

Family Housing Handbook

OSAN AIR BASE, KOREA



SEORAKSAN TOWER (B211)

*“The Freedom of 51 Million People,
Starts with a Good Night’s Sleep.”
Jul 2020*

Welcome to Osan Air Base Family Housing (FH). We are pleased to have you with us and hope your stay will be pleasant. It is impossible to itemize every small area of responsibility, but this handbook aims to explain the Air Force's responsibility towards your home along with our expectations of you. Please be considerate of your neighbors and treat your unit as if it were your home. Your home represents a substantial investment by the United States Air Force, the Government of Republic of Korea, and both U.S. and Republic of Korea taxpayers. Please take a few minutes to read this housing handbook to familiarize yourself with and feel free to contact the Housing Office any time during the workday at DSN 784-1840 or commercial 0505-784-1840.

This handbook applies to all personnel assigned to Family Housing (FH) and their guests on Osan Air Base, Republic of Korea.

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WELCOME HOME

I would like to welcome all members of Team Osan to their new home. The team members in your Housing Office have created this handbook to outline their primary responsibilities to provide safe and functional housing for all of our patrons. Additionally, this handbook provides a reference for the policies and procedures for residents and their individual roles as tenants. Our recommendation is for you to review and keep this handy as a reference guide during your assignment.

The Housing Office is open for dialogue and discussions with any resident for proposals or changes to this document. We truly believe in continuous improvement and your feedback is the best way for us to meet this goal. We have created an Osan Air Base Housing Office FB page that I invite you to join. We will use this communication medium to post updates on any issues concerning Family Housing. This Facebook page allows for instantaneous notification to all of our military families residing in the towers.

We also ask that you communicate any issues you may be having as quickly as possible to the Military Housing Office located at Building 600, Room 101, DSN 784-1840. For all maintenance concerns, the Military Family Housing Maintenance Team is located on the first floor of Hallasan Tower, Building 1015, DSN 784-2376.

On a final note, Military Family Housing at Osan may be the first time residents experience 'apartment' lifestyle as a family. Opportunities are endless with the close proximity to your neighbors and Osan teammates. We encourage taking advantage of this new opportunity to create a new support network and neighborhood within the tower. Please let my housing team know how we can assist in any way. We are grateful for your service and look forward to providing you and your family a place to call home.

RYAN G. WALINSKI, Lt Col, USAF
Commander, 51st Civil Engineer Squadron

TMO INFORMATION

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

Washer, dryer, stove, refrigerator and dishwasher are provided for the duration of member's tour to all military family housing occupants. We ask that eligible personnel NOT ship these appliances to Korea.

Loaner furnishing kits are provided for a maximum of 90 days for PCS in and 90 days for PCS out of Osan Air Base. The Air Force is responsible for the Furnishings Management Program and this policy includes all DoD services. Government contractors are not eligible for FMO loaner furniture or appliances. Military Family Housing Units are assigned based upon grade and family composition. Please plan accordingly before shipping Household Goods to ensure there are no issues with space.

If you have any questions regarding your TMO authorizations, please contact your local TMO or the Osan Air Base TMO at DSN 784-3525 or via commercial 0505-784-3525.

Section A

Air Force Responsibility

The following services are provided by base agencies in support of occupants assigned to Family Housing (FH) quarters: Fire and police protection, facility maintenance and repair, refuse collection, infestation pest control and snow removal from walkways and streets.

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

Maintenance and Repair - The Civil Engineer Squadron and the FH Contractor have responsibility for the maintenance of FH. For all building maintenance problems, call the maintenance contractor at 0505-784-2376. **The call desk is operational 24 hours a day, every day, including weekends and holidays. The call desk is located in the first floor lobby of Hallasan Tower, Building 1015.** When a maintenance call or request is made, it will be categorized as follows:

Service Calls - The service call office is located in the first floor lobby of Hallasan Tower, Bldg 1015. All service requests for work should be called in to the service call desk at 0505-784-2376. The service call specialist will immediately assign a job order number and an approximate date and time the work will be performed. There are three categories of service: emergency, urgent, and routine. The category determines the response time to your unit.

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

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

- Any problems which could cause loss of life or property.
- Serious damage affecting health, safety, security or the mission.
- Complete utility failure (electricity, heat, water or sewage).
- Inoperative refrigerator.
- Exterior door lock repairs

- Ruptured waterlines.
- Clogged toilets, when there is only one toilet in the unit.

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

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

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

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

Snow and Ice Removal (Towers) - The housing maintenance contractor is responsible for snow removal within 50 feet of buildings 211, 1014, 1015 and 1016. This includes the entire width of the sidewalks.

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

Lockouts - For lockout service, call the service call desk at 0505-784-2376. The occupant is responsible to reimburse the U.S. Government for the cost of the lost or missing keys, as well as re-keying and replacement of the locks.

Appliances - Government appliances are furnished: dishwasher, stove, refrigerator, washer, and dryer. If you have problems, do not attempt to make repairs or adjustments. Problems should be called in as an appliance work order to 0505-784-5181 during duty hours and 010-6274-5437 for after duty hour/weekends/holiday emergencies.

Privately Owned Appliances - Since government appliances are provided, occupants are responsible for storage of any privately owned appliances. If a resident desires to use their own

personally- owned appliance in lieu of government-provided appliance, the government-provided appliances will be removed at no cost to the resident. However, at no time will government-provided maintenance or repair services be performed on privately-owned appliances.

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

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

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

Pest Management:

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

Section B

General Resident Responsibilities

Leave or Extended TDY - If you anticipate an absence from your home for an extended period (over 7 days), you must notify the Housing Office in writing of your intended absence. A form letter is available at the Housing Office. *Pets are not to be left in housing units unattended during these periods.*

Social Visits - FH residents are responsible for their guests. Family housing units may not be jointly occupied by more than one family. Bona fide social visits of 30 days or less by guests of persons to whom quarters are assigned do not constitute joint occupancy. The installation commander may authorize exceptions when immediate family members are visiting and may want an extended visit. Submit written request through the Housing Office for visits beyond 30 days.

Liability for Damage to Housing, Equipment, Furnishings, and Appliances - Under federal law 910 U.S.C. 2775 as amended by the FY85 Military Construction Authorization Act, members of the armed forces occupying FH shall be held accountable for loss or damage to family housing, equipment or furnishings caused by abuse or negligence of the member, the member's dependents or the member's guests. Although occupants may repair items before terminating occupant quarters, the repairs or replacement must meet Air Force standards. Residents are also liable for damages caused by self- help work and are required to repair or provide reimbursement for repairs prior to final inspection. AFI 32-6000 and AFM 23-220 provide guidance on how to determine responsibility and pecuniary liability. Liability does include damages caused by pets.

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

Damage to Housing - Damages to quarters beyond reasonable wear and tear are the occupant's responsibility. Repairs and replacements must meet Air Force standards. The Housing Office can fully explain your options to repair and replace damaged items and the method of payment. This policy is enforced at Osan Air Base. The Air Force must investigate and report damages or losses to government-owned equipment with an initial acquisition cost (value) of \$5000 or greater; all sensitive, classified, or leased (capital lease) property regardless of initial acquisition cost; and any real property. The BCE must initiate a Report of Survey for government housing when the proximate cause of the loss or damage is determined to be gross negligence or abuse, or damage if the member was "on notice" of the particular risk involved and failed to exercise reasonable, available opportunities to prevent or limit the loss or damage.

Energy Conservation - Occupant participation is required to support the installations efforts to conserve energy. Conservation information is announced on the Commander's Access Channel and other media sources.

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

These energy saving tips can easily be introduced into your home and help the base meet the energy reduction goals. Practice energy conservation in your daily routine, at home and at work. Remember, good stewardship means getting the most from the resources we are given, so help the base in its energy conservation efforts. If you have any questions, please contact the Energy Conservation Officer at 0505-784-9176.

During Fall and Spring seasons, the 51 CES will closely monitor weather patterns and turn the HVAC systems off or on according to the guidelines stated below. These guidelines are to be used only for planning purposes. Actual dates will depend on many factors to include climate data, facility priority and work crew availability. The 51 CES/CC can override these guidelines with the understanding that energy conservation will be impacted.

During April, 51 CES will monitor weather conditions and turn off heating systems and activate cooling systems according to the weather conditions

- Turning off heating systems typically occurs around mid-April when indoor temperatures exceed comfortable levels due to winter settings on HVAC systems.
- Turning on air-conditioning systems typically occurs around mid-May, but cold temperatures often return for a number of days near the end of May.
- During mid-September, to mid-November, 51 CES will monitor weather conditions and turn off air-conditioning systems and activate heating systems according to weather conditions.
- Turning off air-conditioning systems typically occurs around mid-September, but sometimes warmer temperatures continue until late September.
- Turning on heat systems typically occurs around mid-October, but often cooler temperatures begin in early October.

With the exception of areas requiring mold control and 24-hour operation, air conditioning systems shall be set no lower than 82°F on weekends and holidays as well as during the hours of 1700-0600 on duty days as practicable.

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

Environment - Waste engine oils, engine coolants, car grease, and other similar products will not be poured into the drainage system or onto the ground. In addition, no burning of leaves or refuse will be permitted. Vehicular maintenance, to include oil changes, will not be done in the housing areas, to include parking garages. The only authorized maintenance actions are: jumping or changing a dead battery and servicing or changing a deflated tire. The Auto Hobby Shop, Bldg. 1214, is available for oil changes and other maintenance actions. Many products have labels that describe proper disposal procedures. Any questions about recycling used oil, or disposing of household products should be referred to the Environmental Element at 0505-784-4272. HAZMAT lockers for the storage of POL items are provided on the first floor of the parking garage, building B1016.

All items for recycling are picked up from housing weekly. If you have any questions, call Refuse Quality Assurance Office, 0505-784-6644

Care of Interior

Kitchen - Special attention is needed to maintain the appliances, cabinets, and walls in the kitchen. Ovens and broiler units should be cleaned regularly as well as the stove top. Clean walls and oven hoods prevent grease build-up, which can become a fire hazard. Using sharp instruments to remove ice or other accidents may cause more harm than good. Same for gritty or harsh detergents when cleaning.

Wear and tear are expected from accidents and learning experiences, but your stewardship will ensure longevity of the unit and easy transition to the next resident. Grease or oil should never be poured down the drain because it will solidify in the pipes and cause blockages. Use only regular shelf paper in drawers and cupboards as the use of adhesive-backed paper will

damage surfaces when removed.

Washers and Dryers - Please keep the units level and balanced. Overloaded and extremely small loads are inefficient and inflict excessive wear and tear. Clean the lint filter after each drying cycle to ensure airflow and prevent a fire hazard. Lint filters should also be rinsed with soap and water periodically to remove fabric softener film. Report any deficiencies to the appliance repair office at 0505- 784 -6644. The towers have installed booster pumps for venting, turn the wall panel switch to "ON" then switch on your dryer. SAFETY NOTE: UNPLUG ALL APPLIANCES PRIOR TO CLEANING!!!

Bathrooms - Walls in the tub/shower area and bathroom floors have a tendency to mildew and should be cleaned periodically with a product to combat mildew. Bathtub stickers/appliques are not recommended because they can be difficult to remove and sometimes cause permanent stains. Do not drill or otherwise make holes in the ceramic tile, mortar, or one piece shower unit walls.

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

Carpets - Carpet has been provided for General Officers Quarters and Senior Officers Quarters. Both preventive and corrective maintenance must be performed to prolong the life and appearance of the carpet. The cost to repair or replace carpet (other than fair wear and tear) as a result of damage by the occupant will be the sole responsibility of the occupant and must be paid for prior to final termination inspection.

Tile - Family housing units in the towers are completely tiled. Area rugs, foam mats, or other floor coverings are permitted. Use of adhesive backing material is discouraged for easy cleaning and prevent damages.

Walls - Use mild soap and warm water to keep your walls clean. Do not apply adhesive-backed materials, or decals to walls as these can cause damage upon removal. Use only small nails to hang items on the wall. During your final termination inspection you are not required to fill small holes. However, you are responsible for larger holes and their proper repair. Make sure there are doorstops behind all doors to prevent damage to the walls. Do not wall mount appliances without an approved AF Form 332, Basic Civil Engineer (BCE) Work Request from the housing office. NOTE: Occupants MUST NOT put nails in the closets, cabinets, exterior doors or bedroom doors.

Windows - Occupants are responsible for the interior cleaning of all windows. Please ensure that windows are properly secured and children closely monitored to prevent the potential hazard of a fall from a window.

Blinds - Blinds have been provided for all of our family housing units. At your final termination inspection, your blinds must be serviceable. Any blinds reflecting damages, such as bent/missing slats or generally unserviceable, will be replaced at the occupant's expense.

In 2016, the Secretary of Defense mandated that blinds, in which children under the age of 9 reside, shall not have a continuous loop exceeding 8 inches. All blinds in MFH have been

replaced with cords that meet this requirement.

House - The overall cleanliness of government housing is the resident's responsibility. The definition of cleanliness is the level of cleaning a prudent homeowner would maintain. Units not conforming will be reported and may lead to eviction at the resident's expense.

Care of Exterior

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

Snow and Ice Removal (SOQ/GOQ Units) - Your area of responsibility for snow removal is midway between adjacent units or 50 feet out, whichever comes first. This includes the entire width of the sidewalks, your assigned parking space(s), and any visitor parking space directly adjacent to your assigned space. When shoveling snow and ice from walkways, shovel it to the side of the walkway.

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

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

Trees - Maintenance of all trees in housing is the responsibility of the 51 CES, Grounds Section. For assistance call Housing Maintenance, 0505-784-2376.

Flower Beds/Landscaping (SOQ/GOQ Units) - Keep your flowerbeds neat and free of weeds and grass. Flowerbeds in areas, which may lead to soil erosion, are prohibited. Do not plant poisonous or nuisance plants. Borders must be approved on an AF Form 332, and may not exceed 3 feet in height.

Vegetable Gardens - Not authorized in housing.

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

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

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

Storage Cages (Tower Units) - Personal items must be kept in the cage. No items may be left outside the cage. Cages may be locked. In Hallasan/Jirisan Towers all items must be at least 18

inches below the ceiling or any fire sprinkler heads.

Storage Shed Standards - Only SOQ/GOQ residents are authorized storage sheds. The shed must be approved by 51 CES Housing Maintenance Office by submitting an AF Form 332.
Auto Repair Work - The only auto maintenance/repair work authorized in housing areas is servicing or changing a flat tire or replacing/jump-starting a dead battery. The Automobile Hobby Shop should be used for minor and major repair work.

Water Beds - Water beds are not authorized.

Swimming and Wading Pools (SOQ/GOQ Units Only) - Only above ground wading pools are authorized in SOQ/GOQ units. Pools are not authorized in tower areas. Before a wading pool is installed at a SOQ/GOQ unit, an AF Form 332 must be submitted and approved by the Housing Office, Facilities Section, located in Bldg. 600. A wading pool is defined as "less than 12 inches in depth and no more than 8 feet in diameter, or 8 feet in its longest dimension". Pools must be emptied and properly stored when not in use. Pools must be in direct line-of-sight to a responsible adult when in use. Lawns will be restored (grass must be growing) to original condition when pool is removed.

Telephone Installation and Internet Service - Commercial telephone and internet service is available through a contract vendor located within the Main Exchange.

Trampolines (SOQ/GOQ Units Only) - Trampolines are authorized in the backyard if they have an attached safety cage. Before a trampoline is installed at a SOQ/GOQ unit, an AF Form 332 must be submitted to and approved by the Housing Office, Facilities Section located in Bldg. 600. It is suggested you contact the Base Legal Office regarding liabilities before installing a trampoline, a pool or other similar items which have the potential to cause serious bodily injury if used improperly. Trampolines with the attached safety cage are not required to have a fenced backyard. However, owners are reminded they are still liable for any injuries when improperly used or unsupervised.

Bicycles - Place bicycles or other wheeled items in the bike rack areas. The housing occupant must lock them using their own lock device. Do not place bicycles in hallways or stairwells, as this is against fire code and presents a safety hazard.

Section C

Fire Protection

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

Fire Reporting - IF A FIRE OCCURS IN YOUR HOME, NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE "0505-784-9111" IMMEDIATELY. Give the fire alarm operator your name, house number, and street. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size.

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

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

Stairwells, Hallways, Egress Routes - Do not place or store any items in the stairwells, hallways, common areas, lobbies, and elevator entrances. Any items discovered in the stairwells is subject to be impounded for disposal. Means of egress must be free of any obstruction that would prevent its use.

Smoke Detectors - You are required to perform an operational test of detectors once a month. Fire department also conducts annual testing of the fire notification system.

Storage of Flammables - Never store flammables in the home, utility rooms, common area halls or interior storage areas. Storage lockers are provided on the first floor of the parking garage, building B1016.

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

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

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

Kerosene/Electric Space Heaters - Kerosene heaters are prohibited in family housing on Osan Air Base. Electric heaters may be used only after approval from the fire department (51 CES/CEF).

Candles – The usage of candles are authorized in MFH. Please secure candles in an area to prevent them from being knocked over and never leave a burning candle unattended.

Personal Transportation Devices/Scooter Batteries - Lithium-Ion batteries have become the standard for rechargeable storage devices. They are used in PTDs (Personal Transportation Device) as well as other scooter variations throughout.

Store batteries away from combustible materials. Remove batteries from the device for long-term storage. Inspect storage areas at least weekly. See manufacturer instruction for further guidance. Do not use the charger as a storage location. All batteries prior to use/storage should be inspected for cracks, leaks, and dents.

Use chargers or charging methods designed to safely charge cells or battery packs at the specified parameters.

Disconnect batteries during operation or charging, when they emit an unusual smell, develop heat, change shape/geometry, or behave abnormally. Remove cells and pack from chargers promptly after charging is complete. Do not over-charge (greater than 4.2V for most batteries) or over-discharge (below 3V) batteries. Note: A safe practice is to charge your battery outside of your home (i.e. balcony, garage, patio).

Handle batteries and or battery-powered devices cautiously to not damage the battery casing or connections. Keep batteries from contacting conductive materials, liquids, strong oxidizers and strong acids. Do not place batteries in direct sunlight, on hot surfaces or in hot locations. Never use damaged or swollen batteries. Allow time for cooling before charging a battery that is still warm from usage and using a battery that is still warm from charging. Dispose of damaged cells and cells that no longer hold a substantial charge.

Fire Extinguishers - Occupants must check their fire extinguishers each month. Ensure that the gauge reads in the "green". If the extinguisher requires replacement, contact 51 CES Housing Office. Any questions on fire prevention should be directed to the Fire Prevention Section, 0505-784-4055.

Fire Protection Features - Each apartment is equipped with heat detectors attached to the ceiling of each room. These devices are designed to automatically activate the fire alarm system when the temperature reaches a certain degree or when there is a sudden rise in temperature. In addition to heat detectors, each apartment has smoke detectors. These smoke detectors are not tied into the fire department. Occupants should ensure they are operational by manually testing the smoke detectors monthly. If a smoke detector is inoperative, phone in an emergency call to Housing Maintenance, 0505-784-2376. The hallways and garbage disposal room on the first floor are equipped with automatic sprinkler systems. These systems are temperature sensitive and will activate with sudden increases in temperature.

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

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

Firefighters and other emergency personnel will be using the stairwell to get to the scene of the fire, so exercise care when evacuating the building. Lighted exit signs and emergency lighting are provided at each floor level to show where the exits are. DO NOT USE THE ELEVATOR AS A FIRE EXIT!!! Remember to take your house keys to avoid locking yourself out of your Tower Apartment.

NOTE: Do not let children play in these areas. Do not use stairwells as storage areas. These are violations of the fire code.

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

Section D

Security

Security Forces - The 51st Mission Support Group (MSG) Commander is responsible for the control and safeguarding of all base property. Routine patrolling of housing areas is accomplished on a 24-hour basis by Security Forces. When notified, they will investigate incidents of a criminal nature. All inquiries concerning law enforcement should be directed to Security Forces, 0505-784-5515.

Parking Garage - Do not store gasoline, oil, paints or other flammables in the parking garage. On base parking of privately owned vehicles will be in authorized parking areas only. Designated parking areas for scooters and PTDs are provided on the first floor of the parking garage. Two parallel white lines designate authorized parking. For further details on parking refer to 51 FW Instruction 31-218.

Firearms and Fireworks - Fireworks are not permitted in FH. For information on firearms, contact the Security Forces Squadron.

CRIME STOP - Call **0505-784-9111** for response to report a crime in progress. Callers may remain anonymous.

Host Country Jurisdiction - Security Forces exercise primary jurisdiction on Osan Air Base.

Pet Control - See Section E.

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

Vehicle Accidents - All vehicle accidents must be reported immediately to the Security Forces at 0505-784-4358. Vehicles involved in an accident must not be moved from the scene until investigation by Security Forces is complete.

Safety - A critical element of fire safety is maintaining fire egress (an obstruction-free route to a safe area outside the building). In the Towers, these routes include the hallways and stairwells from occupant housing quarters to the outside areas away from the building. Only a doormat can be stored in the hallway. All other personal items to include bicycles, strollers, skateboards, etc., will be stored in occupant quarters, occupant designated storage areas or racks. Violations will be cited and items out of compliance may be removed and turned over to Security Forces Squadron.

Closed Circuit Television (CCTV) - To protect the families by means of strengthening their living quarters against crime, CCTVs have been installed in frequented common areas.

Section E

Good Neighbors

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

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

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

Supervision of Children - Do you know where your children are? If you do not, someone may report suspected neglect of your children to the authorities, i.e. Security Forces or Family Advocacy. (See Children Supervision Matrix, page 29.)

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

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

Pets - Control of pets is the responsibility of the owner. All incidents of pet bites and scratches must be reported to Security Forces. Pets outside of the quarters must be under hand-held leash. You must ensure cleanliness of the pet relief area after use to control and prevent vermin infestation. If you walk your pet, you must carry a "pooper scooper" or some other method to clean up feces immediately. Feces must be picked up immediately after deposited by your pet. Do not let your pet become a neighborhood nuisance because of excessive barking or invading the privacy of others. The occupant must repair all damage to yards caused by pets. Stray pets should be reported to Security Forces, 0505-784-4350.

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

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

Pet relief areas are the only approved areas surrounding housing for pets to deposit feces. The cleanup of pet waste is the responsibility of the resident. The grass or gravel areas around the

housing towers are not approved. Additionally, pets are not permitted in the play areas and shall not be allowed to use those areas as "pet relief areas". Housing units are not acceptable areas for pet relief (urinating or defecating) for dogs. This includes the balcony areas. Do not use the tiled areas in the house or the balcony for your dog urine or feces collection. Use of any part of the housing unit for this purpose will result in the animal being removed from base and potential disciplinary action against the DoD member.

All housing family households are limited to no more than two authorized pets (cats and dogs). Tower residents/visitors are to use the freight elevators only. Dogs and cats must be registered with the Base Veterinary Clinic at 0505-784-6614. Other than cats and dogs, only guinea pigs and hamsters are authorized.

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

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

Breeding or raising of animals in family housing for show or commercial purposes is prohibited. In the event of a pet death, it is your responsibility to put the carcass in a double plastic bag and contact the CE service call desk at 0505-784-6226. Carcasses will not be buried within the confines of Osan Air Base or placed in trash rooms of towers. For the disposal of animal carcasses found (strays and pets whose owner cannot be identified) on base, contact the CE service call desk for pick-up and disposal.

Parking - There is limited parking on Osan Air Base. In the tower parking garage (Hallasan and Jirisan), only one assigned parking space has been allocated to each housing unit. Visitors and additional vehicles must park on top floor or bottom floor unassigned spots. Seoraksan parking is on a "first come, first serve" basis. Be reasonable and considerate and talk to your neighbors when problems or misunderstandings occur. Do not park automobiles, recreational vehicles, small trailers or motorcycles on lawns, patios, sidewalks or common areas in the housing areas.

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

reserved parking areas is prohibited.

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

Shopping Carts - The shopping carts sometimes found in the housing towers are DECA (commissary) or Base Exchange assets. Do not leave carts unattended in hallways on residence floors and be careful not to damage tower walls with shopping carts. Shopping carts may not be stored on the entry level blocking exits, obstructing egress, or alarm pull stations. Shopping carts must be returned to the commissary or Base Exchange by the member.

Section F

Climatic Conditions and Natural Disasters

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

Weather - Unusual weather conditions, such as ice storms, heavy snowfall, etc., are announced on the American Forces Network, radio and the Commander's Access Channel.

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

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

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

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

Before the typhoon:

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

During the typhoon:

- Stay indoors and away from windows
- Stay tuned to radio or TV for weather bulletins
- Use flashlights, as source of light, candles can easily become a fire hazard
- Listen to local authorities

After the typhoon:

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

Road Conditions:

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

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

Section G

Community/Residential Activities

Yard Sales - Yard or Garage Sales are permitted in the tower day rooms only.

Business Enterprises (Home Business) - Some businesses for profit may be conducted from your family housing unit. Approval authority for home business requests is 51 CES/CC. Anyone desiring to conduct a business in military family quarters must contact the Housing Office at 0505-784-1840 for an application packet.

Family Child Care (FCC) - There are no approved FCC providers on Osan Air Base. Additionally, housing towers are not approved for FCC per AF Service Agency personnel. This has been confirmed with AFCEC Child and Youth Program inspector and 51 FSS.

Solicitation in Family Housing - Fund raising, scout activities, school sales, etc. require prior approval of the 51 MSG/CC through 51 FW/JA (Legal Office).

Block Parties - Member must coordinate with the Housing Office, Security Forces, and Safety Office.

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

- Only use Underwriters Laboratory (UL) approved electrical decorations.
- Tower Unit front entrance way decorations are limited to the door only. Do not use nails or other surface damaging materials to attach door decorations.
- Do not mount lights, etc., to roofs, window frames, doors or eaves with nails or screws in such a way they cause a hazard to personal safety or cause damage to the property.
- If decorating an exterior tree, bush, etc., ensure extension cords are properly affixed to avoid a tripping hazard and are approved for outdoor use.
- Ensure extension cords are in good repair and properly placed to avoid a tripping hazard. The use interior outlets for outside decorations is prohibited.
- To conserve energy, exterior lighting will only be allowed the day after Thanksgiving through the first full week of January. In order to conserve electricity, lights should only be illuminated from 1700-2300 hrs. All seasonal lights must be removed by the last day of the first full week of January; citations will be issued for all lights remaining after this date.

Section H U-Fix-It Projects

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

Requesting U-Fix-It Projects - All U-Fix-It work requires completion of an AF 332 and must be submitted to the Housing Office, Bldg. 600 for approval. Sketches showing dimensions, distances to adjacent structures, and materials to be used must be attached to AF Form 332. When U-Fix-It work will require digging, an AF Form 103, Base Civil Engineering Work Clearance Request must accompany the AF Form 332. No work should be accomplished until the AF Form 332 and/or 103 have been approved. An inspection will be made upon completion. For more information call the Housing Office, 0505-784-1840.

Antennas/Satellite Dishes - Residents are not authorized individual television antennas or satellite dishes.

Painting Interior Walls - Requires an approved AF Form 332 and an approved AF Form 3952, *Chemical/Hazardous Material Request Form* before accomplishing.

All walls must be returned to both the original color and finish prior to terminating quarters, and will not be transferred to the new resident. Other than touch-up supplies, paint must be procured and paid for by the resident.

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

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

Disposition of Projects - U-Fix-It work installed by a resident must be returned to original configuration prior to termination of quarters.

Reminder: DO NOT START U-FIX- IT WORK WITHOUT OBTAINING APPROVAL PRIOR TO BEGINNING THE WORK. Any U-Fix-It work not returned to the original condition may result in delay of Termination of Housing and deemed willful destruction of government property.

Section I

Termination of Family Housing

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

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

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

Final Inspection - If you have followed the cleaning instructions from your inspector on the pre-final inspection, you should not have any problems. This is not a "white glove" inspection; however, the house and grounds were under your care and must be properly maintained to assure the next resident moves into a quality home. The final inspection ensures AF standards of cleanliness are met and identifies additional maintenance needs. If you fail your final inspection, you should contact the Housing Office, 0505-784-1840 and reschedule your inspection for the next available appointment. The second failure, on a final inspection, will require the resident to hire a contract cleaner within twenty- four hours and schedule a re-inspection within forty-eight hours.

Quarters-to-Quarters Move - IAW AFI 32-6000, Para 4.5.3, five (5) duty days are allowed to complete a quarters to quarters move. Failure to complete the move in the required period could result in member being billed the equivalent of 1 day of your BAH for each day that the period is exceeded.

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

Section J

Tower Apartments - Unique Family Housing

Resident Responsibilities - Tower apartment residents have the same basic responsibilities as occupants of family housing outlined in this handbook in Section "B."

Elevators - Each Tower has three elevators. The larger of the elevators is considered the freight elevator. If occupants move large items such as furniture, use the freight elevator. Residents with pets shall use the freight elevator to take their animals in and out of the building. Parents must control their children in the elevators. Caution children not to jump up and down in the elevators; this type of motion can cause elevators to stop between floors. Push only one elevator call button and push only the required floor. Pushing multiple buttons (call and floor) creates unnecessary wear on the elevator, which results in the need for more frequent down-time and maintenance. Each elevator has an emergency call button connected directly to the fire department. The cargo elevator is the only authorized elevator for the transportation of pets. Passenger elevators may be used to transport pets only when the cargo elevator is out of service. It is the responsibility of the resident to clean up pet waste in the elevator if the pet is unable to make it to the relief area.

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

Balconies - Respect the neighbors below you. Please do not drop items, pour substances, or shake the rugs from the balconies or out of windows. Ensure balcony drain is clear to allow rainwater or melting snow to run off. Do not hang anything on any part of the balcony railing; with exception of seasonal lighting during the approved time frame (see Section G).

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

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

Bulk Item Pickup - The refuse contractor will pick up bulk or oversize items once every month. Bulk items should be placed next to the recycling bins placed outside the three towers on the weekend proceeding the bulk pick-up day. Oversize items will not be picked up on days other than those scheduled below. Please plan accordingly to dispose of oversize items only on the bulk pick-up day. Bulk or oversize items include TVs, couches, framed pictures, other large

furniture items. Paint or other Hazardous Materials must be turned into hazardous material collection building 833 (behind Burger King).

BULK ITEM pick-up dates are last Tuesday of the month.

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

Storage Rooms - You have a hallway storage unit on your floor. When you move in, you will be assigned a space. These storage spaces have a wire wall around them for security. A padlock is provided when you move in. Flammables are not authorized to be stored in these areas. In Hallasan/Jirisan, ensure items in storage rooms are at least 18 inches below sprinkler heads or ceiling, whichever is lower.

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

- Do keep the main lobby doors closed.
- Do help keep all areas looking nice. DON'T leave litter in parking lots, grounds or public areas.
- Do clean up after your pets.
- Don't leave your washer or dryer running unattended. If you experience any excessive water flow, turn off both water spigots immediately. Thoroughly mop up any water to keep seepage out of the apartment below, and call Housing Maintenance at 0505-784-2376.

Smoking - Smoking in family housing is only authorized on the balconies/patios. If anyone contacts housing stating that smoke came from another balcony/patio into their unit, the offending resident will be informed by housing and no longer allowed to smoke on their balcony/patio for the duration of their occupancy.

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

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

Common Areas - Sidewalks, entrances, lobbies, hallways, emergency exits, and stairways must

be free of obstructions at all times and used by residents only for the purpose of entering or leaving the premises. Strollers, bicycles, boxes, toys, shoes, etc., must not be left in these areas. Potted plants cannot be placed on balcony ledges or in hallways.

Hallways - Nothing, with the exception of a small throw rug will be in the hallways of the towers. Shoes, umbrellas, bicycles, strollers, etc., must be stored inside the apartment.

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

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

Recreation Room - Use of the recreation rooms is monitored and controlled by the Housing Maintenance Contractor in the Hallasan Tower. Tower and SOQ/GOQ occupants may reserve any tower recreation room up to 45 days in advance of the requested date of use. Rooms can be reserved from 0700 to 2200. In order to provide everyone an opportunity to use the rooms, residents can only reserve rooms up to 3 hours per day, to include set up and clean up. If the room is required for a longer period, a written request must be submitted and approved by the Housing Management Office. Users are required to clean up (sweep, mop, wash tables, clean refrigerator, clean off furniture, etc.) after usage. Visitors to the recreation room must assure their children are not playing in other parts of the tower. Not abiding by the rules will restrict future use of the recreation rooms for an extended period (to be determined at time of notice but not less than 60 days).

Occupants will be provided access to the recreation room by the Housing Maintenance Contractor in Hallasan Tower. The occupant is required to notify the Housing Maintenance Contractor when the recreation room use is complete.

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

Outdoor Cooking - Except for the built in grills in the playground areas, barbecue cooking in the common areas surrounding the buildings is prohibited.

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

- Barbecue grill must use propane. CHARCOAL GRILLS ARE NOT PERMITTED.
- The grill is attended at all times.
- The patio door must remain closed while the barbecue is in use.
- A portable fire extinguisher is readily available.
- A spray water bottle must be available to extinguish small flare-ups.
- Barbecuing is not authorized when winds exceed 10 knots

Environment - All residents of Osan Air Base must be stewards of the environment. Please use common sense and be sensitive to how you treat our environment. Do not put hazardous materials including tires, engine oil and coolants, car grease, batteries, paint, propane gas tanks, solvent, common household cleaning products and other similar products into plumbing, drainage systems, in trash, or on the ground. Paint, aerosol cans, propane cylinders, oil for energy recovery, small batteries (lead acid, nickel-cadmium, lithium, mercury), and fluorescent bulbs should be taken to the Hazardous Waste Storage Facility. For assistance in disposing of these materials, call 0505-784-6508 or 0505-784-4272.

QUICK REFERENCE PHONE NUMBERS

Fire/Security Forces/Ambulance (Emergencies Only)	0505-784-9111
Appliance Work Orders	0505-784-5181
Appliance Work Order (After 1600hrs and on Weekends)	010-6274-5437
Base Operator	0505-784-1110
Bus Terminal (Bldg 806)	0505-784-6623
CE Customer Service	0505-784-6226
Environmental	0505-784-4272
Furnishings Management Section (FMS)	0505-784-5181
Hospital Appointment Desk	0505-784-3627
Hospital Emergency Room	0505-784-2500
Housing Maintenance Contractor (Service Call)	0505-784-2376
Housing Office	0505-784-1840
Pest Control	0505-784-6226
Refuse/Recycling Quality Assurance Office	0505-784-6644
Security Forces Law Enforcement Desk (Non-Emergencies)	0505-784-5155
Traffic Management Office (TMO)	0505-784-1848
Vet Clinic	0505-784-6614

51 CES Housing Office
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Updated: Jul 2020
