) status will need to be appointed to maintain your quarters. In extended absences, please also make arrangements with someone to manage your yard care. Please take a copy of the Absence from Unit letter (obtainable from the housing office) to the housing office, housing service call and the designee. This letter will include the name, address and phone number of the person you have designated to oversee the normal day-to-day responsibilities and well being of your quarters (a power of attorney is also recommended). This will provide a point of contact for any emergencies that might occur during your absence.

11. Liability for damage to family housing, equipment and furnishings: Residents of FH are liable for loss or damage to government property, including the FH unit, when damage is caused by abuse or negligence of the sponsor, dependents or the sponsors' guests. Damage to government property beyond reasonable wear and tear is the residents' responsibility. Reasonable wear and tear is defined as wear and tear which results from normal everyday living. While the maximum liability is limited to one-month basic pay in cases of simple negligence, sponsors are liable for the full amount of damages or loss in cases of gross negligence.

11.1. Insurance: It is highly recommended occupants consider purchasing commercial insurance to protect personal belongings in case of a major loss. A common policy for this coverage would be a renter's policy, which would cover your personal property as well as personal liability for government property. Information about the replacement value of your quarters and government property can be obtained from a housing assistant. Direct more specific questions to your insurance company or your service legal office.

12. Energy Conservation: Family Housing supports the implementation of the President's Executive Order (EO) 13423 which mandates federal facilities to reduce energy intensity by 3 percent annually through the end of Fiscal Year (FY) 2015, for a total energy intensity reduction of 30 percent relative to the FY03 baseline. Executive Order 13514 also mandates federal facilities reduce water consumption by 2 percent annually through the end of FY20, for a total water consumption reduction of 26 percent relative to the FY07 baseline. During your stay in Family Housing, we may implement programs to help achieve these goals, and these programs will balance energy reduction while attempting to sustain quality of life for all Family Housing residents' assistance.

12.1. Electricity: Please do not leave outside lights on during daylight hours. During the holiday season, decorative outside lighting should not be left on throughout the night; turn off at 10 pm. The only exception to this rule is during the actual holiday, where the lights can be left on 24 hours. Holiday lights are only authorized beginning on Thanksgiving Day through 3 January. Housing citations will be issued for noncompliance.

12.2. Water: Family housing residents use roughly 60% of the total water consumed on Kadena AB. Okinawa's water supply is heavily dependent on rainfall. Your conservation of water is requested. Watering lawns is prohibited.

Drought conditions are characterized according to the following flag system:

Green Flag

Normal water conservation efforts apply

Yellow Flag

Government owned vehicles (GOVs) washed monthly instead of weekly

Army and Air Force Exchange Service (AAFES) carwash only open on weekends

Fund-raising car washes placed on hold

Restrict the use of water for washing shop floors

Serve water at restaurants only when requested
Fill one-quart containers with water and place in toilet tanks
Minimize golf course watering
Increase use of plastic and paper dinnerware/utensils at base dining facilities
Take only short showers as needed. Refrain from tub baths

Red Flag

Close AAFES and GOV car wash operations
Close base swimming pools and save water for firefighting purposes
Personal swimming pools will not be filled
Encourage FH residents to voluntarily choose an 8-hour period at home to not use water
Encourage Base employees to voluntarily choose a 4-hour period at work to not use water
No tub bathing. Modify showers and use water only for initial wetting and final rinsing, shutting off the water in between

Black Flag

Water schedule dependent on reservoir levels
Tap water available on a rotating schedule

Note: Should drought conditions occur on Okinawa, you will be informed of the current flag level through the commander's access channels, Armed Forces Network (AFN) and newspapers.

12.3 Heating and Air Conditioning: The recommended temperature settings for heating and air conditioning by American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) are as follows: Heating 20°C (68°F) and air conditioning 24°C (76°F) The heating and cooling activation/deactivation criteria are based on the 18th Wing Energy and Water Conservation Policy.

12.3.1. Heating Season: Beginning in December, heat may be activated when the outdoor 7-day average high temperature is below 65°F (18°C). Once heat activation begins, it will remain **ON** for a minimum of 30 days. Beginning in January, heat may be deactivated when the outdoor 7-day average high temperature is above 65°F (18°C). Once heat is deactivated it will remain **OFF** for a minimum of 7 days.

12.3.2. Air Conditioning Season: Beginning in December, A/C may be deactivated when the outdoor 7-day average high temperature is below 73°F (23°C). Once A/C is deactivated it will remain **OFF** for a minimum of 7 days. No earlier than April, A/C may be activated when the outdoor 7-day average high temperature is above 73°F (23°C). Note: Special A/C criteria for FH Tower Residents: After heat deactivation, housing maintenance personnel will monitor the indoor top floor temperature of all FH towers daily. The indoor top floor temperature is used in the A/C activation criteria. Air conditioners in all MFH on Camps Courtney/McTureous remain activated year round. Camp Kinser the air conditioners remain activated year round.

13. Environmental Protection: For additional information on the proper disposal of specific waste products/items, contact 718th Civil Engineer Squadron/Environmental Management (718 CES/CEAN) at 634-2600, Building 3621, Kadena AB.

13.1. Disposal of engine oils, engine coolants, car grease, car batteries, and tires can be done at the Auto Hobby Shop or AAFES garage. Do not pour these items into plumbing, drainage systems, or on the ground. Improper disposal of these items is considered illegal dumping.

13.2. Burning of leaves or refuse is prohibited in all housing areas. Green wastes may be taken to the Kadena Recycling Center. Mulch is available for resident's use at the recycling center.

13.3. Recycling is a mandatory program in FH. Recyclables should be segregated, placed in clear or transparent plastic bags only and placed on the curb by 0800 on the recycling pick up day. Occupants will be briefed on pick up days at their initial inspection. For more information, see the attached Recycling Flyer (Attachment 6) or telephone numbers are listed on page 5:

13.4. Hazardous Household Items: If you are unsure how to properly dispose of an item, contact Natural Resources Management at 634-2600.

13.4.1. Eagle Hardware Exchange Program: To drop off a household chemical, the item must be in its original container, in good condition, have a legible English label and contain enough products to be reusable. Take the items to any Eagle Hardware location. **Please DO NOT drop items off after business hours.** To pick up items, please ask Eagle Hardware personnel for assistance. They will show you the items currently in inventory. You must have a valid DoD identification card to pick up products. Return all unused portions back to the program monitor.

13.4.2. Prescription Drugs: Unused medicine or prescription drugs should be rendered unusable (ex: pills should be crushed) and disposed of as refuse.

13.4.3. Non-Hazardous Items: The following materials can be safely disposed of with your regular household trash. Place the materials in a plastic bag with sawdust, kitty litter, rags or shredded newspapers before putting into your trash can:

Aerosol Cans (empty)	Nail Polish	Bug Sprays
Floor Care Products	Furniture Polish	Fertilizer
Art Supplies	Moth Balls	Shoe Polish
Car Wax (with solvent)	Fiberglass Epoxy	Oven Cleaner (lye based)
Varnish	Metal Polish (with solvents)	

13.4.4. Batteries: Drop off locations for common household batteries (AA, A, C, and D) are available at Eagle Hardware and designated Base Exchange Agency/Defense Commissary Agency (DeCA) locations. This helps minimize the number of hazardous materials entering our landfills.

13.4.5. Cooking Oil: Cooking oil drop-off locations are located at the Camp Foster, Camp Courtney and Camp Kinser Eaglette Hardware stores or the Kadena Recycling Center. Cooking oil may also be disposed of as refuse, but must be soaked into commercially available solidifiers, kitty litter, rags or newspaper and double bagged. Please do not drop items off after business hours.

13.5. Bulk Refuse: Housing areas have different bulk refuse/trash pick-up dates. During your initial inspection, you will be given the schedule for your area. Bulk refuse/items must be on the curbside before 0800 on your scheduled day. Chibana and O'Donnell Gardens Housing Areas have designated bulk refuse/trash drop off locations. To help maintain a professional appearance in the housing areas, do not leave bulk refuse/items on the curbside at anytime other than the specified timeframe. If the bulk refuse pickup date does not coincide with your final inspection when terminating government quarters, other arrangements must be made for trash disposal. Therefore, please plan accordingly. Contact your area Housing Inspectors (telephone numbers are listed on page 5) if you need addition information on bulk refuse disposal.

13.5.1. Large appliances, such as refrigerators or air conditioners, will not be picked up by the contractor. For further assistance call 634-7288 /7316/0707.

13.6. Radon: Kadena Air Base has been conducting radon surveys of FH units on Okinawa since 1996. Surveys are still being conducted. Your unit may have an installed radon measuring device. These devices look like small black disc, typically mounted onto the wall inside the unit. Do not disturb these devices, as they will be collected at a later date. For more information, contact 718th Civil Engineering Asset Management Flight (718 CES/CEANQ) at 634-5434.

13.7. Asbestos and Lead Based Paint: Asbestos and lead base paint may be located in certain types of FH units. Submitting an AF Form 332, *Base Civil Engineer Work Request*, (See section F, Self-Help) prior to conducting Self-Help projects can help prevent exposure to these substances. For more information, please see the attached flyer or contact 18 AMDS/SGPB at 634-4752.

13.8. Cultural Resources: There are many cultural assets located within the military installations on Okinawa. There are three main types of cultural assets. Shrines (ugwanju) are places of worship or prayer. Tombs are considered to be the permanent home of ancestor's spirits. Caves served as shelters for civilians during and at the conclusion of WWII. These areas should not be disturbed. For more information, contact 718 CES/CEAN at 634-2600.

13.9. Poisonous Plants: Some plants commonly found in FH areas can be poisonous to humans and animals. Examples include the Sago Palm, Elephant Ears, and Oleander (see Attachment 4).

14. Mold and Mildew Control: Mold is prevalent in this environment. Due to the subtropical climate of Okinawa, moisture and humidity are high while temperatures are just right for mold growth. This contributes to a higher incidence of mold and mildew concerns than may be experienced in other climates. A higher degree of maintenance is required to control its growth;

it is the occupants' responsibility to maintain the unit mold free. Additional handy household cleaning tips can be found under Attachment 1 and Attachment 3.

14.1. Filters are available through Eagle Hardware. **Filters must be inspected, changed or cleaned once each month.** Please check the drain pan for debris accumulation and keep the drainpipe clear. Regular maintenance of your filters will help prevent the build-up of mold and mildew and sustain the efficiency of your A/C and heating equipment. If craftsmen are sent out to repair your unit and it is found that lack of maintenance by the occupant is the cause of the problem (dirty filters or drain pans), occupants may be charged for the service call. Please do not store items against the air conditioning unit, as this may cause malfunction in your unit, too.

14.2. Use exhaust fans only while cooking or using the bathroom. Continually running exhaust fans removes cool dry air from your house and replaces it with warm moist air from outside, causing mold and mildew. Leave the window open while showering. Clothes dryers are essentially large exhaust fans which also remove cool dry air from your house and replace it with warm moist air from outside. When operating your dryer, open a window close to the dryer and where possible, close the laundry room door. This action isolates the laundry room from the rest of the house and will ensure your home stays more comfortable when operating your dryer.

14.3. If you see mold starting to grow, clean the affected area with a solution of bleach and water. Several treatments may be required before the spores are killed.

15. Housing Ticket Program: A ticket program has been established for all family housing. Ticket infractions include, but are not limited to, yard maintenance, improper trash disposal, improper bulk trash disposal, lack of recycling (see Attachment 6 for recyclable items), pet control, etc. Yard tickets have been approved by all service commands on Okinawa. A copy of the current policy is provided at the move-in inspection.

16. Outdoor Amenities Responsibilities: All occupants assigned to FH will receive a map outlining the exterior responsibility of their assigned unit. Inspectors will conduct weekly area inspections to ensure appearance standards are met. The following standards pertain to area appearance and are provided as guidelines.

16.1. Grounds Care: Watering lawns is prohibited, with the exception of newly seeded areas, plants and flowers.

16.1.1. Lawn Mowing: All lawns will be mowed, edged and have the shrubbery trimmed. If a housing unit sits on a street, the residents are responsible for maintaining and policing the area out to the middle of the street including the curbside and gutter. If the sidewalk and gutters are within 80 feet of the perimeter, this falls under your area of responsibility as well. The standard is for the grass to be no more than 3-inches tall. Mowing the lawn should be accomplished as necessary to maintain a neat appearance. Occupants should refer to the map given to them on the move-in inspection that clearly outlined the boundaries of responsibility. Lawn care equipment is available for use from Eagle Hardware or may be rented at Outdoor Recreation.

16.1.2. Edging and Trimming: Edge and trim the sidewalk, driveway, curbside, and patios as well as the grass around the foundation, doorsteps, fence and garbage area. Remove grass in the cracks and crevices of the sidewalk, curbside, and in your assigned parking space and assigned visitors space.

16.1.3. Trees/Bushes: Bushes in the back yard should not exceed 6 feet in height. All bushes which block the view of traffic or cause a safety hazard need to be maintained at a 3-foot level. All bushes in the front yard should be maintained at a 3-foot level. Any hedge or bush next to a building must be trimmed to maintain at least 4-inches between the bush and wall. If tree limbs are overhanging the housing unit, power lines or pose a safety concern, please request trimming on AF Form 332. Yard clippings and leaves should be raked and properly disposed of as Green Waste.

16.1.4. Flowers and Plants: With an approved AF Form 332, flowerbeds can be planted around the house or patio area. Flowerbeds are occupants' responsibility to maintain, to include weeding. The planting of banana trees, ginger plants, poisonous plants, and vegetable gardens are prohibited in family housing.

16.1.5. Parking Stalls: Sweep or hose down your parking stall, remove weeds and debris.

16.1.6. Patios: Neatly maintain front and back patios. Pressure-wash when necessary to prevent mold/residue builds up on the exterior of the unit. Secure large items in the event of a typhoon.

16.1.7. Fences: Edge both sides of the perimeter of the fence and inspect for loose wire and sharp edges. Only chain link fences are authorized. No lattice fencing or bamboo is authorized.

16.1.8. Heavy Picnic Tables, Lawn Furniture, Chairs, & Barbecue Grills: Occupants living on the second floor of multiplex units may place these items on their assigned front yard. Occupants living in multiplex units that have a three-sided enclosed patio may place these items on the front patio area. Occupants of other type units must place items on the back patio.

16.1.9. Swing Sets: A free standing swing set is authorized in back yard areas only. If digging is required, an AF Form 332 must be submitted first. Rope, chain link, or tire swings, hammocks or tree houses tied/attached to any foundation of housing to include trees are not permitted in FH.

16.1.10. Trampolines: Must have all safety devices attached, netting, and padding. The trampoline must also be in a fenced yard. The occupant will be asked to immediately remove any trampoline without safety devices, netting, and padding or in a fenced yard. Please contact the Kadena Safety Office for any concerns at 634-4077.

16.1.11. Bicycles: Must be stored on the patio or in the storage shed if available. They may also be stored under multiplex stairwells.

16.1.12. Wading pools: The maximum size authorized is 6 feet in diameter by 12 inches deep. Children must be supervised at all times when playing in a wading pool. When the pool is not being used, it must be emptied and stored. Spas, Swimming Pools (larger than 6 feet 12 inches) or Jacuzzis (hot tubs) are not permitted in FH.

16.1.13. Toys: Large items such as plastic playhouses, swing sets, gym sets, etc., should be placed in the backyard. Occupants who live on the second floor of multiplex units who have a portion of the front yard as their yard may place items in the front yard.

16.1.14. Basketball Goals/ Skateboard Ramps: Basketball goals are permitted in the backyard area only. To avoid injury or incident, basketball hoops and skateboard ramps are not allowed on streets, sidewalks and parking lots.

16.1.15. Debris: Please pick up trash and store other small items when they are not in use.

16.1.16. Multiplex Stairwells: Only lawn equipment and bicycles can be stored under the stairwells. Gas containers are to be stored in storage areas for safety reasons.

16.1.17. Vehicles: Due to safety and environmental concerns, vehicles cannot be repaired on streets, driveways, or in parking spaces. Maintenance can be accomplished at an Auto Hobby Shop. Please contact Security Police for any abandoned vehicle. (18th Security Forces Squadron (18 SFS)/Law Enforcement Office - 634-2475, Camp Foster/PMO - 645-7441, Camp Kinser - 637-3500, Camp Courtney & McTureous - 622-9690)

16.1.18. Motorcycles and Other Motorized Vehicles: May only be parked in a designated parking space. They may not be parked/stored on sidewalks, front or back patios. At no time may they be stored indoors.

16.1.19. Privately Owned Vehicle: Residents are not authorized to wash privately owned vehicles in FH or dormitory areas. Residents should utilize the car wash near the gas station which recycles water. No long-term parking or other car maintenance (changing oil, tires, etc.) is allowed in FH. The hose and water faucet in the refuse collection room are primarily for custodial use, with the custodial personnel having priority.

17. Use of Wireless Devices. The use of certain wireless certain devices, such as baby monitors (900 MHz); Cordless Phone Systems (900 MHz, 2.4GHz, 5.8 GHz, DECT 6.0 or 1.9GHz); and wireless LAN amplifications are restricted for use in Japan. In addition, there are also restrictions on the use of low-power handheld radios; radio controlled model airplanes, and various computer components. Approval must be obtained to ensure devices comply with Japan's technical regulations standards and/or has the Japanese Technical Conformity Mark. Please contact the Kadena AB Spectrum Manager, at 634-6789 or the Marine Spectrum Manager, at 645-3812 for approval of devices or additional information. See additional information on next page.



Cordless Phones

2.4GHz & 5.8GHz transmitting at 900 MHz, & DECT 6.0 transmitting at 1.9GHz

Check the user manual for Transmit frequency under Technical Specifications.



Example:
Technical Specifications
TRANSMIT FREQUENCY
Base: 912.75 - 917.10 MHz
Handset: 5863.80 - 5872.50 MHz
RECEIVE FREQUENCY
Base: 5863.80 - 5872.50 MHz
Handset: 912.75 - 917.10 MHz



FRS/GMRS Radio



Family Service Radio (FRS) and General Mobile Radio Service (GMRS) also known as "Walkie-Talkies" are not authorized for use in Japan. Use of these items is a Violation of Japan's Law and our SOFA agreement



How Do I Know What's OK?

- Look for the Japanese Technical Conformity Mark on wireless products



Current Technical Conformity Mark
(From April 1995)
Also known as "Certification Mark"

18. Typhoon Readiness. The following are some of the Tropical Cyclone (Typhoon) Conditions of Readiness (TCCOR), their meanings and actions to take for safety:

TC-4: Destructive sustained winds of 50 knots or greater possible within 72 hours. Stock up on food, bottled water, dry milk, batteries, flashlights, candles and other emergency supplies. TC-4 stays in affect from 1 June to 30 November every year.

TC-3: Destructive sustained winds of 50 knots or greater expected within 48 hours. Initiate a general clean-up around your home, apartment and office. Pick up loose items, such as toys, garden tools and lawn furniture.

TC-2: Destructive sustained winds of 50 knots or greater anticipated within 24 hours. Secure all outdoor property such as picnic tables, barbecue grills, etc.

TC-1: Destructive sustained winds of 50 knots or greater are expected within 12 hours. DODDs schools will close at this time. Fill any available containers with water. Make a final check of food, water and other supplies.

TC-1 CAUTION: Sustained winds blowing at 34 to 49 knots and are expected to reach 50 knots or more within 12 hours. All outdoor activities, except those in direct support of urgent military missions, will be discontinued. The base exchange and commissary close and all non-mission-essential people should be off the streets and in their residences. All AAFES facilities close.

TC-1 EMERGENCY: Destructive sustained winds of 50 knots or greater occurring. All outside activities are prohibited.

TAKE ACTION

There are some simple but important steps Airmen and their families should take in preparation for typhoon season. Most importantly, families should have an emergency kit that contains the following items at a minimum:

- Flashlight with extra batteries
- Bottled Water (3 days worth - 1 gallon per person per day)
- Non-perishable packaged or canned food / juices
- Foods for infants or the elderly
- Snack foods
- Non-electric can opener
- Cooking tools/fuel
- Paper plates/plastic utensils
- First-Aid supplies, Prescriptions
- Battery powered radio (AFN)
- Pet care items
- Towels, rags, mops

When a typhoon is imminent, all personnel should:

- Fill bathtubs with water
- Turn refrigerators/freezers to highest setting
- Secure loose outdoor objects or store them indoors: play sets, bicycles, and other toys, grills, trampolines, storage sheds, tables & chair, trash & recycling containers
- Store bulk trash items indoors if contractor has not picked up by TCCOR 2
- Secure & lock all exterior doors and windows
- Sandbag base of doors - self-help sand bags may be picked up at Eagle Hardware for base housing residents
- Turn off all non-critical electrical items: lights, computers, printers, fans, TVs, etc.
- Fuel your vehicles
- Park vehicles in an area least prone to falling tree limbs and flooding

18.1 Reporting Damage. Inspect your home for any damage caused by the destructive weather and call 634-HOME (4663)

Section C - FIRE PROTECTION

19. Instruction on Prevention: During in-processing, all residents should attend the fire prevention briefing conducted by the Housing Office. The sponsor is responsible for ensuring family members are instructed on safe fire protection procedures. If you have any questions on fire safety, please contact fire prevention. Telephone numbers on page 5.

20. Fire Evacuation Plan: A home fire evacuation plan should be made with primary and alternate routes of escape. 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 handicapped family members. Establish a meeting point a minimum of 75 feet from the unit to avoid danger from any fire in the building and interference with emergency response operations.

21. Smoke Detector: Each housing unit is equipped with a smoke detector. An inspection of the smoke detector will be performed during the change of occupancy. To help ensure your safety and that of your family, please test to see the detector remain operable at least once per month. Testing is simple: Push the button on the detector and hold for 10 seconds; the alarm will sound and then shut-off (automatically) very shortly thereafter. Should your detector become faulty, please contact 634-HOME. Please note these are not battery-operated smoke detectors; they are wired directly into the unit's electrical system. Some smoke detectors have a backup battery system which will beep when batteries need replacing. If beeping occurs, replace the battery immediately. To ensure maximum effectiveness, please change the batteries out semi-annually.

22. Fire Extinguisher: Residents should perform a visual inspection of their fire extinguishers monthly. Ensure the charged indicator is in the "green" zone, the seal is not broken, and there is no apparent damage. If out of service, please take the extinguisher to Eagle Hardware or Eaglette Store.

23. Gasoline Storage: Flammable items such as gas, paint, kerosene, etc., should never be stored inside the home. The use of portable kerosene space heaters is prohibited in FH. In accordance with Kadena Air Base Instruction (KADENAABI) 32-2001, Chapter 3, paragraph 3.14.8. "Flammable and combustible liquid storage in Military Family Housing is permitted not to exceed 5 US gallons, if stored in an approved safety container and if located away from sources of ignition and outside the living portion of the quarters."

24. Barbecue Grills: Grills should be kept free of building overhangs and at a reasonable distance from all combustible structures. Ensure coals are cool to the touch before placing in a garbage bag and disposing. We recommend soaking coals/ashes with water before placing in plastic bag.

25. Clothes Dryers: Check and clean clothes dryer lint traps after each use. Lint buildup is a fire hazard and decreases the productivity of your dryer. Keep the dryer hose clean and free of kinks. Plastic articles should never be placed in the dryer. Tip: To conserve energy, don't run your dryer during peak hours of the day (1200 – 1600).

26. Fire Safety: Unattended cooking is the number one cause of house fires. For your safety and that of your family, **never leave cooking unattended!** When cooking with grease (or anything that produces its own grease) and a fire occurs, cover the burning pan with a lid, wet towel, or cookie sheet. Turn off the appliance and call 911 from a base phone on all Okinawa military installations or 098-934-5911 from a cell phone to report a Kadena AB emergency and 098-911-1911 from a cell phone to report an emergency at all other Okinawa military installations. Never use water on a grease fire! **DO NOT attempt to move the pan!** Use the fire extinguisher if fire continues after shutting off appliance. Keep fire extinguisher in visible/accessible location and inspect monthly.

26.1. Never leave burning candles unattended. Do not place burning candles on or under the bathroom vanity, as you may be held liable for damages. Keep at least one foot of distance around candle flame and combustible material. Do not place candle under anything combustible.

26.2. If a fire is caused due to careless actions on the part of the occupant, he/she may be held liable for damages.

27. Fire Reporting: DIAL 911 and give the operator your name, house number/name of street and phone number. If possible, stay on the line until you are sure the information has been received correctly. **Note:** Report all fires regardless of the size, even if extinguished. Call from a cell phone (098-934-5911 for Kadena AB or 098-911-1911 for all other military installations) or neighbor's house if your house is on fire.

27.1. Fire Prevention Inspectors are available for home inspection by occupant request. For additional information on fire extinguisher purchase, service and trade-ins, please contact the Fire Prevention Office at 634-4500.

Section D - SECURITY

28. Security/Security Forces: The Installation Commander/Camp Commander is responsible for all base property. Routine patrolling of the housing areas is accomplished on a 24-hour basis. All inquiries concerning law enforcement should be directed to security forces at the numbers indicated below. Marine Corps Military Police exercise law enforcement jurisdiction in all housing at Camps Courtney, McTureous, Kinser, Foster and Lester. The 18 Security Forces Squadron handles all law enforcement matters at Kadena Air Base, Chibana, and O'Donnell Gardens.

28.1. Fireworks, firearms, air-soft, and BB guns are prohibited in all housing areas.

29. Social Visits/Guests: Family housing is intended for use by sponsors and their authorized dependents. Multiple occupancy by more than one family is not authorized in FH. Social visits are considered bona fide when they are 30 days or less. Request for visits beyond 30 days must be submitted to the Housing Office. Sponsors are responsible for the actions of their guests.

30. Parking: Generally, only one parking space is provided to each housing unit. Additional vehicles and visitors may park in unassigned or visitor slots. You may not park automobiles, jet skis, motorcycles, trailers, campers, or boats on lawns or common grounds or within 20 feet of a crosswalk or fire hydrant. Parking is prohibited next to yellow curbs or other posted "No Parking" zones. Parking is also prohibited on the in/outside or within 25 feet of the throat of roundabouts and on a road or curve that does not allow 12 feet of clearance between your car and the opposite curb/vehicle. When conflicts over parking cannot be resolved among housing residents, Military/Security police will render decisions based on Installation/Camp rules. At no time are vehicles to be parked on sidewalks or grass areas of yards.

30.1. Recreational Vehicles: Jet skis, trailers, campers, or boats are no longer permitted to park permanently in your designated parking space. They may be parked in your designated parking space 24 hrs prior to use and 24 hours after use. This rule applies to all Military Family Housing Multiplex and Tower units.

Section E - RESIDENTIAL ACTIVITIES

31. Good Neighbor Policies: Please be considerate of your neighbors. Excessive noise is the most frequent complaint brought to the attention of the housing office. When problems occur, residents should attempt to resolve noise complaints among themselves. If this does not resolve the problem, it may be necessary to contact Security Forces/Military Police on the installation/camp where you live.

31.1. Quiet Hours: Quiet hours are between 2200 and 0600 during weekdays and 2400 to 0600 on weekends.

31.2. Parties: Many complaints can be avoided by informing your neighbors prior to having a party. Please be considerate and ask them to let you know if things get too noisy and make every effort to keep noise to a minimum.

31.3. Excessive Stereo and Television Volumes: Please make every effort to keep the volume on your TV or stereo at a reasonable level.

31.4. Conduct and Behavior: Behavior that causes a response by law enforcement is considered serious. In severe cases, the sponsor or family member could be evicted from base housing.

32. Yard Sales: Yard sales are prohibited in all housing areas. To participate in the Chibana, Foster, Kinser, or Courtney Flea Market, please contact Kadena Outdoor Recreation.

33. Business Enterprises: Some businesses may be conducted from your unit. The Kadena housing office maintains the forms and instructions for acquiring permission to operate a business. For specific guidance please call your local Base Legal or Camp Services Office. Home based business license must be renewed each year.

34. Gambling: Games of chance where money exchanges hands are illegal in housing. This includes games which pay a “percentage” or “donation” to the house.

35. Solicitation in MFH: Fund-raising, scout activities, school sales, etc., require prior written approval submitted through the FH office to the Installation/Camp Commander. Contact your local Base Legal or Camp Services Office for guidance.

36. Playgrounds: Playgrounds are provided for your children's enjoyment and safety. Please ensure your children are protected by not permitting them to play in the street. Respect the privacy of others and keep your children and pets in your own yard. Pets are not permitted in the playground areas. Please utilize trash cans to help keep the playgrounds clean and safe. For information regarding playgrounds, call the Housing Facility Section at 634-1427.

Section F - SELF-HELP PROJECTS

37. Self-Help Projects: Self-help projects are a means of allowing residents the flexibility of improving, decorating and making minor improvements to their quarters. It provides an opportunity for you to personalize your unit. Self-help work cannot, however, generate additional maintenance or repair costs. **Note:** Completion and approval of AF Form 332, *Base Civil Engineer Work Request*, is required prior to beginning self-help projects. To gain approval, pickup or submit a completed AF Form 332 to your closest housing office. Coordination with different organizations and services may be required when completing the AF Form 332. All self-help projects may be retained by incoming occupant if a retention form is completed with both the incoming and outgoing occupant and property is in serviceable condition. (Check with your housing inspector.)

38. Authorized Self-Help projects requiring AF Form 332: The following information concerning authorized self-help items is provided as a guideline. More detailed requirements for these projects are available at Eagle Hardware or facilities section at your closest housing office.

38.1. Chain Link Fence: A drawing where the fence will be installed must accompany the AF Form 332. Only chain link fencing is authorized and must be in the rear of the quarters only. Fences must have a top rail and measure no more than four feet in height. In order for an incoming occupant to retain an existing fence, it must be approved by the inspector at your pre-termination inspection to insure compliance with housing and safety standards.

38.2. Patios: Additions to existing patios are not authorized. Where no patios exist an occupant may submit an AF Form 332 to install one. Occupants will be responsible for restoring the housing unit back to the original condition upon Permanent Change of Station. Bamboo or lattice materials are not authorized. No patio may be larger than 129 square feet.

38.3. Storage Sheds: Only prefabricated metal type or Rubbermaid, or equivalent brand, sheds in earth tone colors are authorized. The shed cannot exceed 10 foot by 10 foot and must be well anchored. Sheds must be installed behind the unit, not in front yard; however the side yard is

acceptable for four-plex apartment style units where the front is the upstairs yard. A drawing where the shed will be installed must accompany the AF Form 332.

38.4. Flower Beds: All flower beds require an approved AF Form 332. **Note:** Vegetable gardens are prohibited.

38.5. Painting Interior Walls: Requires an approved AF Form 332. Changing or altering color of paint is authorized in FH on a limited basis using light colors. Painted walls must be returned to their original color prior to departure unless the incoming occupant agrees to accept the room color "as is" on the retention letter. Painted walls, wallpaper, wallpaper borders, and stenciling will not be painted by maintenance if being accepted "as is" by next occupant. Maintenance does not provide paint in order to restore unit to original color.

39. Disposition of Improvements: The incoming resident may accept and sign for changes made to the quarters, such as painted walls, wall paper, wall paper borders, stenciling, carpets, fences, landscaping, and storage sheds, on a retention letter.

39.1. The outgoing and the incoming occupant must complete a retention letter declaring which items the incoming resident will assume responsibility. The retention letter must be completed in the presence of a housing representative. The retention letter certifies the incoming occupant fully understands and accepts responsibility for changes already made, and agrees to return the quarters to its original condition if the next occupant does not accept the changes.

39.2. Any disputes about conveyance of self-help items are the responsibility of the outgoing occupant to settle with the incoming occupant as well as the housing office before the final inspection.

Section G - TOWER LIVING

40. Resident Responsibilities: With few exceptions, tower residents have the same responsibilities as other FH residents. Listed below are policies and guidelines unique to tower living.

40.1. During air-conditioning season please make every effort to keep the lobby doors as well as the glass sliding doors and windows to your apartment closed.

40.2. Smoking is prohibited at the entrance of the towers, common areas, lobbies, hallways, stairways, elevators, etc. Please dispose of your cigarette butts properly; they are not to be thrown off of the balconies.

40.3. Refuse Collection and Disposal: Trash pick-up is conducted at least three times a week. The refuse collection room is located on the first floor of each tower. When using the refuse collection room, trash must be put into plastic bags, tied, and placed in the trash bins provided. Do not block the doorway with your trash, or throw it into the room from the doorway. The

refuse collection room is not a play area. Parents who assign trash responsibilities to their children must ensure the children are capable of performing this duty and follow the guidelines provided above. Custodial personnel are not responsible for carrying out resident's trash.

40.4. Recycling: Place recyclable items into separate bags and put them in the recycling area in the garbage room. Boxes should be broken down flat prior to being placed in the recycling area of your garbage room.

41. Senior Resident Program: All towers, except Bazley Towers, have one person who is appointed as the tower senior. Each floor has a designated floor senior. These occupants are appointed based on rank, date of rank, and Date Eligible Return Overseas. Alternates (the next senior ranking person) will assume this appointment if the designated senior is absent from the base for more than 72 hours. Floor seniors are the first point of contact for neighbor disputes. If additional assistance is required, contact the tower senior. Names of the tower seniors are listed on the first floor bulletin board.

42. Care of Interior/Exterior Areas: The following information provides recommendations and clarifies specific responsibilities of tower occupants.

42.1. Balconies: Each apartment has two balconies; one located off the living or dining room area and another located off the master bedroom. You may barbecue and keep outdoor furniture, plants, toys, etc. on the balcony located off the living or dining room area. The balcony off the master bedroom is part of your fire escape; therefore, you may not place any items there or barbecue in this area. Birdfeeders are not authorized.

42.2. You may not hang items from the railings of the balconies, the ceiling above the balconies, or suspend items above the level of the balcony railings. Outside balcony lights should be turned off during daylight hours. Drains located on balconies should be kept clear at all times. Please do not pour waste products from pets or cat litter down balcony drains. **Note:** DO NOT drop/throw items, pour substances, or shake rugs from balconies.

42.3. Doors: Exterior doors and surrounding areas should be kept clean of all finger smudges and marks. Residents are responsible for maintaining and keeping their outside front door, doorbell, and name plate areas clean. All personal items such as nameplates and signs can be placed on doors with adhesive backed hooks or tape. DO NOT decorate or place anything outside the doorframe of your entrance.

42.4. Hallways: To maintain a professional appearance, please do not store any items in the hallway. **Note:** You may only have a welcome mat in the entranceway of your unit.

42.5. Holiday and Special Occasion Decorating: Residents may decorate individual doors. Please use scotch tape or adhesive backed hangers for placing decorations on doors. Never use hot glue on any surface. During the holiday season, balconies may be decorated with lights. Lighting may not be hung from exterior concrete walls. All decorations must be removed by the first week of January. (Decorations are authorized for use in recreation rooms and may be hung from ceilings only using thumbtacks.)

42.6. Control of Children in the Towers: Sponsors are responsible for the actions of their children at all times. Acts of vandalism are not acceptable. Playing, running, wrestling, skateboarding, roller-skating/rollerblading, riding bicycles, etc., in hallways, lobbies, and driveways is prohibited at all times.

43. Pets: Cats and other authorized pets are allowed in all Military Family Housing units. Dogs are only authorized on first and second floors of all towers. The following aggressive or potentially aggressive breeds of dogs are prohibited in Military Family Housing: Pit Bulls, (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Cho and wolf hybrids. Breeds that demonstrate or are known to demonstrate the propensity for dominant or aggressive behavior are prohibited. Visitors are allowed to bring dogs into the designated dog areas only. Only two pets (cat/dog) per household. Owners are responsible for cleaning up after their pets both inside and outside the towers. As a safety and health precaution, pets are not allowed in the elevators. Towers 868 – Camp Kinser and 4513 – Camp Courtney are grandfathered. However by attrition the current Pet Towers will adhere to the pet policy.

44. Elevators: Each tower has two elevators. The larger of the two is considered the freight elevator. If you move large items such as furniture, please use the freight elevator. Caution your children not to jump up and down in the elevators; this type of motion can cause elevators to stop between floors. If keys should be lost in elevator shafts, the owner must wait until the next scheduled service to retrieve them. Please contact housing Service Call at 634-HOME. **Note:** Smoking is not permitted in the elevators.

45. Parking: Your car should be parked in authorized areas only. At no time should a vehicle be in the fire lanes located besides each building. The drive-through areas located in front of each building are to be used for vehicle loading and unloading only, not to exceed 15 minutes. Military police will issue parking citations to those who violate the 15-minute parking rule. All tower seniors and alternates are traffic wardens and therefore have the authority to ticket violators. All other parking is prohibited in these areas. See paragraph 30.1 for recreational vehicle parking.

46. Fire Protection and Evacuation: If the fire alarm system sounds, all residents of towers should exit their quarters through the nearest stairway. If available, utilize the smoke-free stairways located off of the master bedroom that leads to the ground floor. This stairway is to be used strictly for emergency evacuations. The main stairway may be used as an alternate means of evacuation. While existing during an emergency and alarms are not sounding in the floors below you, activate the nearest fire alarm pull station for that floor without putting yourself in danger. Lighted exit signs and emergency lighting are provided at each floor level to show where the exits are located. **Note:** DO NOT use elevators as fire exits! If the fire is in your quarters and you are unable to exit by the smoke-free stairway or main stairway, go out onto the balcony adjacent to the living room, close the sliding glass doors, and await assistance from the fire department.

47. Fire Prevention: The smoke-free stairways and balconies connected to your apartment are not to be used for storage or as play areas for children. These balconies and stairways are intended to provide a safe exit in emergencies. After you are out of your quarters and inside the smoke-free stairway, the door will automatically close and lock. You will not be able to return through this door.

47.1. Doors to the smoke-free stairway should never be left opened or propped open. These stairways are designed to be completely fire and smoke free to provide the safest means of evacuation for all residents from any floor. Propping them open may allow smoke and/or fire to enter the stairway, making them unsafe.

47.2. Smoke detectors are located in your apartment and in the hallways.

48. Fire Exercises: Upon notification from the fire department of an impending fire exercise, the housing office will place a notice on the official bulletin board located on the first floor.

49. Roofs: The roofs of the towers are off limits at all times.

50. Storage Areas: Storage rooms may be used to store items such as stereo boxes and garden tools. Mark all items clearly with your name and apartment number. Place small items in a box. Flammable items such as petroleum products or paint cannot be placed in storage rooms/areas. In addition, motorcycles/mopeds may not be placed in these areas. You may not store government furniture in the storage rooms. Please coordinate with FMO for the pickup of government furniture. Multi-purpose rooms in Towers 858 and 859 at Camp Kinser have been identified as storage for three-bedroom units. **Note:** The Government is not responsible for loss of items in the storage rooms.

51. Bulletin Boards: Each tower has a "For Official Use Only" bulletin board on all floors. Items affecting all residents will be placed on this board. Please check periodically for official notices.

51.1. Residents of a tower may request authorization to post additional flyers, information letters and notices to be placed on "occupant use" bulletin boards. You may request authorization by submitting a written request with a copy of what you intend to post to housing office for review prior to posting. If authorization is granted, the housing office will stamp the authorized item. Authorization is valid for a period of 30 days. Any information without a stamp will be removed from the bulletin board.

52. Multi-Purpose Room: Each tower has a multi-purpose room located on the first floor, with the exception of buildings 858 and 859 on Camp Kinser, and building 4506 on Camp Courtney. The housing office has overall responsibility for multi-purpose rooms. Sponsors are held accountable, during the time they have reserved the multi-purpose room, and must be present at all times during usage. You must reside in the towers to have use of the multi-purpose room. You must come to the housing office to pick up the key for weekend use during the following hours: Thurs, 1200-1400 hrs – Fri, 0800-1200 hrs prior to the scheduled weekend date. Please do not call the service call desk if you fail to pick up the key from the housing office.

52.1. Multi-purpose rooms may be reserved for the following days and times.

Sunday through Thursday	8 am to 10 pm
Friday and Saturday	8 am to Midnight
The Day Preceding a Holiday	8 am to Midnight

52.2. Reservations can be made by the sponsor/spouse (in person or by phone) at your area housing office, and are accepted on a "first come, first served" basis. The sponsor/spouse must show their ID card when they pick up the keys/combination. Reservations are for personal parties/dinners (birthday, holiday, wedding receptions). Multipurpose rooms cannot be reserved for official functions, office functions or commercial business functions. Consumption of alcoholic beverages is limited to beer and wine.

52.3. Clean up the multi-purpose room immediately following functions. This room is a non-smoking area. Clear the room of all decorations and personal property. Clean the floor before turning in the key. Failure to follow the rules will result in the responsible person being denied future use of the multi-purpose room for a minimum of 6 months.

Note: Multi-purpose rooms may not be used for soliciting, home businesses or anything of that nature.

53. Shopping Carts: Shopping carts are stored in the first floor stairway of each tower for use by building residents. Shopping carts are to be used only for groceries. Please return immediately after use. Do not leave carts in your apartment, hallway, or elevator. For the benefit of your fellow occupants, please do not use them to haul your trash or things of that nature. Shopping carts will not be replaced. The Commissary/BX Agencies can no longer supply them.

Section H - TERMINATION OF FH

54. Notification: Please notify your housing office as soon as you know you are moving out. A pre-inspection can be scheduled without orders 30-45 days prior to final inspection. Please call Kadena Office at 634-0182, Camp Courtney Office at 622-7317 and Camp Kinser Office at 637-3736.

55. Pre-Termination Inspection: This inspection is designed to assist you in preparing for the termination of your quarters. During this inspection, a housing inspector will identify normal maintenance to be accomplished by our maintenance department and any damages beyond fair wear and tear for which you may be held responsible. The housing inspector will give you a cleaning checklist and will discuss your individual cleaning needs and responsibilities for clearing FH. Any questions or concerns should be addressed during your pre-inspection.

55.1. Government Cleaning: Military residents are authorized government cleaning if they are vacating due to permanent change station (PCS), retirement or government-directed moves. These moves require minimum cleaning standards to be met by the resident to clear the quarters.

55.2. Non-Government Cleaning: Residents terminating on base quarters, due to change in rank, increase in/maturation of dependents, Early Return of Dependents (ERD), and civilians must clean their quarters to the same standards as the government contract cleaning to pass their final inspection.

55.3. The responsibility for final clearance of the housing unit rests solely with the resident/sponsor. **Note:** If you need a substitute to stand in for you at the final inspection, please notify the housing office in advance, and they will provide guidance. A power of attorney will be required.

56. Final Inspection: The final inspection ensures residents meet the standards of cleanliness required to clear the quarters, and identifies any additional maintenance needs. If your unit does not meet inspection standards, we will re-inspect your quarters on the same day, if possible. In the case of a second failure, the government will clean the unit and the resident/sponsor will be charged for the cleaning. If a re-inspection is not possible, the occupant will not be cleared from housing, and the occupant is responsible for rescheduling the inspection with a substitute. A power of attorney will be required.

57. Scheduling Final Inspection: If PCSing, please bring your PCS orders, Traffic Management Office (TMO) pack out sheet, and flight information (itinerary, port call, etc.) to your area housing office and schedule the inspection with a counselor. If you are moving off base please bring a copy of your "Itemized List of Expenses."

58. Adopted Policy: 18th Wing Energy and Water Conservation Policy

59. Prescribed and Adopted Forms:

59.1. Prescribed Form. There is no form prescribed.

59.2. Adopted Forms:

AF Form 332, *Base Civil Engineer Work Request*

AF Forms 847, *Recommendation for Change of Publication*

DD Form 139, *Pay Adjustment Authorization*

DD Form 1113, *Cash Collection Voucher*

Attachment 1

HANDY HOUSEHOLD CLEANING TIPS

- 1. Polishing Fixtures:** If bathtub or sink fixtures become dull due to the build-up of soap film, soak a cloth in vinegar and wrap it around the faucet or handle. Leave the cloth on for a few minutes then remove it; polish the fixtures to a shine.
- 2. Removing Tub Decals:** Use hot vinegar to remove stubborn, sticky no-slip decals from the bathtub. Vinegar can also be used to remove stick-on hooks from painted walls or the refrigerator. Saturate a cloth or sponge with vinegar and squeeze the liquid behind the hook so that it comes in contact with the adhesive, gently pry off and clean the remaining residue with the vinegar soaked cloth.
- 3. Preventing Clogged Drains:** Grease and food particles should be wiped away before dishes are rinsed. Fatty liquids left over from cooking should be allowed to cool. Once solidified, fat can easily be lifted off and discarded in the trash rather than rinsed down the drain. A screen or strainer should protect all drains where hair is washed. Never put rice or other dehydrated food products in the drain.
- 4. Bathroom Tile:** A solution of one-half cup bleach to one-half gallon of water will remove residue or film from tile.
- 5. Dishwasher:** Keep your dishwasher odor free by adding two teaspoons of baking soda to its regular cycle at least twice a week.
- 6. Floors:** To strip wax from floors, use a solution of ammonia and water. Use a scraper, single-edged razor, and/or scouring pad to remove build-up. Rinse the floor with vinegar and water to remove cleanser residue. Scouring pads also work well to remove scuff marks and stains. Use ready shine wax to eliminate the need for buffing.
- 7. Walls and Ceilings:** To remove marks or stains from walls or ceilings, soak the affected area for a few seconds with warm, soapy water and wipe with a damp cloth or scouring pad. Adhesive from hooks or tape can be removed by using a single-edged razor blade and then follow procedure for removing marks from walls. Toothpaste or rubbing alcohol can be used to remove crayon marks from walls.
- 8. Mold and Mildew:** To help prevent mold and mildew, always run the AC during the cooling season. Make sure all windows are closed when AC is on. When showering, leave the bathroom open for 10 minutes to clear steam from the room. A solution of 1/4 cup of bleach and 1 gallon of water will remove mold from most surfaces. Check, clean, or replace AC filters at least once a month. Use exhaust fans only while cooking or using the bathroom, do not let them run continually. Clean the dryer lint screen after each use. Periodically check dryer exhaust hose for kinks or holes. See Attachment 3 for more information.

9. Windows: Use a small paintbrush, toothbrush, or knife to clean in the corners of tracks or windowsills. Use newspaper to dry windows; this eliminates smears and smudges on the panes. Do not clean tinted windows with ammonia products. Instead, use a soft cotton cloth and soapy water. To clean blinds, soak in bathtub, and clean with a soft brush.

10. Stove: Oven cleaner and scouring pads work well for cleaning oven racks. For hard to remove areas, use a single-edge razor blade. Soak oven parts in ammonia and water over night or place in a large plastic bag with ammonia and water and bake in the sun. Table salt will clean up most messy oven spills. Let the oven cool, wet the spill area, sprinkle with salt, and let it work for a minute. Scrape away the stain, and then wash the area clean. **Note:** Ovens and broiler units should be cleaned regularly as well as the top burners to prevent grease buildup from becoming a fire hazard.

11. Porcelain: Use a pumice stone to remove water/calcium deposits from bathtubs, sinks, and toilets.

12. Cabinets/Counters: A solution of bleach and water works well to remove stains from counters, cabinets, doors, etc.

13. Adhesive: If shelf paper leaves drawers/shelves sticky, spray area with ammonia based cleaner. Work over the area with your fingers and then wipe off.

14. Parking Lots/Driveways: Use dirt, sawdust, or kitty litter to soak up surface oil and grease; sweep-up and dispose of the material.

Attachment 2

YARD MAINTENANCE STANDARD

Generally, the area of responsibility as illustrated on your map, is defined as 80-ft from the exterior wall of the individual's housing unit or half the distance to your next door unit. If a housing unit sits on a street, the residents are responsible for maintaining and policing the area out to the middle of the street including the gutter. Flowers and shrubs may be planted, but they must be kept neat and clean of weeds, grass and dead leaves. Remove all vines and dead leaves from exterior walls. Kadena housing residents are requested not to leave bagged lawn clippings on the curb for the trash contractor. All grass clippings and branches must be taken to the "Green Waste Disposal" which is located behind the new Karing Kennels. For questions, contact 718th Civil Engineer Environmental Flight, 634-0448. Tree trimmings including stumps and tree limbs must be tied in bundles no larger than six feet in length.

ITEMS	STANDARDS
Grass mowing	Accomplished as necessary to maintain a neat appearance. Grass should not exceed three inches in height. Grass clippings may be left on yard. All bagged clippings will be disposed of at the recycling center.
Edging of grass; along sidewalks, driveway and roadways	Edge sidewalks and roadways to maintain a neat appearance. Roadway gutters will be policed and swept weekly or as required. This standard is not affected by 80-foot rule. Occupant's area of responsibility is to the centerline of street including storm drains.
Grass in cracks and crevices	All grass and weeds should be removed from cracks in sidewalks, driveways, parking spaces, roadways, gutter, patios, and doorsteps.
Trimming of grass	Trim grass around foundation of house, doorsteps, storage sheds and structures.
Bushes/Shrubs/Hedges/Vines	Trim hedges and bushes. Maximum height of any bush is six feet. Any bush or hedge, adjacent to a street or near any intersection, will not be higher than three feet. Any hedge or bush next to a building must be trimmed to maintain at least four inches between the bush and wall. These bushes and hedges must be trimmed below windowsills.
Patios/Back Porches	Patios/back porches must be neatly maintained. While storage is limited, these areas must not be cluttered or unattractive. Screened patio or back porches must not be enclosed with any type of material.

Removal of debris, etc.	Lawn must be free of debris (paper, cans, candy wrappers, etc.) Additionally, items leaning against the house are prohibited.
Vehicles	Major repair and/or painting of vehicles is not authorized on streets, driveways or parking spaces.
Flower Beds	Flower beds are maintained by occupants and must be free of weeds and dead leaves.

Pet feces must be picked up daily.

In accordance with AFI 32-6001 and the Family Housing Brochure, an AF Form 332 must be approved and meet authorized installation and/or construction standards for any Self-Help Project including fences, dog houses, and storage sheds.

Attachment 3

OKINAWA JAPAN MOLD INFORMATION

HOUSING COMMUNITIES

A Guide for Residents of our Community

- ✓ Do not block or cover any heating, ventilation, or air conditioning duct or fan coil units
- ✓ Clean filters every 30 days. If you have pets clean the filters every 15 days
- ✓ Maintain a temperature in your home between 70 and 76 degrees in air conditioning season
- ✓ Maintain a temperature in your home between 65 and 74 degrees in heating season
- ✓ Clean and dust your home on a regular basis. Use environmentally safe household cleaners
- ✓ Regular vacuuming and mopping removes household dirt and debris that contribute to mold growth. A vacuum cleaner with a HEPA filter will help remove mold spores
- ✓ Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilet, windows, and patio doors using a common household disinfecting cleaner. On a regular basis, wipe down and dry areas where moisture sometimes accumulates, such as countertops, windows, and window sills
- ✓ Never run the exhaust fan continuously. Use the bathroom fan when bathing or showering and allow the fan to run until all excess moisture has been vented from the bathroom
- ✓ Use the exhaust fan in your kitchen when cooking or while the dishwasher is running and allow the fan to run until all excess moisture has been vented from the kitchen
- ✓ If you have a clothes dryer in your unit, clean the lint filter after each use and promptly report any damage to the vent connection. If condensation forms within the closet, wipe it daily. Dry damp clothing as quickly as possible
- ✓ Limit houseplants to a reasonable number to limit excess humidity in your home and limit molds that could grow on the solid surface. Avoid over watering
- ✓ If you clean up a spill on your carpeting, blot the area dry
- ✓ Do not overfill closets or storage areas. Overcrowding restricts airflow
- ✓ Do not leave external doors, windows open...hot humid air and cool air cause condensation
- ✓ Do not store items in a/c mechanical room
- ✓ Free closet De-humidifier packets are available at your local Self-Help Store

SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS CONTACT OUR CUSTOMER SERVICE AT 634-HOME. YOUR AREA MAINTENANCE MANAGER WILL PROMPTLY RETURN YOUR CALL THE NEXT BUSINESS DAY.

Attachment 4

POISONOUS PLANT

Some Commonly Seen Poisonous Plant Species of Okinawa



← Sago Palm trees, very popular landscape items, can be extremely poisonous especially the seeds to both humans and animals if ingested.

Wax Tree
Contact with the tree will cause skin irritation.



Elephant Ears



Oleander Plant

Left: Elephant Ears
Oleander sap can cause skin and eye irritations. For Oleander plant, possible coma leading to death when ingested.

Attachment 5

SMART AND EASY WAYS TO IMPROVE YOUR QUALITY OF LIFE

Awareness and personal integrity are key values when it comes to energy and water conservation. Individual efforts combined together with the efforts of others strengthens our ability to increase funding to other needed projects, which contribute to improving the quality of life and keep us from more stringent limitations of water and energy use such as rationing of water, heating, and A/C.

1. "Turn Stuff OFF" (TSO) anything that consumes electricity and also produces heat. TSO is the smart, easy way to improve the comfort of your home. Turn off appliances, televisions, lighting, air conditioning, fans, computers, and other electronics when not in use.
2. Avoid eye strain and improve the comfort of your home by using task lighting instead of overhead room lights.
3. Replacing existing standard light-bulbs with Compact Fluorescent Lights (CFL) improves your quality of life and make your home cooler because the "skin temperature of an operational standard light-bulb is about 450 °F while CFLs are about 115 °F; the light output from CFLs is more closely aligned to natural sunlight than ordinary light-bulbs; and CFLs last about 7-10 times longer than ordinary light-bulbs so they save you time as well.
4. Installing Motion/Occupancy Detectors indoors and out makes your home safer and more secure (Don't use CFLs with Motion/Occupancy Detectors or dimmers).
5. Using air circulation fans year round is a smart and easy way to improve your comfort and reduce mildew formation within your home. Ceiling fans should blow down in summer and push air up in winter. Air circulation reduces moisture on surfaces and discourages mildew formation. Keep fan blades clean because dirty fan blades severely restricts air circulation. Even a small amount of dust build-up on fan blades can significantly reduce air flow.
6. Setting your thermostat in accordance with installation policy will reduce mildew formation during the summer and discourages dry-flaky skin formation in winter.
7. A smart easy way to make your home cooler is to avoid doing cooking and laundry chores during the hottest times of the day (1200 to 1600).
8. Keep your home cooler year round. When doing laundry, open a window in the laundry room and close the laundry room door because your clothes dryer is a huge fan that sucks all the cold air out of your home. An alternative solution would be opening the window nearest to your dryer while drying clothes because this will make rest of your home more comfortable during the cooling/heating season.
9. Improve household productivity: Consolidating laundry and drying consecutive loads helps clothes dry faster because, the dryer is already heated up from the previous load so more heat is used to dry the clothes.
10. Become a BBQ Super hero and keep the heat outside where it belongs!
11. Wash or replace air conditioning filters every 30 days to get more A/C and improve your indoor air quality.

12. ENERGY STAR appliances and electronic equipment last longer, perform better and produce less heat than standard equipment. ENERGY STAR ratings are given to refrigerators, dishwashers, washing machines, lighting fixtures, ceiling fans, telephones, televisions, DVD and VCR players, audio equipment, computers, etc. Product listings and energy savings calculators are available on-line at www.energystar.gov.

13. Use cookware with flat bottom and sized for your stove's burner element. When possible, cover cookware and use the steam inside to cook food quicker. Turn down heat when food reaches proper cooking temperature and use the lowest possible heat to maintain temperature. Turn surface unit or oven off a few minutes before cooking is completed, allowing retained heat to finish the cooking. Use pressure cookers, toaster ovens, microwaves, or crock pots instead of large ovens when possible. Also limit opening the oven while cooking or baking to make your home more comfortable and speed up cooking times.

14. Cleaning your refrigerator coil least twice a year will make the refrigerator more efficient and make your home more comfortable. Special brushes are sold to reach the coils that are located either at the bottom or in the rear of the refrigerator. Also, inspect the door seals for proper closure; if cracked or torn, they should be replaced. Empty and clean the drain pan periodically to prevent mildew build-up and to keep your home smelling fresh.

15. Additional tips to keep your home cooler and improve quality of life:

a. Use a power strip to conveniently turn off computers (after properly logging off), camera and cellular phone chargers; all of these items use standby power when not in use that makes your home hotter.

b. Keep the heat outside, seal doorways and windows to prevent infiltration.

c. Washing clothes in cold water makes more hot water available for showers.

d. Taking warm showers instead of baths makes more hot water available for other family members and wingmen. Hot-steamy showers promote mildew growth and remove essential skin oils which can cause premature aging of skin.

e. Turn off the water while brushing your teeth or shaving. An open faucet wastes at least 2 gallons of water every minute.

f. Heat and humidity are added to your home every time you wash dishes or clothes. You will be more comfortable and there will be less humidity within the home if you wash only full loads in your washing machine and dishwasher.

g. Keep the heat out. Turn off the heated drying feature on your dishwasher because it puts more heat in your home; your home will be more comfortable (cooler) if you air dry dishes.

h. Don't use the toilet as a wastebasket or ashtray. The toilet is the biggest water user in the home, taking up to 5 gallons of water with every flush. Also, use a broom instead of a water hose to clean off sidewalks, driveways, patios, and parking areas.

Attachment 6

OKINAWA RECYCLE FLYER

Figure A2.1. Okinawa Recycle Flyer

What Can I Recycle?

Plastics #1-7

Bottles (Beverage, Laundry, Soap, etc.), Milk & Juice Cartons, Cups, Microwaveable Food Trays, Take-out Boxes, Plastic Utensils, PVC, Plastic Shopping Bags, Bubble Wrap, Styrofoam (Packing Peanuts, Packaging Blocks, Cups, Take-Out Boxes)



Paper

Office & Colored Paper, Junk Mail, Notebooks, Calendars, Wrapping Paper, Newspapers, Magazines, Paper Bags, Cereal Boxes, Tissue Boxes, Soda Can Boxes, Shredded Paper (Must be bagged separately and not mixed with CDs or other contaminants)



Metal

Food & Drink Cans, Any Item with Metal



Glass

China, Drink Glasses, Bottles, Jars



Electronic Waste

Computers & Peripherals, TVs



Flattened Cardboard



Used Cooking Oil



Green Waste



Reduce! the amount of waste you generate.
• Don't buy things you don't need
• Buy in bulk
• Buy things with less packaging
• Minimize purchases of non-recyclable materials

Reuse! items within your own home
• Use reusable grocery tote bags
• Use washable, not disposable dishes
• Donate or sell unwanted items

OESC Thrift Store & Uncle Sam's Attic
Bldg 859 (Kadena)
www.kadenathriftstore.com • DSN 959-0436

Kadena Free Classified Ads
http://kadenaforcesupport.com/Classifieds

Japan Update
http://www.japanupdate.com/classifieds/english/

Household HazMat Exchange Program
Eagle Hardware (Island-wide)

HazMat Free Issue Program
B3621 (Kadena) • DSN 634-7765

Cleanup! Get involved with H.O.P.E..
Call 959-2811 for more info.
*No endorsement of private organizations intended.



Questions?
Call the Environmental Office
at 634-2600.
REV: FEB2011

Reduce!
Reuse!
Recycle!
At Home & At Work



Environmental Office
718 CES/CEAN
Kadena Air Base

Recycle! Follow these procedures to save millions!



PACKAGING REQUIREMENTS

Place the following in separate bags. You must use **CLEAR BAGS**, or they will not be picked up (no brown, black, green, etc.).

- Plastics/Styrofoam,
- Metals, Glass
- Paper
- Green Wastes (leaves and grasses)



The following items do not require bagging:

- Auto Batteries
- Electronic Waste
- Large Scrap Metal Items
- Cardboard (must be flattened, or it will not be picked up)
- Tree Branches (must be less than 6 feet in length or they will not be picked up)



Toner Cartridges:

Return to manufacturer. Download postage-paid USPS labels from each manufacturer's website.

Recycling Containers:

- 95 gallon blue bins (MFH & Facilities)
- Recycling "dumpsters" (Towers)
- Cardboard cages for flattened corrugated cardboard only (Towers & Facilities)
- Scrap metal bins (Facilities)

Units may **NOT** drop off any items at the Recycling Center. Call 634-7260/3751 for special pickups.

DO NOT PLACE RECYCLABLES IN TRASH DUMPSTERS!

AT HOME IN MFH

1. Remove residue from recyclables.
2. Bag recyclables in clear bags per Packaging Requirements on opposite page.
- 3a. Place all recyclables curbside, either in a 95 gallon recycling bin or in another container, on your pick up day prior to 0800.
- 3b. Towers: Place all recyclables in recycling "dumpster" in trash room. Place flattened cardboard in cardboard cage.
4. Take special recyclables to the designated location.



Take the following items to *Eagle Hardware*:

- Paint & Excess Household Chemicals
- NiCad, Lithium & Alkaline Batteries (Kadena Commissary & BX also accept small batteries)
- Used Cooking Oil

Take the following items to the *Auto Hobby Shop* or the *AAFES Service Station*:

- Tires
- Large Propane Cylinders
- Motor Oil
- Oil Filters
- Antifreeze

Take the following items to the *Kadena Recycling Center* (B871 near Gate 3):

- Used Cooking Oil
- Green Waste (can also be left curbside)

AT WORK ON KADENA

1. Remove residue from recyclables.
2. Bag recyclables in clear bags per Packaging Requirements on opposite page.
3. Place all recyclables in 95 gallon blue recycling bin(s) or on the ground in your facility's trash enclosure.
 - Place Cardboard in cardboard cages.
 - Place Scrap Metal in scrap metal bins.
 - Pallets are not accepted and must be turned into DRMO.
 - Government Equipment must be turned into DRMO. Call 634-7260/3751 for questions.

Don't have a big blue bin?

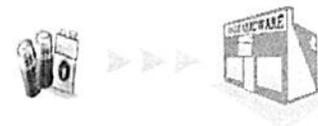
Get one from the Recycling Center (B871).

Need an office bin?

Call the Environmental Office at 634-2600.

Take the following items to *Eagle Hardware* or *Kadena Commissary* or *Kadena BX*:

- NiCad, Lithium & Alkaline Batteries



QUICK RECYCLING FACTS

	Recycling (US Tons)	Refuse (US Tons)	Diversion Rate	DoD Goal
FY09	6,545	19,307	25%	40%
FY10	6,859	17,546	28%	50%

Recycling **SAVED** over \$935K in FY10

Recycling **MADE** over \$121K in FY10