

# MILITARY QUARTERS HANDBOOK



## September 2017

UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
BAUMHOLDER MILITARY COMMUNITY  
APO AE 09034

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DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
UNIT 23152  
APO AE 09054-3152

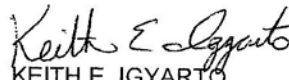
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MEMORANDUM FOR Military Members, Civilians and Family Members

SUBJECT: Welcome to Your New Home

1. Part of the excitement and adventure of Military life is moving to a new assignment and duty station. Relocation offers an opportunity to see new places, make new friends, and have a new place to live.
2. Each set of quarters is a "home" to our Military members and Families. As each Military member and Family uses them, they hold them in trust for future occupants. I hope each of you feel the pride of ownership during your occupancy rather than the frustration of the transient. Your Family home is to be enjoyed.
3. Caring for your home is a cooperative effort between you, your family, other quarters occupants, the housing division, and the facilities engineer. This policy handbook will assist you in having a quality home and the opportunity to pass it on to future occupants in good condition. It will help occupants with rules, policy, and provide examples of occupancy responsibilities and how to fulfill the commitment to pride in ownership and successful follow through.
4. Teamwork will simplify this commitment. One team working together to achieve shared goals. Permanent checks of your living area are an important part of your efforts to continually improve the environment of your housing area. Military members, Family members, and civilians play an invaluable role and must take pride and care in their temporary home.
5. The United States Army Garrison Rheinland-Pfalz will consistently provide quality support to the Military, Civilians, and Families of this community. Let us know what we can do to make your "home" the best it can be.

  
KEITH E. IGYARTO  
COL, FI  
Commanding

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UNITED STATES ARMY GARRISON RHEINLAND-PFALZ (USAG RP)  
BAUMHOLDER MILITARY COMMUNITY (BMC)  
DIRECTIVE 420-1

**MILITARY QUARTERS HANDBOOK**

1. **PURPOSE:** To establish the United States Army Garrison Rheinland-Pfalz Baumholder Military Community procedures (IAW applicable USARMY and USAREUR regulations), responsibilities, and procedures promoting harmonious and cooperative community living and to define the relationship between the United States Army Garrison Rheinland-Pfalz Commander and occupants of government controlled quarters.

2. **APPLICABILITY:** This directive applies to all occupants of government controlled family housing, bachelor officer quarters (BOQ), senior enlisted quarters (SEQ), and bachelor enlisted quarters (BEQ) within United States Army Garrison Rheinland-Pfalz Baumholder.

3. **GENERAL:** The funding levels for Directorate of Public Works (DPW) Housing Divisions for the maintenance, repair, operation, and renovations of Army Family Housing (AFH) are based on annual occupancy rates. Inadequate funding levels have a direct and profound impact on all family housing maintenance programs. To maximize the occupancy rates IMCOM-Europe has implemented a mandatory on post family housing assignment policy. To mandatorily assign 100 percent of accompanied Soldiers in grades of E-1 through E-4 to Government controlled Family Housing.

a. The entitlement to Temporary Lodging Allowance (TLA) is governed by Army in Europe (AE) Regulation 37-4, which assigns the responsibility of ensuring TLA payments are kept to a minimum and correctly authorized. Entitlement to TLA depends on the availability of Government quarters. If quarters are not available, incoming personnel may be authorized up to 30 days TLA. TLA beyond 30 days must be forwarded to the Commander, USAG Rheinland-Pfalz for approval. Extensions of TLA are not authorized for the personal convenience of the Soldier.

b. Government Controlled Housing consists of housing located at the Smith and Wetzel housing areas. Every effort is made to consider specific requests, i.e., a first floor apartment or a specific housing area. However, an inability to honor such a request is not justification for declining quarters. Applicants may be offered a choice of up to three different addresses provided more than one unit is available at the time of offering quarters.

c. During in processing, military personnel are obligated to inform their housing counselor of any Family members enrolled in the Exceptional Family Member Program (EFMP). Requirements or special requests for modifications to quarters require advanced notification whenever feasible to ensure Families with special needs are taken care of in an expedient and adequate manner. The Housing Division frequently works in close coordination with the Army Community Service and the Health Clinic Commander to ensure residents' needs are clearly understood, documented, and all options considered. Medical exceptions to policy must be presented to the Housing Office in memorandum format from the applicant with a statement from the Medical Clinic Commander.

d. The Garrison Commander has the primary responsibility of ensuring high standards of police, sanitation, and discipline in Family housing, BOQ, SEQ, and BEQ areas. To obtain these high standards, a chain of command is established as follows: United States Army Garrison Rheinland-Pfalz Commander, United States Army Garrison Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager, Area Coordinator (AC), Building Coordinator (BC), Stairwell/Floor Coordinator (SC/FC), and Sponsor/Resident. In the event of a major deployment, some positions may be vacant due to a shortage of personnel.

e. Occupants of military quarters are expected to adhere to the highest standards of conduct, including an evident desire to ensure that the appearance of the quarters and grounds reflect favorably upon themselves and the entire military community.

f. Energy Conservation: All residents will practice energy conservation. This includes the security of all common area doors to prevent loss of heat.

(1) The permissible temperature of 68-70 degrees Fahrenheit is the norm for Army Family Housing units during the heating months. Due to climate conditions in Germany, air conditioning is not authorized for use in AFH except in limited circumstances. Additionally, rechargeable vehicles (motorcycle/ automobile), will not be plugged into AFH power sources. All efforts to protect our valuable resources will be used by all Family housing residents.

(2) Building coordinators will discuss energy conservation with their occupants on a regular basis. Items to consider are basic measures such as turning off stairwell and basement lights when not in use. Work orders should be submitted as soon as possible to repair dripping faucets, faulty heaters, etc.

g. Sponsors are responsible for informing members of their Family, guests, and domestic employees to portions of this directive that apply to them. Supplemental directives may be published in other United States Army Garrison Rheinland-Pfalz Baumholder media outlets.

h. Failure to comply with this directive or lawful orders issued by officials within the United States Army Garrison Rheinland-Pfalz Baumholder organization, or misconduct and flagrant violations of accepted standards by the sponsor or his/her Family members (FM) may be considered cause for termination of Family quarters without authorization to receive Overseas Housing Allowance (OHA).

i. To resolve minor problems ACs and BCs are authorized direct communication with the sponsor's unit commander. Unit commanders will respond in a timely manner to ensure fairness to both the sponsor and the U.S. Government.

j. Personnel assigned as Chaplains, Lawyers, Inspectors General, Doctors, Dentists, Criminal Investigation Division (CID) special agents, CID Supervisory personnel, DPW staff, Senior Career Counselors, Equal Opportunity Advisors, Military Police, and Explosive Ordnance Disposal (EOD) personnel will not be appointed to any duties except on a voluntary basis unless this exception is waived by the Garrison Commander. Occupants of temporary quarters (unless assigned on a permanent basis) will not be appointed duties as AC, BC, or SC. Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e. BC and SC). Personnel with less than one year remaining in the command will not be appointed as AC or BC except during times of deployment.

k. Mold. Due to the type of construction used in Germany, improper ventilation may cause mold to grow on walls and furniture. Mold can be responsible for irritant and allergic reactions. Controlling mold is a matter of controlling moisture. Plainly put, if there's a mold problem, it starts with moisture, and that must be stopped before mold can be cleaned and controlled. Once the moisture problem is cured, it is very likely that mold won't come back. Residents are required to take steps to properly ventilate their Military Family Housing (MFH) units. Ventilate your home daily for a minimum of 2 times twenty minutes daily. Cross ventilation is necessary so interior doors must be opened along with windows on opposing sides. If there is no exhaust fan in bathroom, window should be ajar to let humid air out. Furniture should not be placed against walls as it prevents air circulation. To help prevent mold in your quarters, we recommend the following measures:

- (1) Dry condensation from damp/affected areas
- (2) Increase air circulation by using a household fan, kitchen vent hood exhaust while cooking and bathroom exhaust fans/windows when shower is in use.
- (3) Minimize dust accumulation throughout the house and clean mildew from visible surfaces using a detergent and water or mild household cleaner, wearing ordinary household rubber gloves.

- (4) Report recurring leaks and persistent mold, mildew and moisture to the DPW Service Order Section (DSN: 531-3060 or COMM: 0611-143-531-3060).

Upon notification, a DPW maintenance technician and housing inspector will jointly conduct a visual inspection to identify potential mold growth and water leaks on wall surfaces and in building systems. If required, DPW will initiate mold radiation services. If mold is suspected in multiple areas or is extensive the resident may be temporarily relocated. If required, DPW will contact the Public Health Command Europe to conduct an appropriate health risk assessment. Based on recommendation, relocation may be required. Individual mold-related health concerns should be referred to a personal health care provider for evaluation.

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## CHAPTER 1 – REFERENCES

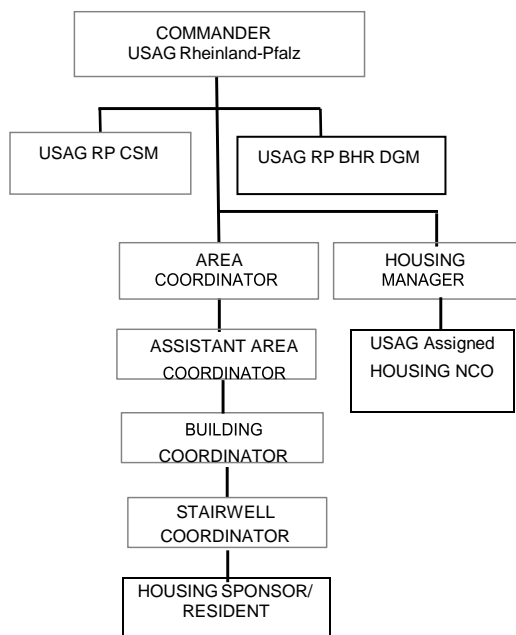
- a. AR 420-1, Army Facilities Management, dated 12 February 2008.
- b. USAREUR Supplement 1 to Army Regulation, 420-1, Army Facilities Management, dated 20 November 2008.

## CHAPTER 2 – APPOINTMENTS, RESPONSIBILITIES, DUTIES, AND FUNCTIONS

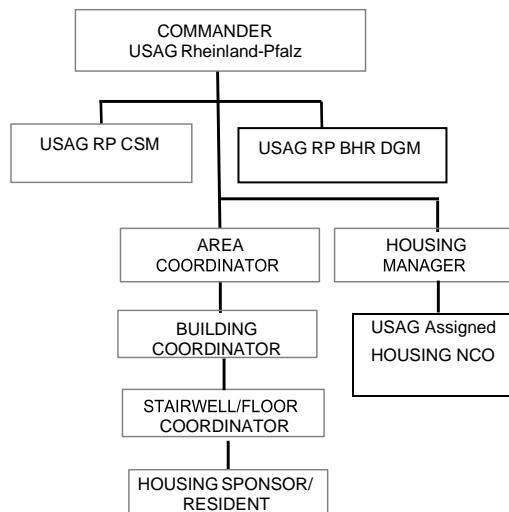
### 2-1. Housing Area Chain of Command.

- a. During times of low government quarters occupancy, the garrison commander will not appoint area or assistant area coordinators. If problems arise during these periods, building coordinators will contact the Housing Office for assistance.

#### Family Housing



#### BOQ/SBEQ/BEQ



- b. The above Chain of Command will be utilized for the resolution of any complaints or disputes that may arise within Family Housing, BOQ, SBEQ, and BEQ areas.

All complaints and violations are worked in reverse order. For example the complaint start with the tenant the tenant will contact the stairwell coordinator. The stairwell coordinator responds and inspects trying to resolve at the lowest level. If the problem is not resolved the building coordinator follows suit. At that point if the problem isn't rectified the Building Coordinator will contact the Area coordinator they will respond and inspect. If the Area Coordinator cannot resolved the issue the Housing Manager as well as the housing NCO will be notified. A formal letter will be sent to the Deputy Garrison Manager to be signed and once signed the tenant is notified that they have received a strike against them. If the tenant receives three of these a letters a packet will be sent to the Garrison Commander with all the violations that the tenant has received. Once the Garrison Commander receives the packet he may request advance return of Family members (FMs) to CONUS IAW AR 55-46.

## **2-2. United States Army Garrison Rheinland-Pfalz Commander.**

a. The United States Army Garrison Rheinland-Pfalz Commander is responsible for promoting general welfare, morale, safety, sanitation, clean up, beautification, and maintenance of good order among members of the Baumholder Military Community. The United States Army Garrison Rheinland-Pfalz Commander has the authority to:

b. Request advance return of Family members (FMs) to CONUS, if deemed necessary, under the provisions of AR 55-46, when FMs of the household become involved in an incident(s) that is (are) embarrassing to the United States Government, prejudicial to good health, order, morale and discipline in the command, or creates conditions dangerous to the safety of other FMs.

c. Resolve matters pertaining to violations of regulations, destruction of government property, and general lack of cooperation by occupants of Family quarters, BOQ, SEQ, and BEQ.

d. Authorize the entry into any US government controlled dwelling unit for purposes of safety, sanitation, and maintenance. Entry into assigned quarters in the absence of the sponsor or Family members will be coordinated and conducted jointly between the unit, military police, and/or housing representative.

e. Initiate actions which may be justified under AR 55-46 for acts of violence, habitual intemperance in public, breach of public peace, becoming a nuisance, disorderly conduct, thievery, immoral conduct, and other acts of misconduct.

## **2-3. United States Army Garrison Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager.**

a. The United States Army Garrison Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager is responsible for assisting the Commander in performing their responsibilities in the Baumholder Military Community. The United States Army Garrison Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager has the authority to:

b. Appoint an area coordinator to each housing area.

## **2-4. Housing Manager.**

a. The Housing Manager is located in the Housing Office, Bldg. 8745. The Housing Manager is responsible for the following:

(1) Appoint Building Coordinators on written orders. Exceptions include:

(a) Personnel assigned as Chaplains, Lawyers, Inspectors General, Doctors, Dentists, Criminal Investigation Division (CID) special agents, CID Supervisory personnel, DPW staff, Senior Career Counselors, Equal Opportunity Advisors, Military Police, Explosive Ordnance Disposal (EOD) personnel will not be appointed to any duties except on a voluntary basis.

(b) Occupants of temporary quarters (unless assigned on a permanent basis) will not be appointed duties as AC, AAC, BC, or SC/FC.

(c) Sponsors appointed to the housing chain of command will not simultaneously occupy more than one position (i.e. BC and SC/FC).

(d) Personnel with less than one year remaining in the command will not be appointed as AC or BC.

- (e) The Garrison Commander may waive all normal exceptions during times of deployment.
- (2) Issue letters of warning to residents for failure to comply with this directive or other pertinent guidance.
- (3) Conduct and document initial Area, Assistant Area, and Building Coordinator training upon assignment to these duties.
- (4) Attend Town Hall meetings.

**2-5. Area and Assistant Area Coordinator (AC/AAC), Building Coordinator (BC), and Stairwell Coordinator/ Floor (SC/FC).**

a. Soldiers living in Family housing will be appointed as AC/AAC, BC, or SC/FC. These are normally the senior residents in each housing area, building, or stairwell. Their duties include:

- (1) Enforce the provisions of this directive and all other lawful regulations. Issue Housing Citations to residents that are not in compliance with this directive and/or other appropriate guidance.
- (2) Maintain a high standard of appearance and beautification in the housing area and encourage area beautification through self-help efforts.
- (3) Institute utility conservation practices, i.e., turning off lights when not needed, closing doors and windows in cold weather, and controlling outside faucets to eliminate waste. Enforce recycling procedures and proper use of recycling containers.
- (4) Make recommendations to the USAG Rheinland-Pfalz Garrison Commander concerning Families who should be removed from government housing for reasons specified in United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1 and AR 55-46.
- (5) Resolve minor disciplinary and Family misconduct problems. Problems exceeding the Area Coordinator's authority will be reported to the USAG Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager.
- (6) Supervise security, safety, police, and sanitation of area. Ensure that there is a harmonious living environment in the housing area. Inspect areas under your supervision at least monthly to ensure the elimination of fire, health, safety hazards and the return of excess Family Housing furniture to the Furnishings Branch.
- (7) Report all unauthorized or unregistered personnel living in maid rooms or military quarters to the Housing Office.
- (8) Report privately owned vehicles that do not bear license plates or are apparently/obviously abandoned to the provost marshal so that appropriate actions may be taken.
- (9) Ensure all windows in unfinished attic areas are kept closed to prevent birds from entering and nesting in these areas.
- (10) Enforce the Community Separate or Recycle Trash (SORT) Program. See paragraph 5-1 for details.

(11) Coordinate the spring and fall clean-up campaigns within assigned housing areas.

(12) Deal directly with sponsors when possible. AC/AAC, BC, and SC/FC are empowered to request assistance, from misbehaving Service Members chain-of-command, if required. FMs are subject to all of the paragraphs of this directive, but they are not subject to the Uniform Code of Military Justice (UCMJ). **Family members of the AC/AAC, BC or SC will at no time act as the BC or SC, nor will they issue instructions in his/her name.**

(13) Maintain the Housing Area Chain of Command for their assigned housing area to include temporary replacements during times of absence of the primary. Appoint an acting coordinator if you will be absent for seven days or more. A SC/FC may be appointed as a temporary BC. The AC and Housing Manager will be advised of temporary appointments.

(14) Conduct written counseling for any sponsor who refuses to abide by the rules, to include failing to ensure the cooperation of his/her Family members in his/her absence. Request assistance, from misbehaving Service Members chain-of-command, if required.

b. Additional duties specific to the AC/AAC include:

(1) Ensure that BCs conduct weekly inspections of building and common-use areas.

(2) Ensure that BCs maintain common-use areas (i.e. bicycle rooms, laundry rooms, playgrounds, unfinished attics, storage rooms, stairwells, hallways, dumpster areas, lawns, and parking areas) in satisfactory condition.

(3) Ensure BCs correct deficiencies in the policing of grounds, parking areas, streets and sidewalks surrounding their assigned building. Report individuals responsible for simple neglect or willful damage/destruction to the Housing Manager for appropriate action.

(4) Brief BCs, to include emphasis on energy conservation and recycling.

(5) Inform the Housing Manager of any contemplated absence in excess of seven days, advising him of the name, rank, and address of the Acting AC to perform duty during AC's absence.

(6) Ensure that BCs counsel and meet with SCs/FCs and residents as outlined within this directive.

(7) Coordinate meetings and attend monthly Town Hall meetings.

c. Additional duties specific to the BC include:

(1) BCs will contact their AC within two working days after assuming responsibility.

(2) Inform the Housing Manager of any contemplated absence in excess of seven days, advising him of the name, rank, and address of the Acting BC to perform duty during BC's absence.

(3) Appoint SCs/FCs in writing. Counsel SCs/FCs quarterly regarding their responsibilities.

(4) Inspect stairwells, common-use areas, bicycle rooms, laundry rooms, general police (dumpsters), etc., weekly.

(5) Ensure that clean-up rosters are posted eight weeks in advance and posted on the first floor landing.

(6) Resolve all matters concerning the common welfare of the occupants of their building.

(7) Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed BCs should hold a meeting with all occupants within 14 days after appointment.

(8) Familiarize new residents with regulations and policies governing USAG Rheinland-Pfalz Baumholder Military Community operations of the building and stairwell/floor within 72 hours of their arrival.

(9) Survey the building and surrounding area to determine work necessary to achieve cleanliness and attractiveness. Materials for projects may be obtained through the Self-Help-Store.

(10) Ensure that electrical distribution, heat exchange, and stairwell storage closets are not used as storage rooms under any circumstances.

(11) Ensure that the names of the Building Chain of Command is prominently posted in each stairwell/floor and update as necessary.

(12) Call in work or service orders to DPW Service Order Section for all deficiencies in the common use areas, to include washers and dryers.

(13) Coordinate the police and cleaning of common areas with SC/FCs. If deemed necessary, schedule the use of common areas to ensure equitable availability to all occupants. Minimum areas to be cleaned/maintained are as follows:

(a) Building Exterior: Concrete sidewalks, outside steps, building entrances, rear and side basement steps, parking lots and dumpster areas will be swept weekly. Contact the DPW Environmental Division for oil or other hazardous waste spills. BCs are responsible for maintaining grounds within a distance of 50 feet from their assigned building, or half-way to the next family housing building, whichever is less. Outside glazed surfaces of stairwells will be cleaned weekly.

(b) Ensure that snow/ice is removed around building as needed. In winter, sidewalks will be shoveled and a minimum sanding/salting done to avoid ice accumulation.

(c) Building Interiors: Ensure that all common surfaces are kept clean, including stairwell railings, door entrances, hallways, stairwell steps, basement common floors and connecting attic floors with open access. BCs will ensure that stone floors/staircases are not waxed; even non-slip wax products are prohibited from use on stairways and floors in quarters.

(14) Building Coordinators should contact the Self-Help Store, Bldg. 8665, for issue and/or replacement of these items (depending upon availability of funds):

<u>ITEM</u>	<u>QUANTITY</u>
Broom, Push Type	1 per stairwell
Broom, Straw	1 per stairwell
Dust Pan	1 per stairwell
Lawn Rake	1 per stairwell
Shovel, Snow Removal	1 per stairwell
Mop	1 per stairwell
Mop Bucket	1 per stairwell
Garden Hose	1ea
Grass Cutting Shear	1ea
Salt	1 bag per stairwell (Winter Months)

(15) Power lawn mowers and weed eaters are issued to BCs for grass cutting around their building. Access to power lawn mowers and weed eaters must be coordinated with the Self-Help Store, Bldg. 8665.

(a) BCs will sign for all equipment and will ensure its proper use and accountability. BCs

should check existing inventory at the building prior to receiving additional equipment.

(b) Power lawn mowers and weed eaters can be turned in after the grass cutting season for maintenance to the Self-Help Store.

(16) Control keys and usage of common-use rooms. Entry into utility and mechanical rooms is prohibited. Doors to these rooms must be locked at all times. In the event of an emergency or to report unusual noise from these rooms, contact the DPW Service Order Section.

(17) Receive and resolve complaints and problems. See paragraph 3-2 on procedures for complaint resolution. Complaints based on unsanitary or other unsatisfactory conditions in Family housing/OQ/SEQ/EQ units beyond resolution by the Housing Area Chain of Command will be reported in writing to the Commander, USAG Rheinland-Pfalz, along with all available information. The Commander will direct the sponsor's Unit Commander to inspect the quarters.

(18) Inspect all fire extinguishers monthly. Turn in fire extinguishers due for inspection or those that have been discharged to the DPW Fire Extinguisher Shop in building 8154 for service.

d. Additional duties specific to the SC/FC include:

(1) Assist the BC in performing all his/her responsibilities.

(2) Establish clean-up rosters eight weeks in advance and post them on the first floor landing.

(3) Inspect stairwells/floors and general police daily. Supervise snow/ice removal as needed.

## **2-6. Quarters Sponsors and Family Members.**

a. Sponsors are responsible for the actions and conduct of their Family members, guests, domestic employees, and pets. They must instruct and impress upon the minds of those persons living in their household the importance of harmonious living. Occupants will give the BC and SC/FC their fullest cooperation in all matters concerning the common welfare of the occupants of their building.

b. Occupants of temporary quarters have the same privileges and responsibilities as occupants of permanent quarters.

c. Sponsors will report directly to the Housing Office all personnel actions affecting their housing records (i.e. promotions, demotions, change in marital status, change in family size, receipt of PCS/ETS orders, and departure of FMs).

d. Sponsors will ensure that his/her household adheres to the following to ensure cooperation and consideration of other occupants:

(1) Storage rooms will be kept clean, locked and free of material constituting fire hazards.

(2) Adherence to laundry and cleaning schedules established by the BC.

(3) Bicycle and laundry rooms and common-use areas will be kept clean and free of empty boxes/bottles, excess cleaning equipment/components and/or cleaning solutions and not used to store privately owned appliances, furniture, and other materials. Buildings with washers in the basement will not be utilized to dye clothing or other fabrics or wash TA-50.

(4) Comply with the community Separate or Recycle Trash (SORT) Program. Garbage will be placed inside appropriate recycle or trash containers and will not be left in hallways, stairwells, or other common areas. The recycle and trash containers lids will remain closed. Parents will ensure that their children, when given the task of garbage removal, properly deposit it in the common garbage cans. Cleanliness and police of the garbage areas and recycle and trash containers is the joint responsibility of

all occupants. Children will not play in the garbage areas or remove boxes or other materials from the area.

(5) Bedding, rugs, mops, laundry, and other such items will not be shaken or hung out of windows or on balconies. Trash and other items will not be thrown out of the windows or from the balconies.

(6) Outside radio or television antennas will not be installed. Sponsors may submit a request to the Housing Manager to install satellite antennas and may only be attached on a temporary basis. All expenses to include installation, maintenance, removal, and property restoration costs are the responsibility of the owner/occupant.

(7) Security, police, sanitation, and maintenance of buildings and grounds, bicycle and laundry rooms, and all common areas are the joint responsibility of all occupants.

(8) Damage to shrubs, flowerbeds, grassed areas, fences, sidewalks, or common areas of buildings will be reported immediately to the BC.

(9) Loose objects will not be placed on outside windows or balconies. Privately owned flower boxes may be suspended from balcony railings provided they are properly supported.

(10) Employees of the DPW will not be given gratuities.

(11) Sponsors will report problems, complaints, and violations of regulations, acts of vandalism, and misconduct to his/her SC/FC or BC.

(12) Occupants are responsible for maintaining the interior of their quarters and all government property in good condition. No additions or alteration to the exterior/interior of quarters will be made without written authority from the DPW. Items will not be stored in stairwells or on balconies. Government issued furniture will not be stored; excess furniture will be turned into the Housing Division Furniture Branch.

(a) If the sponsor is absent from the community area (i.e., leave, TDY, field duty, deployment, etc.), the Family members are responsible for the maintenance of the common use areas.

(b) Maintenance deficiencies in housing units should be reported to the DPW Service Order Section and will be handled by priority designation (see inside back cover for priorities).

(c) The installation of window air conditioning units is not authorized in Family housing units/BOQ/SEQ/BEQ unless a valid medical need exists and approval is obtained in writing from the Housing Manager. If a valid medical need exists, a request along with substantiation from a medical doctor must be submitted to the Housing Manager. All costs for the installation and the removal of the unit will be at the cost of the resident.

(d) The installation and use of personally owned waterbeds in government controlled housing units/BOQ/SEQ/BEQ is prohibited.

(e) Smoking in designated areas. Residents are not permitted to smoke in stairwells/hallways/balconies/patios, within 50 feet of entrance doors, basements, attics or other common use areas of Family housing buildings or OQ/SEQ/EQ.

(f) Soldiers and their Family members are required to participate in Spring and Fall Clean-up. Dates and times are scheduled by the Garrison and coordinated through all units.

(13) Residents will not perform major repairs or maintenance on motor vehicles in the housing area. Minor maintenance may be done if there will be no environmental impact and the owner cleans the area afterwards. Draining of oil, grease, antifreeze, etc., in parking areas or lawns is strictly forbidden.



(a) Washing of vehicles is permitted in the housing areas. Vehicles may not be washed with continuously running water hoses.

(b) Residents are not permitted to start their automobile engines and let them idle in order to warm up. This is a violation of host nation environmental laws and violators are subject to fines.

(14) Control of children. Parents/guardians are responsible for the control, supervision, and discipline of their children. Parents may be held pecuniary liable for destruction of or damage to government or private property by their children. Children will not play on balconies or in stairwells.

(15) Use of any type of fireworks and/or firearms (including BB and pellet guns) in the housing areas is strictly forbidden.

(16) Registration and control of domestics. The employer/sponsor is responsible for the recruitment, registration, management, payment, and proper behavior of domestic employees. He/she is also responsible for compliance with mandatory provisions of German Civil Law governing employment of servants.

e. Family Members (FM). FMs residing in government controlled Family quarters are responsible to the USAG Rheinland-Pfalz Commander through their sponsor for complying with all regulations pertaining to Family quarters, reporting violations of regulations, acts of vandalism, and acts of misconduct by others to the sponsor, and fostering good community relations. When the sponsor is not available in a reasonable period of time the BC/SC will deal directly with the senior FM present.

f. Complaints. In general, problems or complaints arising as a result of community living may be resolved in a routine manner. The following procedures will be strictly adhered to:

(1) The sponsor will consult regulations referenced herein to determine if the solution is provided.

(2) The sponsor will submit problems and complaints to the appropriate SC/FC for resolution.

(3) Unresolved problems will be submitted fully documented, giving date, time, witness, etc. in writing to the BC. He/she will review the documents and attempt to resolve the problem. If unsuccessful, he/she will add his/her comments and forward all data to the AC.

(4) Complaints that cannot be resolved at a lower level within 14 days will be endorsed to the USAG Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager. These complaints will be initiated by the sponsor, endorsed by each individual in the housing chain of command, and will contain recommendations concerning possible solutions and a list of actions taken. Complaints based on unsanitary conditions within military quarters that cannot be resolved by the housing chain of command within 72 hours will be reported in writing to the USAG Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager with available supporting information. In cases of this nature, the unit commander of the complainant will be required to inspect the quarters.

g. Report to the Military Police Desk Sergeant any individual soliciting in the housing area without proper authorization.

h. Appendix B (Tips and Things to Know) contains some useful information for residents.

## **CHAPTER 3 –REPORTING PROCEDURES FOR MISCONDUCT IN MILITARY QUARTERS**

### **3-1. Types of Misconduct in Military Quarters.**

a. The Housing Area Chain of Command (see paragraph 2-1) exercises control over quarter's residents. Residents are required to cooperate with the Housing Area Chain of Command to ensure

order and solve problems at the lowest level possible. Cooperation with the Housing Area Chain of Command will preclude unnecessary involvement of the Military Police, potentially leading to avoidable administrative or legal action against sponsors, Family members or guests. The Housing Area Chain of Command should solve routine and minor discipline problems, including but not limited to, the following:

- (1) Minor breach of the peace (i.e. excessive noise or loud music).
- (2) Littering.
- (3) Parking disputes.
- (4) Fighting among children.
- (5) Minor disputes between neighbors.
- (6) SORT/Recycling violations.
- (7) Minor infractions of this directive.
- (8) Failure to properly care for/clean government quarters common use areas (includes snow removal).
- (9) Failure to cooperate with the Housing Area Chain of Command.

b. The Housing Area Chain of Command will immediately refer the below listed types of problems (the list is not intended to be all inclusive) to the Military Police:

- (1) Assaults.
- (2) Domestic disturbances.
- (3) Damage or personal injury caused by pets.
- (4) Interactions with seriously intoxicated persons.
- (5) Other incidents believed to require trained professionals and/or the possibility of physical confrontation.
- (6) Vandalism to personal property. Residents in quarters may in some cases be entitled to file a claim for vandalism damage to their personal property. Claims procedures require claimants to submit a copy of a Military Police report to substantiate their claims. For this reason, the Military Police should be notified in all cases of vandalism to personal property to properly document the incident and to ensure that the claimant's interests are protected.

### **3-2. Reporting Procedures for Misconduct in Military Quarters.**

a. Problem resolution for items listed above, without Military Police intervention, and problems of similar magnitude, should generally follow the steps outlined below:

- (1) Discussion by affected Stairwell/Floor Coordinator(s) with those involved to achieve voluntary cooperation/resolution.
- (2) Unresolved problems should be immediately brought to the attention of the BC and AC as necessary. The AC and BC could issue a Housing Violation Memorandum to the offender and counsel him/her regarding the violations.

(3) Area Coordinators will forward still unresolved problems, particularly difficult and/or sensitive problems, to the Housing Division AC/BC Program Manager. Likewise, incidents involving repeat offenders should be handled in the same procedure.

b. Utilizing the problem resolution steps outlined above, the following remedies are available:

(1) Counseling by the Housing Area Chain of Command. Many problems only need an unbiased party to mediate disputes.

(2) Directing compliance by any responsible official in the housing Area Chain of Command.

(3) Issuance of a Housing Violation Citation by Area/Assistant or Building Coordinator.

(4) Issuance of a Housing Violation Citation by the Garrison Commander or Deputy Garrison Manager. See paragraph 4-5 for information on the USAG Rheinland-Pfalz Military Community Baumholder 3-Strike Rule.

(5) Recommending punitive action for Soldiers under the Uniform Code of Military Justice (UCMJ). Additionally, sponsors may be held financially liable for the total amount of any damages to government property caused by their actions or the actions of their Family members or guests.

## **CHAPTER 4 – HOUSING POLICIES**

### **4-1. Storage of Military Equipment in Basement Storage Areas.**

a. TA-50 and other Army-issued equipment may only be stored in basement storage areas under the following conditions:

(1) No gear can be visible through cages in storage rooms.

(2) Equipment must be stored in a locked tough box or other type of container that is lockable. The locked container will be further secured with a padlock to the wall or the cage itself.

b. Failure to store equipment in this manner will void the right to file a claim against the government for loss of the equipment.

### **4-2. Noise Control.**

a. The intent of this policy is to reinforce German law as closely as possible and to promote harmony in our communities and living areas. All individuals within the Baumholder community have the right to expect peace and quiet; acts of excessive noise will not be tolerated.

b. During quiet hours, sound from people and equipment (stereos, TVs, portable sound systems) will not be so loud that the noise can be heard in adjacent rooms, quarters or buildings. Quiet hours are:

(1) For the USAG Rheinland-Pfalz Baumholder Military community:

2200 – 0600 Sunday through Thursday  
2300 – 0600 Friday and Saturday

(2) For persons living in the German community:

1200 – 1500 Monday through Saturday  
2200 – 0600 Monday through Saturday

2000 – all “outside” noise ceases  
2200 – all “inside” noise ceases  
0001 – 2400 Sundays and German holidays

c. Within any buildings where persons live, most noises can be tolerated during normal hours (0600 – 2200). However, at no time will sound equipment be turned up loud enough to disturb anyone in adjacent rooms, quarters or buildings. Military members, civilian personnel, or their Family members will not carry portable sound systems in public while broadcasting externally. Additionally, car stereo systems will not be operated in a manner that produces excessive noise. Excessive noise is defined in USAREUR Reg 600-1 as sound louder than that needed by an operator of normal hearing.

d. Sound equipment will not be played outdoors or in public places on post unless approved by the USAG Rheinland-Pfalz Baumholder Deputy Garrison Manager. The sound will not be so loud as to disturb other persons.

e. Recommendations to reduce noise in living quarters:

(1) Carpet those areas that are most heavily used to absorb noise.

(2) Check with neighbors to set volume levels on sound equipment to determine a tolerable range.

(3) Make complaints against violators to stairwell/building coordinators and as a final resort, to the Military Police.

f. Each housing occupant deserves to live in a comfortable, relaxing, and generally peaceful environment.

#### **4-3. Control and Supervision of Children.**

a. Parents will control their children to avoid the following:

b. Playing in stairwells, attics, basements, open windows, and on building roofs or ledges.

c. Playing in streets, parking areas or parking lots.

d. Playing in or around the trash and recycle containers.

e. Digging in or damaging landscape and lawn areas.

f. Damaging, dirtying or defacing buildings.

g. Leaving bicycles, wagons and toys in entrances, stairwells, hallways, basements, or on sidewalks.

h. Entering boiler or utility rooms.

i. Climbing or damaging trees within the housing area.

j. Firing air rifles or pellet guns, throwing rocks, shooting arrows, flying motor-driven planes, or playing with dangerous objects.

k. Use of fireworks, firearms, razor blades, knives or explosive devices in government housing areas is strictly prohibited.

I. Erecting obstructions on lawns such as plastic play equipment, tents, small wading pools, etc., are permitted subject to the following restrictions:

(1) Tents will not be left on the lawn longer than seven days.

(2) Wading pools will not be left in the same position for more than seven days as doing so kills grass beneath the pools. For safety reasons, wading pools need to be covered to block access or drained daily.

#### **4-4. Care and Control of Pets.**

a. Pet owners will ensure their pets are properly cared for and maintained in a manner so that they do not become a hazard or risk to other members of our community.

(1) No more than two dogs or cats or combination thereof are authorized per Family housing unit. Pets are not authorized in BOQ/SEQ/EQs.

(2) Other domestic pets, including goldfish, hamsters, and birds, may be kept in AFH. Exotic pets (i.e., snakes) are prohibited.

b. Owners will register their pets with the Baumholder Veterinary Clinic within two weeks of acquisition or arrival in the command. Registration tags will be securely attached to the pet's collar. Vaccination for rabies is required annually as prescribed by current regulations. All pets should be vaccinated for other diseases as specified by the Veterinary Clinic (e.g. distemper, parvo virus, feline leukemia, etc.).

c. Dogs will be kept on a leash when outside. Voice control is not allowed in lieu of a leash. Any dog with a record of unprovoked biting, snarling, or threatening/aggressive behavior will be muzzled and kept on a short leash when outdoors. Young children under the age of 12 without adult supervision will be considered incapable of controlling the pet(s). In Rheinland-Pfalz, the following breeds are considered vicious and will be muzzled and restrained when outdoors: Pitbull Terriers, American Staffordshire Terriers, and Staffordshire Terriers.

d. Cats will not be permitted to roam freely. When not in the quarters, cats will be required to be on a leash or in a carrier.

e. Pets will not be exercised in the immediate vicinity of government Family housing.

f. Pets will not be allowed to relieve themselves on balconies, playgrounds, or within 50 feet of government Family housing.

g. Pet owners are required to carry a feces bag when outdoors with their pet.

h. Pet owner will immediately clean up excrements created by their pet, place it in a plastic bag and dispose of the bag in a dumpster. This applies to all areas within USAG Rheinland-Pfalz Baumholder Military Community, including dog park areas.

i. Pets will not be tied to stair railings, pipes, shrubbery, and trees or kept in fenced playgrounds where small children may congregate. Pets will not be left unattended on balconies.

j. German Law imposes strict liability on the animal owner or keeper for damages to public property, private property, or personal injury caused by his/her pet. Liability insurance may be appropriate; however, legal advice should be sought before purchase.

k. Pet owners will transport any pet that is involved in a biting incident to the Veterinary Clinic within 72 hours of the incident for an examination. Unit commander/supervisors will be notified of any failure of a pet owner to have the pet examined within the required time. Any pet involved in an unprovoked bite incident may be subject to removal from government housing. This will be on a case-by-case basis. Any pet involved in a second unprovoked bite incident will be removed from government housing.

l. In cases where owners are negligent in pet care or supervision, immediate action will be taken to have the pet removed from the area when appropriate.

m. If it is believed that the animal is in danger, or if the pet is sufficiently noisy to disrupt the peace and quiet of other residents, and extensive efforts to locate the owner have been unsuccessful, the unit commander/civilian supervisor will be contacted and will accompany MPs into the quarters. The unit will take control of the animal.

n. If the pet owner is going to be absent from the quarters for an extended period of time, they must make arrangements for proper care of the pet. The owner is responsible for informing the stairwell coordinator and building coordinator of the person(s) that will be responsible for the pet if the pet is left in the quarters. Personnel responsible for pet abandonment incidents will be subject to disciplinary action by both military and civil authorities.

o. The Provost Marshal is responsible for investigating reports of animal maltreatment and/or abuse, and complaints of dog/cat bites and barking dogs. The Provost Marshal will refer incidents of animal abuse to the Veterinary Clinic and the German Society for the Prevention of Cruelty of Animals, as appropriate. The Veterinary Clinic will examine any pet suspected of being abused or neglected to determine the health of the animal. A Military Police report will be prepared and forwarded to the owner's commanding officer/civilian supervisor for necessary action.

p. Dog Parks. The USAG Rheinland-Pfalz Baumholder Military Community has established two areas where pet owners can go to in order to let their dog(s) off the leash. One is a fenced in area located next to the Veterinary Clinic. This area is open during the opening of the Health Clinic Kaserne. The other location is a 24-hour dog park located down the hill from the commissary.

#### **4-5. USAG Rheinland-Pfalz Baumholder Military Community 3-Strike Rule.**

a. USAG Rheinland-Pfalz Baumholder Military Community uses the 3-strike rule to ensure that occupants of military quarters follow the standards of police, sanitation, and discipline set forth in this handbook.

b. Citations are issued by the Garrison Commander or Deputy Garrison Manager upon receipt of documentation that a Soldier, Family member, or guest has failed to comply with the standards of conduct for military quarters. Documentation normally consists of military police reports, notification from building/area coordinators, or inspections by housing personnel. Copies of all citations are forwarded to the chain of command.

(1) First Offense Citation (Strike 1). Upon receipt of documentation of a failure to comply with housing standards on a Soldier or member of his/her household, the Garrison Commander or Deputy Garrison Manager will issue a citation memorandum to the sponsor of the military quarters.

(2) Second Offense Citation (Strike 2). Upon receipt of documentation of a second failure to comply with housing standards, the Garrison Commander or Deputy Garrison Manager will issue a second citation memorandum.

(3) Third Offense Citation (Strike 3). Upon receipt of documentation of a third failure to comply with housing standards, the Garrison Commander will issue a termination of housing memorandum.

Upon receipt of the memorandum, the Soldier will have 30 days to vacate the quarters and will not be authorized housing allowances to live off-post.

C. There are times when allegations are made between neighbors and specific violations cannot be substantiated. When actions such as these occur and fault cannot be determined, all involved Families may be issued citations for failing to live harmoniously.

#### **4-6. Visitors in Family Housing.**

a. Visitors who are guests of Family housing occupants will be considered guests for a limited period, generally not to exceed 90 days. Bona fide guests may be Soldiers with their duty station in the community where the quarters are located. They may also be on a housing waiting list for either government or economy quarters. In instances where relatives or guests are in government quarters in excess of 90 days, exception to policy must be submitted to Housing for approval by the USAG Rheinland-Pfalz Commander.

b. Multiple occupancy of military quarters is prohibited. Visitors are welcome and considered guests of the Family. Guests are authorized to stay with a family for a period not to exceed 90 days, unless written approval is obtained from the United States Army Garrison Rheinland-Pfalz Commander. Permitting anyone other than legal FMs of the household or bona fide guests to occupy quarters or maid rooms is a misuse of government property. This includes subletting space, conducting private business, or allowing persons barred from the United States Army Garrison to occupy quarters. If questioning about a private business venture, ask the occupant for a copy of their USAG Rheinland-Pfalz Baumholder Military Community authorization to conduct the business.

c. A member of household is defined as a close relative of a member of the US Army, or of a civilian component of the US Army assigned or employed in Germany, who is financially, or for reasons of health, dependent on, or supported by, and residing on a permanent basis with such members; and who is in Germany with the consent of the Commanding General, USAREUR.

d. According to USAREUR Supplement 1 to AR 420-1, a Family member is an individual qualified for dependency benefits as established by AR 55-46 and DOD Military Pay Allowances Entitlement Manual. This includes unmarried children more than 21 years old who have not passed their 23<sup>rd</sup> birthday and are full-time students who are dependent on their sponsor for more than 50% of their support. Married and unmarried children who have passed their 23<sup>rd</sup> birthday are not considered dependents unless they qualify as a member of the household.

e. Government Family Quarters and buildings used to accommodate military Families are for the sole use of military and/or civilian personnel assigned to the quarters and their bona fide guests. Other personnel are not authorized entry into a Family housing building to include storage areas, stairwells, attics, basements, or other interior spaces.

f. Solicitors invited to the homes of personnel living in government quarters will be in possession of AE Form 210-70E (USAREUR/USAFE Commercial Solicitation Permit).

g. Grounds keepers, electricians, carpenters, and other facility engineer and contractor personnel will enter Family housing buildings only when necessary to accomplish assigned duties of work orders. Except for authorized and designated facility engineer break areas, entry to buildings for coffee breaks, use of facilities, or because of adverse weather conditions is prohibited.

h. Unauthorized personnel found loitering in Family housing buildings will be detained by appropriate authorities.

#### **4-7. Military Quarters and Deployment.**

a. Non-dependent Family members and guests may be allowed to reside in government quarters with the Family during the sponsor's absence. Sponsors must request approval in writing from the Garrison Commander. Requests must include the name and address of the individual(s). Approval of these requests will not authorize additional living space. Individuals repeatedly signed in on a daily or recurring basis are subject to this definition and all associated requirements.

b. Family members may maintain assignment to government quarters and depart the area for an extended period of time. Sponsors must request approval from the USAG Rheinland-Pfalz Garrison Commander for retention of quarters if Family members are expected to be away from their quarters for more than 90 days. Prior to departure, the sponsor must:

(1) Make arrangements (by selecting a point of contact) for the continued care and upkeep of their assigned quarters including yard work, stairwell responsibilities, security of quarters, and maintenance and repairs.

(2) Provide the POC with keys to the quarters for emergency purposes and for periodic checks of the quarters to prevent damage due to non-occupancy (i.e., frozen water pipes, mold, etc).

(3) Make arrangements for the care of any pets. Pets will not be left in vacant quarters for any period of time.

(4) Notify the Housing Division (in writing) of their departure plans to include projected length of absence, an emergency contact number, and information on the POC responsible for the quarters. Complete the Sample Appointment Letter at Appendix A and submit with the request through the Housing Office to the USAG Rheinland-Pfalz Garrison Commander.

(5) If a POC is not provided and the spouse cannot be contacted, the Housing Division will coordinate with the unit commander to contact the deployed Soldier prior to initiating termination of abandoned quarter's procedures.

c. Soldiers living in BEQ/BOQs must terminate their quarters prior to deployment.

(1) Schedule a pre-termination inspection NLT 14 days from departure to determine any self-help issues; designate unit representative.

(2) Upon departure, turn keys over to a unit representative who will coordinate with Housing for final inspection and termination of quarters.

#### **4-8. Community Best Building for Spring and Fall Clean-up Selection.**

The selection for the Community Best Building for Spring and Fall Clean-up will be made by the Housing team. This team consists of the USAG Rheinland-Pfalz Baumholder Military Community Housing Staff and Housing NCOIC. An inspection of the building will be done by the Housing team the day after Spring and Fall Clean-up. After the selection is made the Housing Office will notify the Department of Public Works (DPW) in writing so that the Community Best Building sign can be installed at the winning building. The Housing office will also ensure that the winners are recognized in the Herald Union and on the Command Channel. The DPW is responsible for the maintenance, installation and removal of the sign. The Community Best Buildings will be judged according to the overall outside appearance, cleanliness of the stairwells, basement, attic, and other common areas. Tenant units of the winning building will be requested to provide a 4-day pass to the Soldiers.



#### **4-9. Standards for Cleanliness for Terminating Family Quarters with Contract Cleaning.**

a. Soldiers on PCS, separation, or retirement orders or those who are directed to move at the convenience of the Government are authorized to receive contract cleaning at Government expense. The following standards apply to Soldiers within the USAG Rheinland-Pfalz Baumholder Military Community who are authorized government contract cleaning of their government quarters.

b. It is the responsibility of the USAG Rheinland-Pfalz Baumholder Military Community DPW, Housing Division, to ensure that Soldiers clearing government Family housing follow these procedures.

c. The following standards are to assist Soldiers in preparing their quarters for termination. All residents from government quarters will be responsible to conform to the following standards:

- (1) Floor, Rugs and Installed Carpets: Sweep or vacuum all floors and rugs.
- (2) Walls and Ceilings: Remove all dirt, cobwebs, crayon marks, pencil marks, food, contact paper and so forth from the walls. Remove all nails and hooks.
- (3) Doors: Remove all paper, tape, nails, dirt and stains on both sides.
- (4) Lighting Fixtures: Ensure all fixtures have operating light bulbs.
- (5) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items.
- (6) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open.
- (7) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range.
- (8) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters as necessary.
- (9) Dishwasher: Wipe down interior and exterior surfaces.
- (10) Kitchen, Bathroom, and Toilet: Remove stains, lime, and mineral deposits and excessive soap residue from all equipment.
- (11) Trash Cans: Empty and remove any crusted-on garbage.
- (12) Upholstered Furniture: Wipe down and remove stains.
- (13) Wooden Furniture: Wipe down and remove stains.
- (14) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains.
- (15) Outside Area: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.
- (16) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.
- (17) Miscellaneous: Remove all personal items before final inspection.

#### **4-10. Standards for Cleanliness for Terminating Family Quarters without Contract Cleaning.**

a. The following standard applies to Soldiers within the USAG Rheinland-Pfalz Baumholder Military Community required to clean their own government quarters. This standard also applies to all Soldiers living in BOQ/SBEQ/BEQ and barracks.

b. It is the responsibility of the USAG Rheinland-Pfalz Baumholder Military Community, DPW, and Housing Division, to ensure that Soldiers clearing government Family housing follow these procedures.

c. The following standards are to assist Soldiers in preparing their quarters for termination. Quarters must be left in a clean and orderly condition, ready for immediate reassignment. As a minimum, residents from government quarters will be responsible to conform to the following standards:

(1) Floor, Rugs and Installed Carpets: Sweep all floors. Remove stains, wax and dirt sediments. Damp mop floors. Clean areas under radiators and furniture, in corners, and along baseboards. Clean and vacuum all area rugs and installed carpet to remove dirt and spots.

(2) Walls and Ceilings: Remove all dirt, smudges, cobwebs, crayon marks, pencil marks, food, contact paper, and so forth from the walls. Remove all nails and hooks. All walls and ceilings painted with enamel paint will be thoroughly washed.

(3) Windows: Clean inside and outside surface of all windows and window frames so that they are free of spots, streaks, or film. Clean windowsills, curtain rods, and blinds. Clean all screens.

(4) Doors: Clean interior and exterior doors and frames so that they are free of dust, dirt, and stains on both sides.

(5) Lighting Fixtures: Ensure all fixtures have operating light bulbs. Clean all components, including incandescent bulbs, globes, and lamp shades to ensure that there are no insects, dirt, lint, film, or streaks.

(6) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, tacks, food particles, trash, and personal items. Clear and wash all surfaces so that they are free of dirt and stains.

(7) Mirrors: Clean to shine with no streaks.

(8) Radiators, Pipes, and Heating Vents: Wash radiators, pipes, and vent registers. Remove dirt, sediments, and stains.

(9) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open. Clean thoroughly on the inside and outside to include doors, door gaskets, sides, top, and area around coils. Clean and replace drain pan. Clean surface beneath, above, and behind appliance. Move appliance away from wall for cleaning and move back after cleaning.

(10) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range. Clean all areas inside and outside to remove grease, dust, rust, food, tarnish, and cleaning streaks. Move range for cleaning areas under, above, behind, and on either side.

(11) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters. Completely remove grease, stains, and dirt sediments inside and outside. Clean or replace permanent filters.

(12) Dishwasher: Wipe down interior and exterior surfaces. Clean interior and exterior surfaces, door gasket, baskets, and soap dispenser. Remove mineral deposits in bottom of machine and on inside of door.

(13) Kitchen, Bathroom, and Toilet: Remove stains, lime, and mineral deposits and excessive soap residue from all equipment. Clean all equipment to include bathtubs, washbasins, toilet bowls, showers, mirrors, mirror shelves, towel rails, medicine cabinets, kitchen sinks, and related hardware. Clean wall and floor tiles. Polish all equipment, fixtures, and wall tiles to a streak-free shine.

(14) Trash Cans: Empty, remove any crusted-on garbage and clean.

(15) Upholstered Furniture: Wipe down and remove stains. Clean to remove lint, dust, and dirt. Remove spots and stains to the maximum extent possible.

(16) Wooden Furniture: Wipe down and remove stains. Clean to remove dust, dirt, food particles, and streaks. Lightly wax outside surfaces and polish to a shine. Clean doors and drawers to be free of dust, dirt, and other foreign matter. Remove drawers completely so that frames and rollers can be cleaned of dust and other particles.

(17) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains. Clean to remove dirt, dust, and other loose matter.

(18) Outside Area: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Remove all personal items to include grills, lawn equipment, etc.

(19) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.

(20) Miscellaneous: Remove all personal items before final inspection.

#### **4-11. Privately Owned Vehicle Parking.**

a. Each sponsor is authorized one reserved parking space. Families with more than one vehicle will not park in areas designated for other building occupants. Parking of vehicles larger in length and width than the parking space is unauthorized (defined as covering the sidewalk area).

b. All excess parking spots above the one-per-sponsor rule is designated open or visitor parking.

c. Privately owned vehicles will not be parked in any manner that will impede the emptying of trash containers. Any vehicle, to include boats, recreational vehicles, and motorcycles, blocking or parked in front of a dumpster will be towed immediately since it prevents a health and safety concern to the residents of that housing area.

d. Trailers, camping trailers and/or other recreational vehicles are to be parked in an area designated by the Installation Coordinator.

e. Vehicles nonoperational/inoperable for a period of three working days or more will be moved to the vehicle holding lot at the owner's expense. Nonoperational POVs or POVs without license plates are not authorized to park anywhere else on the installation. The commander has designated the following areas for nonoperational POVs:

(1) Installation Holding Lot. To place a vehicle in this lot, contact DES Operations at 485-6217/7547.

- (2) Unit Motor Pool.
- (3) AAFES garage parking area (with a work order on the window).
- (4) FMWR auto craft shop (with a memo from the management).
- f. POVs not displaying USAREUR license plates will not be parked in government housing.
- g. POVs will not be parked on the grass areas in government housing.

## **CHAPTER 5 – HOUSING AND GROUNDS MAINTENANCE**

### **5-1. Separate or Recycle Trash Program (SORT).**

- a. To help protect our environment and conserve the substantial costs of refuse collection and disposal, the United States Army Garrison is proactively participating in the Headquarters, USAREUR Separate or Recycle Trash (SORT) Program. If your building has been assigned a trash cage, you must utilize only that cage for your trash and recyclables. Building and stairwell coordinators must educate occupants on proper use and recycle rules. If dumpsters are not used properly, they will not be emptied and the building occupants will be required to properly sort the wastes prior to removal.
- b. The current refuse collection contract requires that hazardous materials (HAZMAT), paper, glass, metal, and clothing be separated from other trash. All other items can be placed together. Distinctly marked trash containers have been provided exclusively for the collection of paper, glass, cans, and household refuse throughout the housing areas. They are emptied by the DPW on a regular, established schedule. Containers for clothing are located at the Waste sort Center in building 8468, Commissary, and also at the Community Thrift Shop. Place recyclables in the correct containers; red for glass, blue for paper and cardboard (cardboard boxes will be broken down), yellow for cans, and black for regular trash.
- c. Hazardous waste may be dropped off at the Central Hazardous Storage Facility in building 8469, Monday through Friday from 0800-1600.
- d. Do not put Hazardous waste in the dumpsters or recycle bins. Do not leave hazardous waste next to dumpsters or recycle bins to avoid contamination of the area.
- e. The following types of items should be placed in the appropriately marked containers:

#### **TYPE OF CONTAINER**

##### **PAPER (BLUE LID) – break down boxes before placing inside dumpsters**

Newspapers	Magazines	Flyers
Advertisements	Post-its	Envelopes
Computer Paper	Brown Paper Bags	Cardboard
Index Cards	Cereal Boxes without Liner	Food Boxes
Gift Wrapping Paper	Paper Egg Cartons	Books

#### **GLASS**

Soda Bottles	Beer/Liquor Bottles	Juice Bottles
Drinking Glasses	Glass Food Jars	

### **METAL**

Soda cans

Food cans

Other metals

### **CLOTHES**

Clothing Coats/Jackets

Bedding

Shoes/Boots

g. The Waste SORT Center is located in building 8468. The following types of materials will be accepted at this facility and can also be received free of charge:

### **HOUSEHOLD HAZARDOUS WASTE**

Air Freshener

Antifreeze

Batteries

Brake Fluid

Waxes/Polishes

Detergents

Disinfectants

Drain Cleaners

Fabric Softeners

Fuels

Glues/Adhesives

Insecticides

Medicines

Mildew Remover

Mothballs

Oils

Oil Filters

Paint Cans

Paint Remover

Paints

Wood preservatives

Photo Chemicals

Rust Remover

Scale Remover

Shoe Polish

Solvents

Spray cans

Stain Removers

Turpentine

Thermometers

Waxes

Paint Thinners

h. The following types of materials will be picked up on **Tuesdays** and **Fridays** as Bulk Trash or take items directly to the Waste SORT Center that is located in building 8468. Place items neatly beside the cage area the night before scheduled pick-up.

### **FURNITURE**

Wood

Mattresses

Box Springs

Beds

Desks

i. The Strip Lot is located in building 8438. The following types of materials will be accepted at this facility:

### **AUTOMOBILE PARTS**

Motor Components

Metal

Tires

Rims

Auto Parts

Seats

j. Compliance with the SORT Program is mandatory. Administrative and/or disciplinary action (including possible eviction from Family housing) will be taken against any residents identified who fail to comply with this program.

k. Off post residents may not bring regular trash onto post. However, for their convenience, recyclable materials maybe dropped off on post.

### **5-2. Improvements to Quarters.**

a. Construction or erection of fences, sheds, antennas or anything fixed or attached to the building must have prior approval of the Housing Manager. Requests must be routed from the resident sponsor through the Building Coordinator to the Housing Manager. Requests submitted will include appropriate sketches and a description of proposed materials to be utilized. A housing inspector will inspect the

completed work.

b. Upon vacating the assigned quarters, residents must remove any construction or additions (sheds, lockers, fences, etc.) and return the premises to its original condition unless a specific waiver is received from the Housing Manager. Failure to comply may result in restoration by the DPW and the resident held financially liable for the resulting costs of restoration. In accordance with AR 735-5, financial liability for damages to quarters is **NOT** limited to one month's base pay. Soldiers can be held financially liable for the entire amount of restoration. Soldiers leaving military service are subject to federal debt collection measures, including, but not limited to: confiscation of federal income tax refunds, denial of federal benefits (i.e., MGIB or VA loan guarantees), adverse credit reports and garnishment of wages.

### **5-3. Grass Cutting and Snow and Ice Removal.**

a. Grass cutting. The Department of Public Works (DPW) is responsible for cutting grass in the common areas in the housing areas. Residents will ensure that grass areas are clear of toys and other equipment. Due to the cutting cycle established by the garrison, some residents may want to cut their area at a more frequent interval or for specific events. Building coordinators will ensure that mowing equipment is available and maintained to support these Families.

b. BCs are responsible for grass cutting within a distance of 50 feet from their assigned building, or half-way to the next family housing building.

c. Snow and ice removal. Residents are required to remove snow and ice from the walkway areas immediately outside of their entrance doors and sidewalks continuing to the midway point between buildings. Snow and ice will be removed prior to 0900 daily. Salt will be laid on shoveled areas to avoid ice accumulation. Salt will be picked up by building coordinators from the Self Help Store during the winter months.

### **5-4. Community Garage, Yard, and Attic Sales.**

a. Yard, attic, and similar type sales can be held monthly, on the last Saturday of every month, from 0800-1600. No prior approval is necessary. They will be conducted outside of government housing areas/buildings, in the basements or stairwells of these buildings.

b. Community Thrift Shop may be used as an alternate means of selling personal property.

c. Restrictions.

(1) Merchandise for sale must be personal property of the individual conducting the sale. Items for sale may not be merchandise that is fabricated, produced, or purchased in volume for resale. Generally, items made in government facilities (i.e., in arts and craft shops, photo shops, etc.) which use government equipment and supplies are not authorized for resale.

(2) Sales of any items to non U.S. ID card holders are prohibited unless clearance has been obtained through the U.S. Army Customs Agency-Europe in Building 8745.

(3) All property must be removed by 1800. Coordinate with the DPW Waste SORT Center for removal of bulk items requiring disposal, or take directly to the Waste SORT Center located at building 8461. Do not leave bulk items at the dumpsters.

(4) Signs advertising the sale may be used, but will not be attached to any previously existing signs, structures, or trees. All signs will include the building and apartment number. Signs will not be positioned within 500 meters of any gate and must be removed no later than one hour after the sale.

## **CHAPTER 6 – FIRE SAFETY AND PREVENTION**

### **6-1. Fire Order.**

a. In the event of a fire, the following should occur:

(1) The person discovering the fire will shout '**FIRE**' and alert all personnel in the area. If the facility is equipped with a fire alarm system, push the button on the fire alarm box.

(2) In all cases, without delay, call the Fire Control Center at Mil 06783-6112. Remain calm and speak clearly. Give the exact location of the fire by building number, street address, type of fire, and your name and telephone number. The call will not be terminated until the operator at the Fire Control Center repeats all necessary information. For emergency medical services call Mil 06783-6112.

(3) Personnel assigned to the facility should attempt to bring the fire under control using the nearest portable fire extinguisher.

(4) Occupants should close all doors and windows, but not lock them. Unlock all doors in endangered areas and turn lights on. Attempt to remove flammable liquids, gas bottles, and hazardous material from the area. Remain calm and leave the building by the prescribed exit route in an orderly manner. Assemble outside at least 50 feet away from the building.

(5) Post a guide to direct the responding fire fighters to the scene of the fire.

### **6-2. Safety Precautions for BBQ Grills.**

a. Never use a portable grill or other open flame device on any balcony, or within five feet of any structural walls or flammable materials. Failure to follow this rule will result in an automatic 2<sup>nd</sup> strike.

b. When cooking in authorized areas never leave the grill unattended.

c. Never add lighter fluid or flammable liquids to the fire after it is lit.

d. Never wear loose clothing around the grill when it is in use.

e. Never allow young children to play around the grill when it is in use.

f. Make sure that the coals are completely extinguished before disposal and never put grills inside quarters due to potential carbon monoxide poisoning. Coal will be cooled completely then place in a garbage bag and placed in the dumpster.

g. It is a good idea to have a fire extinguisher in the area as an added safety.

h. BBQ grills will not be stored in front, on the sides of buildings or in stairwells/hallways or basements. Storage is authorized in storage rooms if the gas tank and/or charcoal are removed.

### **6-3. Storage of Gasoline Powered Equipment.**

a. Occupants of Military Quarters may store gasoline powered equipment (with standard permanently attached fuel tanks filled with fuel) in garages, under carports, and in other areas where parking of motor vehicles is allowed.

b. Gasoline powered lawn mowers, outboard motors, and similar gasoline powered equipment having fuel contained in fuel tanks will not be stored or parked inside inhabited buildings.

c. Gasoline powered equipment with emptied gasoline tanks will not be stored in staircases, hallways, basements, and other unsecured common areas.

d. Motorcycles, mopeds, and other motorized vehicles are not authorized to be stored on balconies, stairwells/hallways, basements, or in the interior of Family housing buildings/OQ/SEQ/EQ.

e. Required maintenance will only be accomplished outside in free moving air and at least 25 feet away from the building.

f. Cleaning/filling gasoline tanks will under no circumstances be done inside buildings.

#### **6-4. Lawnmower Shelters.**

a. The Building Coordinators will store their lawn mowers, weed eaters, gasoline and other garden equipment in the lawnmower shelter located near their building. No personal items will be stored in the lawn mower shelters.

b. The Building Coordinators will sign for the key to the lawn mower shelter from the Inspection Branch at the Housing Division.

### **CHAPTER 7 – HOME EMPLOYMENT AND BUSINESS POLICES**

#### **7-1. Home-Based Business.**

a. Residents may operate a service home-based business in government controlled quarters as long as they are DOD civilians, Soldiers or Family members and they obtain proper approval. Examples of permissible home-based businesses include tutoring, singing, dance lessons, accounting and tax services, word processing, childcare and similar skills not involving the sale or resale of commercial goods. Residents may not have home-based businesses involving the sale of commercial items (i.e., Tupperware, Avon, Mary Kay, Amway, Party Lite, Pampered Chef, etc.) due to host nation tax laws and the NATO SOFA.

b. Contact the Legal Assistance Office for more information on requesting authorization for a home-based business.

#### **7-2. Family Child Care.**

a. Residents may provide short term child care in their home; however, AR 608-10 prohibits childcare in excess of ten hours per week on a regular basis in government owned/leased housing unless the provider is certified by Family Child Care (FCC). FCC certification is required regardless of whether or not an exchange of money is involved. This does not apply to the care given to children:

(1) In the home of or by the parent, guardian or blood relative. A blood relative is defined as a member of the sponsor's/spouse's Family that is related by blood and does not extend beyond first cousin.

(2) By an individual providing care in the child's home.

b. An FCC Home is an authorized Family housing unit, other than the child's home, in which a Family member who has been certified by Child Youth and School Services (CYSS) provides childcare to one or more unrelated children on a regular basis.

c. Contact the CYSS for more information on FCC certification.



### **7-3. Use of Live-In Domestic Employees.**

a. A live-in domestic employee is one who resides in the household to which services are rendered. One type of live-in domestic is the “nanny” or person who provides full-time child care services. Residents of Government controlled housing who indicate a desire to hire a live-in domestic will be provided a notice concerning the hiring of domestics.

b. The Administrative Law Division, Office of the Staff Judge Advocate will advise the Housing Manager on the legal requirements pertaining to live-in domestics and inform the Housing Manager if the requester is in compliance with applicable legal requirements.

c. Live-in domestics will not be permitted in government controlled housing until the Housing Manager has certified in writing that the housing resident has been properly advised of and is in compliance with pertinent laws.

d. Residents of government controlled housing will not be authorized a larger apartment for the purpose of providing space for a live-in domestic to reside. The bedroom authorization for government quarters is determined based only on the size and composition of the family.

## **CHAPTER 8 – COMMUNITY MEETINGS**

### **8-1. Town Hall.**

a. The USAG Rheinland-Pfalz Commander hosts periodic Town Hall meetings within the community. Building coordinators and housing residents are encouraged to attend. These meetings allow the flow of information and give residents a chance to bring up any concerns.

b. Building Coordinators will host a meeting within 14 days of being appointed. At this meeting building policies will be stated and stairwell/floor coordinators introduced. Additional meetings will be scheduled as needed.

c. Area Coordinators, Sub-installation Commanders, Garrison Deputy Manager, and the Garrison Commander may call meetings as required.

### **8-2. BC Biannual Clean Up Meeting.**

a. Spring Clean-up. Housing will host a meeting to discuss spring clean-up all BCor a representative from the building are required to attend.

b. Fall Clean-up Housing will host a meeting to discuss spring clean-up all BC a representative from the building are required to attend.

**8-3. BC Quarterly Meeting.** Housing will host a Quarterly BC meeting to discuss policy updates, issues and resolutions, and conduct training.

## APPENDIX A

### SAMPLE APPOINTMENT LETTER FOR POINT OF CONTACT FOR FAMILY QUARTERS

This form is to verify appointment of Point of Contact (POC) for my government/private rental quarters during my absence.

Sponsor: \_\_\_\_\_

Rank

Name

Unit

Quarters Address: \_\_\_\_\_

Dependents will depart the area approximately: \_\_\_\_\_

Dependents will return to the area approximately: \_\_\_\_\_

Address and phone number at which dependents can be reached in CONUS.

\_\_\_\_\_  
Address Phone #

Point of Contact for the above listed quarters will be:

\_\_\_\_\_  
Rank Name Unit

\_\_\_\_\_  
Duty Phone Home Phone

I assume full responsibility for the continued care and upkeep of the above listed quarters to include grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs.

\_\_\_\_\_  
Date Signature of POC

\_\_\_\_\_  
Date Signature of Tenant or Spouse

Original to Housing Division

Copy to Tenant

Copy to POC

Copy to Rear Detachment Commander

Copy to Building Coordinator

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

## **APPENDIX B**

### **TIPS AND THINGS TO KNOW**

#### **Prevention of Mold and Mildew**

During the 1980's residential windows were upgraded to double-paned windows. While this is great for energy efficiency, it poses new challenges in fighting mold and mildew. Residents must ventilate daily. If a cross draft is created for 10 minutes once in the morning and once in the evening and after each shower, mold and mildew should not be a problem. If mold and mildew manage to develop anyway, open windows wide to dry the area, then scrub the mold spots with a solution of 1/3 cup of household detergent, 1/2 cup of chlorine bleach and 4 cups of warm water, rinse and then wipe dry. In the cases of mold on painted surfaces, allow this solution to soak in. Then scrub lightly, rinse and wipe dry. In bathrooms without windows, make sure that the ventilation shaft is open and do not close the bathroom door following showers and baths. The bathroom will benefit while cross-ventilating other parts of the house. If mold and mildew is beyond a resident's capability to fight, contact the Housing Office.

#### **Dishwasher**

Before using your dishwasher pour 1 liter water into the salt container. Do not worry if water over flows from the unit when filling with salt, this is quite normal. Remove any trace of salt on the screw thread or on the gasket. Only use salt specifically designed for dishwashers. Rinse aid is automatically added during the last rinse. The dispenser, which is positioned inside the door, holds about 110 ml of rinse aid, which is sufficient for 16-40 cycles, depending upon the dosage setting. Check that the baskets have been loaded correctly and that the spray arms can rotate freely

#### **Dryer**

Excessive lint buildup is a fire hazard. Clean your lint filter after every cycle. At least twice a year remove the dryer hose from the dryer and remove the lint from the hose. Condensing Dryer: Condensed water is collected to water container. The water container needs to be emptied after every use. Not doing this may result in improper drying performance.

#### **Ceramic Stove Top**

It is usually enough to wipe the stove top before and after use with a wet and then a dry cloth. Wiping it before use will remove dust and after will protect it and prevent damage. Dried stains can be cleaned with standard cleaning agents. Apply the concentrated cleaning agent on the **cold** stain; leave it work and then wipe with wet cloth. When applied on a hot surface, the cleaning agent may damage the ceramic glass top. Remove the dried and burnt stains with scraper. Only reliable cleaning agents, especially designed for cleaning ceramic glass surfaces may be used. Any other cleaning agents may damage the surface. These cleaning items can be bought at the commissary.

#### **Automatic Sprinkler System**

Don't tamper with or paint over sprinkler heads. Don't hang clothing, clothes hangers, picture frames, mirrors, or other items on sprinkler heads. Always maintain a minimum of 18" clearance between sprinkler heads and other items.

#### **Floors**

Parquet floors are particularly susceptible to damage by water and other liquids. Generally, a combination of vinegar and water will suffice to clean your parquet floors and it is strongly recommended that no other products or wax be used on your parquet floors. As preventive measures against tripping, do not put double sided tape on borders of rugs. The tape will damage the shellac of the parquet.

#### **Doors**

Do not put nails in wooden doors to put up decoration. Fasten a string or a lace to the top of the frame and tie the decoration to it. The hole is not visible after removal.

## **BE A "GOOD" NEIGHBOR**

**Get** along and always show respect to your neighbor

**Organize** and hold events aimed at opening effective communication

**Offer** realistic solutions to problems that may exist.

**Deal** with problems in person

## **EXCESSIVE NOISE, MUSIC VOLUME AND OFFENSIVE LANGUAGE**

We must ensure our individual activities do not infringe upon the rights of others or degrade our overall quality of life. The standard is "Each of us has the responsibility to ensure that our courteous behavior makes this command an enjoyable place to live and work"

Definition of loud music/noise:

- a. (Housing) Music or other noise made loud enough to be heard by a neighbor or a person walking outside.
- b. (Vehicle) Music or other noise made loud enough to be heard by the occupant of an adjacent vehicle or by pedestrians.
- c. (Open Areas) Music or other noise made loud enough to be heard fifteen feet away from the source.

Vulgar, obscene language, whether spoken or contained on CD's, tapes, records, clothing or other media, is not acceptable in Government housing or housing areas when others are involuntarily exposed to it due to location or volume of the language.

### **Tips**

- Cover walls
- Add rugs and ceiling baffles
- Add bookshelves
- Use Heavy fabrics

## **Pet Control**

Residents of Army Family Housing are responsible for maintaining and controlling their pets. The privilege to maintain an animal is granted to residents based on the owner's ability to carry out their responsibilities. This privilege may be withdrawn if the pet displays at threat to the health or safety of personnel, becomes a nuisance or the pet owner fails in the responsibilities in the care of the pet.

### **Tips**

- No more than 2 pets
- Clean up after your pet
- No pets on playgrounds
- Walk pets with leash
- Kids under 12 years old has to be under adult supervision to be considered capable of controlling pet
- Pets will not be: 1) Tied to stair railings, pipes, trees, posts or fences. 2) Kept in fenced playgrounds where children congregate. 3) Allowed on balconies unattended. 4) Housed or locked in storerooms, attics, kennels on balconies or in basements. 5) Allowed in laundry rooms.

## **AUTOMOBILE REPAIRS**

Automobile repairs are not authorized in family housing, unaccompanied personnel housing areas, streets or parking areas. Any repair where the possibility of drainage or spillage of gasoline, oil or other lubricants (POL) on the ground is not permitted. The vehicle owner may personally be liable for the total cost of environmental cleanup for any spill. Residents are advised to use the Auto Crafts shop or have maintenance performed by a certified mechanic in a garage.

## **CAR IDLING**

In accordance with German law, it is against the law to allow automobiles to idle in order for the engine to warm, defrost windshields, or for any other reason prior to driving off. The purpose of the law is to conserve energy as well as reduce air pollution. Residents can be fined for violations.

## **SMOKING**

Smoking in common use areas of Government owned housing units is not authorized. This includes stairwells, hallways, washrooms, basements and dayrooms.

## **GRILLING**

Grilling or storage of grills on balconies is not permitted at any time. Grilling on balconies constitutes a fire hazard and/or causes smoke problems to upper floors. Lawns may be used for grilling provided the grill is located at least 30 feet away from the building and does not constitute a menace to others. Security, policing, sanitation and maintenance of common areas are the joint responsibility of all occupants. Damages to common areas will be reported to the Building Coordinator.

Residents will comply with posted fire regulations and may be liable for damages to government property caused by violations (as stated in USAREUR Regulation 420-90).

## **ENCLOSED STORAGE ROOMS AND CAGES**

**IMPORTANT NOTE:** The basement storerooms in the stairwell apartments are high-risk flood areas. **DO NOT** store items that can be damaged by water in the basement storage rooms. Ensure the exterior basement door areas are clean and free of leaves and debris. This will help prevent the flooding of drainage ducts thus preventing a loss of personal property.

Please be aware that basement drains can and do back up. You should use your basement for storing items only, and place those items on wood pallets if available to prevent water damage. Basements are not to be used as living and sleeping areas.

Storage Areas/Rooms are for the exclusive use of occupants. Storage areas will be kept clean, neat and orderly at all times. Government furniture will not be stored in storage areas/rooms. Storage areas/rooms will be cleaned and cleared upon termination of quarters. Items stored in common storerooms will be identified with the owner's name.

When there are more residents than available storage spaces the following will apply; storage rooms will be assigned on a seniority basis to those that do not already have an enclosed storage room. The basis for determining seniority is the date assigned to the present quarters, regardless of rank or number of dependents.

Under no circumstances is storage of any kind allowed in any portion of the building other than storage

cages or the resident's apartment. Personal items stored in unauthorized areas such as attics, transformer, utility, boiler, maid or mechanical rooms will be removed without notice.

## **VISITORS/RESIDENTS IN GOVERNMENT QUARTERS**

In accordance with AR 420-1, (Army Facilities Management, 24 August 2012), Family Housing is to be occupied only by the service member and family members. Requests for non-family members and guests to reside with you must be routed through the soldier's unit commander to the Family Housing Office, Building 8745, Smith Barracks, Clinic Kaserne. Requests must include the reason for the visit, number and names of guests, and the length of stay. Residents of Government quarters may have temporary guests in their quarters for up to thirty (30) days without prior approval. Residents must notify the Housing Office of guests that will remain in family housing for thirty- (30) days or more. A temporary guest is defined as a person(s) that is not a resident of the area or does not live or work within a commuting distance of one hour.

## **QUARTERS VENTILATION – MOLD**

Most windows in Baumholder Military quarters have been upgraded to have double-paned windows. While this is great for energy efficiency, it poses new challenges in fighting mold and mildew. Residents must ventilate their quarter's daily by opening windows to create a cross draft. If cross drafts are created for 10 minutes a day and after each shower, mold and mildew should not be a problem.

If mold and mildew manages to develop anyway, open windows in the affected area to facilitate drying, then scrub the mold spots with a solution of 1cup chlorine bleach and 1 gallon of warm water, rinse and wipe dry. In the case of mold on painted surfaces, allow this solution to soak in. Then lightly scrub, rinse and wipe dry. In bathrooms without windows, make sure that the ventilation shaft is open and do not close the bathroom door following showers and baths. The bathroom will benefit when cross-ventilating other parts of the house.

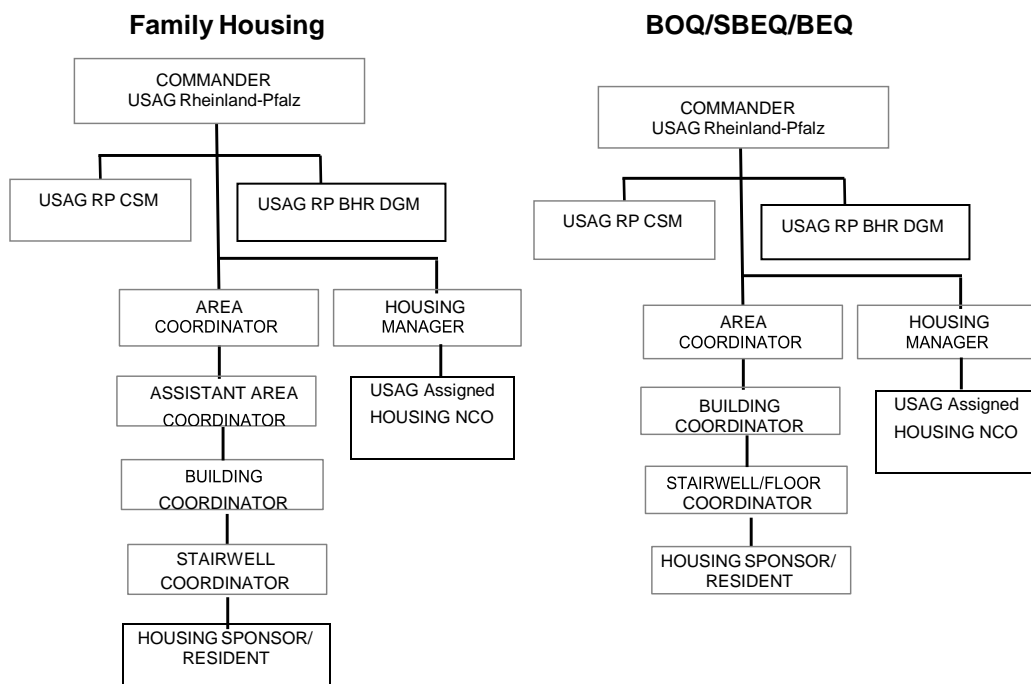
**NOTE: IF MOLD IS LEFT UNATTENDED AND CONTINUES TO GROW, IT COULD POSE POSSIBLE HEALTH AND ALLERGEN PROBLEMS IN YOUNG CHILDREN.**

## **ABANDONED — INOPERABLE VEHICLES**

Abandoned, unlicensed or expired tag vehicles will be ticketed and chain of command informed for action. Vehicles with flat tires or in obvious inoperable status will also be ticketed by the Military Police. In accordance with MP regulations, parking of abandoned, unlicensed vehicles in family housing, leased housing, unaccompanied personnel housing areas, streets or parking areas is prohibited. Residents may refer to the Army in Europe Regulation 190-1 for more information regarding inoperable privately owned vehicles.

## APPENDIX C

### Reporting procedures complaints / violations / consequences



All complaints and violations are worked in reverse order. For example the complaint start with the tenant the tenant will contact the stairwell coordinator. The stairwell coordinator responds and inspects trying to resolve at the lowest level. If the problem is not resolved the building coordinator follows suit. At that point if the problem isn't rectified the Building Coordinator will contact the Area coordinator they will respond and inspect. If the Area Coordinator cannot resolved the issue the Housing Manager as well as the housing NCO will be notified. A formal letter will be sent to the Deputy Garrison Manager to be signed and once signed the tenant is notified that they have received a strike against them. If the tenant receives three of these a letters a packet will be sent to the Garrison Commander with all the violations that the tenant has received. Once the Garrison Commander receives the packet he may request advance return of Family members (FMs) to CONUS IAW AR 55-46.

## APPENDIX D

### SERVICE ORDER (SO) PRIORITIES

#### 1. Emergency:

a. Emergency work takes priority over all other work and requires immediate action, including overtime or diverting craftsmen from other jobs, if necessary, to cover the emergency. Usually work will be classified as emergency when it consists of correcting failures that constitute an immediate danger to life, health, mission, security, or property.

b. Examples include: fire, leaky gas line, hot fuses or fuse panels, broken hot and cold water lines, no heat or electrical power in entire apartment or building, stopped-up main sewer line in building, broken water main or hydrant, overflowing drains, broken water or steam pipes, major utilities service failures, broken or exposed electrical components which may cause fire or shock stopped-up commodes (when only one is available for use), inoperable commercial freezer, inoperable range (when all heating elements are not working). Normal response time is within one hour.

c. The following deficiencies are not considered emergencies: broken window/door pane; leaky faucet or shower head; defective dishwasher, washer, dryer; non-operating over/microwave oven and refrigerator; clogged or broken sink/bath tub; low water pressure; burned-out light bulbs; water outage. In general, any replacement work should not be performed after duty hours.

#### 2. Urgent:

a. Urgent work is required to correct a condition, which could become an emergency, could seriously affect morale or has command emphasis. No overtime will be authorized without the DPW's specific approval.

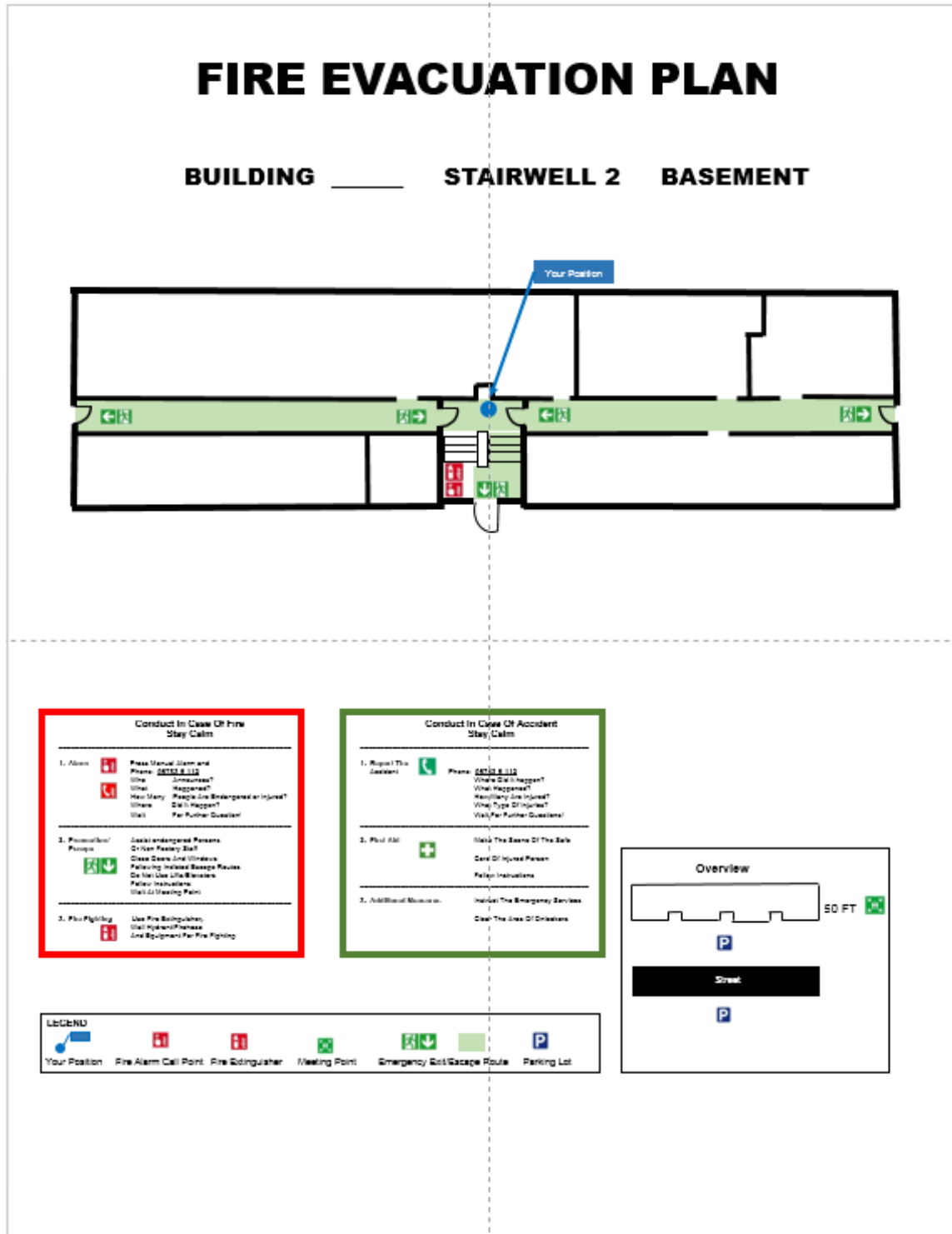
b. Examples include heating and warm water supply outages, or functional failure of ranges and refrigerators. As a general rule, every effort will be made to accomplish all urgent work within at least two working days of receipt of the request. However, actual response times for urgent work may vary from two hours to seven calendar days depending upon availability of craftsmen, relative urgency, and time of request, i.e., weekend, night time, duty hours, etc. Some common urgent type of service orders and the target times for response are as follows:

(1) Heating outage – midwinter	2 hours
(2) Complete water supply outage to a housing unit or barracks	3 hours
(3) Lock-in/lock-out due to defective lock (not due to negligence)	3 hours
(4) Inoperable commercial freezer	3 hours
(5) Inoperable domestic refrigerator	16 hours
(6) Inoperable domestic range/oven	24 hours
(7) Inoperable commercial range/oven	3 hours
(8) Warm-water supply outage to a housing unit or barracks	8 hours
(9) Inoperable commode where other operable commodes exist	36 hours
(10) Broken or defective windows/doors that compromise security	2 days

3. Routine: work that does not meet the criteria for emergency or urgent covers required work which, if not accomplished, would only continue inconvenience or unsightly conditions. Service Orders in this category will generally be grouped by geographical area for accomplishment in the most economical manner on a first-come, first-served basis. Some of the work requirements in this category may be combined into a single service order. When possible, every effort will be made to respond to and complete routine SO within 30 days.



## APPENDIX E Fire Evacuation Plan



## APPENDIX F

### Fire Order

<h1 style="margin: 0;">Fire Order</h1>	
<b>Bldg. No.</b> _____	<b>Gebäude</b> _____
<div style="display: flex; align-items: center;"> <div> <b>Fire Department</b>  <b>DSN 112</b>  <b>Civ.: 06783-6-112</b> </div> </div>	<div style="display: flex; align-items: center;"> <div> <b>Ambulance</b>  <b>DSN 112</b>  <b>Civ.: 06783-6-112</b> </div> </div>
<div style="display: flex; align-items: center;"> <div> <b>Military Police</b>  <b>DSN 110</b>  <b>Civ.: 06783-6-110</b> </div> </div>	
<h3 style="text-align: center; margin: 0;">Instructions for fire emergency stay calm</h3> <hr/> <div style="margin-bottom: 20px;"> <b>1. Alarm</b> <div style="float: right; text-align: right;">             Press manual alarm and           </div> <div style="clear: both;"></div> <div style="margin-top: 10px;"> <b>Phone:</b> <u><b>DSN 112</b></u>  <b>Who</b> announces?  <b>What</b> happened?  <b>How many</b> people are endangered or injured?  <b>Where</b> did it happen?  <b>Wait</b> for further questions!           </div> </div> <div style="text-align: center; margin-bottom: 20px;">   </div> <div style="margin-bottom: 20px;"> <b>2. Evacuation / Escape</b> <div style="float: right; text-align: right;">             Assist endangered persons or non factory staff              Close doors and windows              Follow indicated escape routes              Do not use lifts / elevators              Follow instructions              Wait at meeting point           </div> <div style="clear: both;"></div> <div style="text-align: center; margin-top: 10px;">     </div> </div> <div> <b>3. Fire fighting</b> <div style="float: right; text-align: right;">             Use fire extinguisher, wallhydrant / firehose and equipment for fire fighting           </div> <div style="clear: both;"></div> <div style="text-align: center; margin-top: 10px;">   </div> </div>	<h3 style="text-align: center; margin: 0;">Verhalten im Brandfall Ruhe bewahren</h3> <hr/> <div style="margin-bottom: 20px;"> <b>1. Brand melden</b> <div style="float: right; text-align: right;">             Brandmelder betätigen und           </div> <div style="clear: both;"></div> <div style="margin-top: 10px;"> <b>Telefon:</b> <u><b>DSN 112</b></u>  <b>Wer</b> meldet?  <b>Was</b> ist passiert?  <b>Wie viele</b> sind betroffen/verletzt?  <b>Wo</b> ist etwas passiert?  <b>Warten</b> auf Rückfragen!           </div> </div> <div style="margin-bottom: 20px;"> <b>2. In Sicherheit bringen</b> <div style="float: right; text-align: right;">             Gefährdete Personen mitnehmen              Türen und Fenster schließen              Gekennzeichneten              Rettungswegen folgen              Aufzug nicht benutzen              Anweisungen beachten              Sammelpunkt aufsuchen           </div> <div style="clear: both;"></div> </div> <div> <b>3. Löschversuch unternehmen</b> <div style="float: right; text-align: right;">             Feuerlöscher,              Wandhydrant / Löschschlauch,              Mittel und Geräte zur              Brandbekämpfung benutzen           </div> <div style="clear: both;"></div> </div>

# MILITARY QUARTERS HANDBOOK

AREA AND BUILDING COORDINATOR SAMPLES FORMS



September 2017

UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
BAUMHOLDER MILITARY COMMUNITY  
APO AE 09034

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**SAMPLE 1**  
**APPOINTMENT OF TEMPORARY BUILDING COORDINATOR**

IMRP-BPW-H

Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_, BUILDING # \_\_\_\_\_, APT# \_\_\_\_\_

SUBJECT: Appointment of Temporary Building Coordinator

1. Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook.

2. You are appointed as Temporary Building Coordinator for Building number \_\_\_\_\_, \_\_\_\_\_ Housing Area. You are representing the current Building Coordinator \_\_\_\_\_ during his/her absence from \_\_\_\_\_ until \_\_\_\_\_.

3. As temporary Building Coordinator you will be responsible for the discipline, overall appearance, and sanitation in and around the building and those specific duties described the reference. A copy of this appointment along with other necessary information must be posted on the bulletin boards in each stairwell of the building.

4. The point of contact is the undersigned at 485-\_\_\_\_\_.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

CF:  
Housing Manager

**SAMPLE 2**  
**STAIRWELL/FLOOR COORDINATOR APPOINTMENT**

IMRP-BPW-H

Date: \_\_\_\_\_

MEMORANDUM FOR (Rank, Name, and Building Apartment)

SUBJECT: Appointment as Stairwell/Floor Coordinator

1. Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook.
2. You are hereby appointed as Stairwell/Floor Coordinator for \_\_\_\_\_. Specific duties of a Stairwell/Floor Coordinator are contained in paragraph 2-5 of the Military Quarters Handbook.
3. You are to designate an Alternate Stairwell/Floor Coordinator to assume your responsibilities during periods of your absence. The name and address of the individual appointed as Alternate Stairwell/Floor Coordinator is to be provided to the undersigned.
4. The period of this appointment is indefinite or until properly relieved from appointment by the Building Coordinator.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

CF:

Area Coordinator

### SAMPLE 3

## APPOINTMENT LETTER FOR POINT OF CONTACT FOR FAMILY QUARTERS

This form is to verify appointment of Point of Contact (POC) for my government/private rental quarters during my absence.

Sponsor: \_\_\_\_\_  
Rank Name Unit

Quarters Address: \_\_\_\_\_

Dependents will depart the area approximately: \_\_\_\_\_

Dependents will return to the area approximately: \_\_\_\_\_

Address and phone number at which dependents can be reached in CONUS.

\_\_\_\_\_  
Address Phone #

Point of Contact for the above listed quarters will be:

\_\_\_\_\_  
Rank Name Unit

\_\_\_\_\_  
Duty Phone Home Phone

I assume full responsibility for the continued care and upkeep of the above listed quarters to include grass cutting and other yard work, stairwell responsibilities, security of quarters, and maintenance and repairs.

\_\_\_\_\_  
Date Signature of POC

\_\_\_\_\_  
Date Signature of Tenant or Spouse

Original to Housing Division

Copy to Tenant

Copy to POC

Copy to Rear Detachment Commander

Copy to Building Coordinator

#### PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

**SAMPLE 4**  
**APPOINTMENT LETTER FOR POINT OF CONTACT FOR OQ/SEQ/EQ**

This form is to verify appointment of Point of Contact (POC) for OQ/SEQ/EQ during my absence.

Sponsor: \_\_\_\_\_  
Rank Name Unit

Quarters Address:  
\_\_\_\_\_

Occupant will depart the area approximately:  
\_\_\_\_\_

Occupant will return to the area approximately:  
\_\_\_\_\_

Point of Contact for the above listed quarters will be:

Rank Name Unit

\_\_\_\_\_ **Duty Phone** \_\_\_\_\_ **Home Phone**

I assume full responsibility for the continued care and upkeep of the above listed quarters to include grass cutting and other yard work, floor responsibilities, security of quarters, and maintenance and repairs.

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature of POC**

\_\_\_\_\_ **Date** \_\_\_\_\_ **Signature of Tenant**

Original to Housing Division

Copy to Tenant

Copy to POC

Copy to Rear Detachment Commander

Copy to Building Coordinator

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.



**SAMPLE 5**  
**EXCEPTION TO POLICY**

Office Symbol

Date

MEMORANDUM FOR HOUSING DIVISION

SUBJECT: Exception to Policy

1. I John Doe, SSN, Unit, request ..... (be descriptive, so it is understood what you need. However, also be concise.)
2. Justification – Provide reason for request. Please be concise and include any additional paperwork, if applicable that supports or strengthens your request.

Service member's signature block  
with full printed name of SM

Commander's signature block  
with full printed name of Commander  
and recommendation from Commander

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

AUTHORITY: Privacy Act of 1974, 10 U.S.C. 3013

PURPOSE: To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to investigate complaints and related matters; in case of emergency, to contact named individuals who leave the local area for any period of time.

ROUTINE USES: The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply.

DISCLOSURE: Voluntary.

**SAMPLE 6**  
**HOUSING VIOLATION**

IMRP-BPW-H

Date: \_\_\_\_\_

MEMORANDUM FOR \_\_\_\_\_

SUBJECT: Housing Violation

1. You are hereby advised that you are in violation of Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook, for the following reason (s):

- |   |   |   |
|---|---|---|
| a. <input type="checkbox"/> Excessive Noise | b. <input type="checkbox"/> Pet Problem           | c. <input type="checkbox"/> Scheduled Clean Up Duties |
| d. <input type="checkbox"/> Police Call     | e. <input type="checkbox"/> Vehicle/Parking Issue | f. <input type="checkbox"/> Fire Prevention           |
| g. <input type="checkbox"/> SORT Violation  | h. <input type="checkbox"/> Dependent Supervision | i. <input type="checkbox"/> Environmental             |
| j. <input type="checkbox"/> Grass not Cut   | k. <input type="checkbox"/> Snow/Ice not Removed  | l. <input type="checkbox"/> Trash bag in Stairwell    |
| m. <input type="checkbox"/> SC Duties       | n. <input type="checkbox"/> Other _____           |   |

Explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. You are to ensure that the above violation(s) are corrected without delay. If you fail to take corrective action by \_\_\_\_\_, your chain of command will be notified.  
(Date)

3. Under USAREUR Supplement 1 to AR 420-1 and AR 420-1, and the Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook., sponsors are responsible for their assigned quarters and the conduct of their spouses, Family members, guests and pets.

4. Remember that living in Government Quarters is a privilege and we all must do what we can to preserve the good order and discipline of our housing areas.

5. The point of contact is the undersigned at DSN: 531-\_\_\_\_\_.

(Signature)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

**SAMPLE 7**  
**BUILDING/STAIRWELL/FLOOR COORDINATOR**  
**PERFORMANCE COUNSELING CHECKLIST**

NAME: \_\_\_\_\_ BUILDING NUMBER: \_\_\_\_\_

**PART A: INTERIOR BUILDING INSPECTION CHECKLIST**

	<u>EXC</u>	<u>SAT</u>	<u>NEEDS IMPROV</u>
1. Stairwells/Hallways:			
a. Floors/railings swept daily	_____	_____	_____
b. Floors/railings mopped/wiped daily	_____	_____	_____
c. Spills cleaned up immediately	_____	_____	_____
d. Housing Area Chain of Command posted visibly	_____	_____	_____
e. Lights in common-use areas	_____	_____	_____
f. No trash, waste or refuse build-up	_____	_____	_____
g. No unsecured individual property	_____	_____	_____
2. Laundry Rooms:			
a. Washers/dryers all functional	_____	_____	_____
b. Inside/outside of all washers/dryers clean	_____	_____	_____
c. Lint traps clean in washers and dryers	_____	_____	_____
d. Floors swept/mopped weekly	_____	_____	_____
e. Utility sinks clean/sanitized	_____	_____	_____
f. Garbage cans emptied and clean	_____	_____	_____
g. No trash, waste or refuse build-up	_____	_____	_____
h. Walls/windows wiped down/cleaned	_____	_____	_____
i. Lights work	_____	_____	_____
j. No personal property left unsecured	_____	_____	_____
3. Attics and Storage Areas:			
a. Floors swept/mopped weekly	_____	_____	_____
b. Garbage cans emptied/cleaned	_____	_____	_____
c. No trash, waste or refuse build-up	_____	_____	_____
d. Walls/windows wiped down/cleaned	_____	_____	_____
e. Individual property secured	_____	_____	_____
f. Lights work	_____	_____	_____
g. All windows in unfinished attics closed	_____	_____	_____

**PART B: EXTERIOR BUILDING INSPECTION CHECKLIST**

	<u>EXC</u>	<u>SAT</u>	<u>NEEDS IMPROV</u>
1. Exterior steps, sidewalks and gutters are swept	_____	_____	_____
2. Carports and Parking Lots:			
a. Policed of all trash	_____	_____	_____

**SAMPLE 7**  
**BUILDING/STAIRWELL/FLOOR COORDINATOR**  
**PERFORMANCE COUNSELING CHECKLIST**

- |  |       |       |       |
|--|-------|-------|-------|
| b. Not used for storage of furniture, unregistered or non-operational vehicles | _____ | _____ | _____ |
| c. Swept weekly  | _____ | _____ | _____ |
| d. Parking only in approved spaces   | _____ | _____ | _____ |
| <br>   |       |       |       |
| 3. Garbage Containers:   |       |       |       |
| a. Emptied regularly   | _____ | _____ | _____ |
| b. Surrounding area policed as needed  | _____ | _____ | _____ |
| c. Individual garbage wrapped  | _____ | _____ | _____ |
| <br>   |       |       |       |
| 4. Building Exteriors:   |       |       |       |
| a. Outside glaze on stairwells and walls cleaned weekly                        | _____ | _____ | _____ |
| b. Common windows cleaned quarterly (State date last cleaned_____)             | _____ | _____ | _____ |
| <br>   |       |       |       |
| 5. Playgrounds:  |       |       |       |
| a. Policed of all trash weekly   | _____ | _____ | _____ |
| b. All equipment functional/safe   | _____ | _____ | _____ |
| c. No pet waste in area  | _____ | _____ | _____ |
| <br>   |       |       |       |
| 6. Other Exterior Areas:   |       |       |       |
| a. All trash policed weekly  | _____ | _____ | _____ |
| b. Lawns mowed weekly  | _____ | _____ | _____ |
| c. Holes filled, spots re-seeded, as required                                  | _____ | _____ | _____ |
| d. Shrubs trimmed as required  | _____ | _____ | _____ |
| e. All pet waste removed   | _____ | _____ | _____ |
| f. Streetlights, all exterior building lights work properly                    | _____ | _____ | _____ |

**PART C: COMMENTS**

1. Specifically identify problems with deficient areas and corrective actions taken.
  
2. Identify assistance needed from Area Coordinator and/or the community staff to ensure appropriate corrective action.
  
3. Use a continuation sheet if necessary.

**PART D: The undersigned can be reached at \_\_\_\_\_.**

(Signature)

(Date)

Name

\_\_\_\_\_, USA

Building Coordinator

Building Number

**SAMPLE 8**  
**BUILDING/STAIRWELL/FLOOR COORDINATOR**  
**PERFORMANCE COUNSELING CHECKLIST**

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ BLDG #: \_\_\_\_\_

	<u>EXC</u>	<u>SAT</u>	<u>NEEDS</u> <u>MPROV</u>
1. Interior Repair, Cleanliness			
a. Stairwells	_____	_____	_____
b. Laundry Rooms	_____	_____	_____
c. Storage Areas	_____	_____	_____
d. Hall Lights	_____	_____	_____
e. Window Bars	_____	_____	_____
2. Exterior Beautification, Cleanliness			
a. Preservation of Landscaping	_____	_____	_____
b. Lawn Mowing/Seeding/Watering	_____	_____	_____
c. Shrubbery Trimming	_____	_____	_____
d. Carports/Parking Lots, Sidewalks	_____	_____	_____
e. Playgrounds	_____	_____	_____
f. Dumpster/Garbage Areas	_____	_____	_____
g. Other Exterior Common Areas	_____	_____	_____
h. Street Lights	_____	_____	_____
i. Clean-up Campaign Participation	_____	_____	_____
3. Safety and Conservation	_____	_____	_____
4. Discipline			
a. Complaint Resolution	_____	_____	_____
b. Quiet Hour Enforcement	_____	_____	_____
c. Pet Control Enforcement	_____	_____	_____
d. Child Control Enforcement	_____	_____	_____
e. Yard/Attic Sales Procedures	_____	_____	_____
f. Incident Rate	_____	_____	_____
g. Vandalism Rate	_____	_____	_____
5. Coordination and Control			
a. Required Training	_____	_____	_____
b. Alternate Appointed	_____	_____	_____
c. Conducts Required Meetings	_____	_____	_____
d. Attends Required Meetings	_____	_____	_____
e. Completes Required Inspections	_____	_____	_____
f. Conducts Required Counseling	_____	_____	_____
6. Comments:			

(Signature) \_\_\_\_\_ (Date) \_\_\_\_\_  
Name \_\_\_\_\_  
\_\_\_\_\_, USA  
Building Coordinator  
Building Number \_\_\_\_\_

**SAMPLE 9**

**BUILDING CHAIN OF COMMAND**



**BUILDING #** \_\_\_\_\_

**Area Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Assistant Area Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Building Coordinator/Fire Warden**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Stairwell Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

\*Not all positions will be filled during times of deployment.

**SAMPLE 10**

**OQ/SEQ/EQ AREA CHAIN OF COMMAND**



**BUILDING #** \_\_\_\_\_

**Area Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Assistant Area Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Building Coordinator/Fire Warden**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

**Stairwell Coordinator**

Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
Building: \_\_\_\_\_ Apartment: \_\_\_\_\_

\*Not all positions will be filled during times of deployment.

# SAMPLE 11

## BUILDING CLEAN-UP ROSTER

3 Stairwells

APT: A-F

1 Laundry or Bicycle Rooms

Date	Stairwell	Laundry or Bicycle Room	Basement	Cut Grass/Snow Removal Police Call/Dumpster Area
02-08 Jan	1A-2C-3E	2D	1F-2F-3F	1B-2B-3B
09-15 Jan	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
16-22 Jan	1A-2C-3E	2F	1B-2B-3B	1D-2D-3D
23-29 Jan	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
30 Jan-05 Feb	1A-2C-3E	3B	1D-2D-3D	1F-2F-3F
06-12 Feb	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
13-19 Feb	1A-2C-3E	3D	1F-2F-3F	1B-2B-3B
20-26 Feb	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
27 Feb-05 Mar	1A-2C-3E	3F	1B-2B-3B	1D-2D-3D
06-12 Mar	1B-1D-1F	3A	1C-2C-3C	1E-2E-3E
13-19 Mar	1A-2C-3E	1B	1D-2D-3D	1F-2F-3F
20-26 Mar	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
27 Mar-02 Apr	1A-2C-3E	1D	1F-2F-3F	1B-2B-3B
03-09 Apr	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
10-16 Apr	1A-2C-3E	1F	1B-2B-3B	1D-2D-3D
17-23 Apr	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
24-30 Apr	1A-2C-3E	2B	1D-2D-3D	1F-2F-3F
01-07 May	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A
08-14 May	1A-2C-3E	2D	1F-2F-3F	1B-2B-3B
15-21 May	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
22-28 May	1A-2C-3E	2F	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2C-3E	3B	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
19-25 Jun	1A-2C-3E	3D	1F-2F-3F	1B-2B-3B
26 Jun-02 Jul	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
03-09 Jul	1A-2C-3E	1B	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
17-23 Jul	1A-2C-3E	1D	1F-2F-3F	1B-2B-3B
24-30 Jul	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
31 Jul-06 Aug	1A-2C-3E	1F	1B-2B-3B	1D-2D-3D
07-13 Aug	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
14-20 Aug	1A-2C-3E	2B	1D-2D-3D	1F-2F-3F
21-27 Aug	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A
28 Aug-03 Sep	1A-2C-3E	2D	1F-2F-3F	1B-2B-3B
04-10 Sep	1B-1D-1F	2E	1A-2A-3A	1C-2C-3C
11-17 Sep	1A-2C-3E	2F	1B-2B-3B	1D-2D-3D
18-24 Sep	1B-1D-1F	2A	1C-2C-3C	1E-2E-3E
25 Sep-01 Oct	1A-2C-3E	3B	1D-2D-3D	1F-2F-3F
02-08 Oct	1B-1D-1F	3C	1E-2E-3E	1A-2A-3A
09-15 Oct	1A-2C-3E	3D	1F-2F-3F	1B-2B-3B
16-22 Oct	1B-1D-1F	3E	1A-2A-3A	1C-2C-3C
23-29 Oct	1A-2C-3E	3F	1B-2B-3B	1D-2D-3D
30 Oct-05 Nov	1B-1D-1F	3A	1C-2C-3C	1E-2E-3E
06-12 Nov	1A-2C-3E	1B	1D-2D-3D	1F-2F-3F
13-19 Nov	1B-1D-1F	1C	1E-2E-3E	1A-2A-3A
20-26 Nov	1A-2C-3E	1D	1F-2F-3F	1B-2B-3B
27 Nov-03 Dec	1B-1D-1F	1E	1A-2A-3A	1C-2C-3C
04-10 Dec	1A-2C-3E	1F	1B-2B-3B	1D-2D-3D
11-17 Dec	1B-1D-1F	1A	1C-2C-3C	1E-2E-3E
18-24 Dec	1A-2C-3E	2B	1D-2D-3D	1F-2F-3F
25-31 Dec	1B-1D-1F	2C	1E-2E-3E	1A-2A-3A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry or bicycle room, and basement.

Prepared by:



**SAMPLE 12**  
**BUILDING CLEAN-UP ROSTER**  
**3 Stairwells      APT: A-F      2 Laundry or Bicycle Rooms**

Date	Stairwell	Laundry/Bicycle Room 1	Laundry or Bicycle Room 2	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2C-3E	2E	2F	1F-2F-3F	1E-2E-3E
09-15 Jan	1B-1D-1F	1B	3B	1A-2A-3A	1F-2F-3F
16-22 Jan	1A-2C-3E	1C	3C	1B-2B-3B	1F-2F-3F
23-29 Jan	1B-1D-1F	1D	3D	1C-2C-3C	1A-2A-3A
30 Jan-05 Feb	1A-2C-3E	1E	3E	1D-2D-3D	1B-2B-3B
06-12 Feb	1B-1D-1F	1F	3F	1E-2E-3E	1C-2C-3C
13-19 Feb	1A-2C-3E	1A	3A	1F-2F-3F	1D-2D-3D
20-26 Feb	1B-1D-1F	2A	2B	1A-2A-3A	1E-2E-3E
27 Feb-05 Mar	1A-2C-3E	2C	2D	1B-2B-3B	1F-2F-3F
06-12 Mar	1B-1D-1F	2E	2F	1C-2C-3C	1F-2F-3F
13-19 Mar	1A-2C-3E	1B	3B	1D-2D-3D	1A-2A-3A
20-26 Mar	1B-1D-1F	1C	3C	1E-2E-3E	1B-2B-3B
27 Mar-02 Apr	1A-2C-3E	1D	3D	1F-2F-3F	1C-2C-3C
03-09 Apr	1B-1D-1F	1E	3E	1A-2A-3A	1D-2D-3D
10-16 Apr	1A-2C-3E	1F	3F	1B-2B-3B	1E-2E-3E
17-23 Apr	1B-1D-1F	1A	3A	1C-2C-3C	1F-2F-3F
24-30 Apr	1A-2C-3E	2A	2B	1D-2D-3D	1F-2F-3F
01-07 May	1B-1D-1F	2C	2D	1E-2E-3E	1A-2A-3A
08-14 May	1A-2C-3E	2E	2F	1F-2F-3F	1B-2B-3B
15-21 May	1B-1D-1F	1B	3B	1A-2A-3A	1C-2C-3C
22-28 May	1A-2C-3E	1C	3C	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-1D-1F	1D	3D	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2C-3E	1E	3E	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-1D-1F	1F	3F	1E-2E-3E	1A-2A-3A
19-25 Jun	1A-2C-3E	1A	3A	1F-2F-3F	1B-2B-3B
26 Jun-02 Jul	1B-1D-1F	2A	2B	1A-2A-3A	1C-2C-3C
03-09 Jul	1A-2C-3E	1B	3B	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-1D-1F	1C	3C	1E-2E-3E	1A-2A-3A
17-23 Jul	1A-2C-3E	1D	3D	1F-2F-3F	1B-2B-3B
24-30 Jul	1B-1D-1F	1E	3E	1A-2A-3A	1C-2C-3C
31 Jul-06 Aug	1A-2C-3E	1F	3F	1B-2B-3B	1D-2D-3D
07-13 Aug	1B-1D-1F	1A	3A	1C-2C-3C	1E-2E-3E
14-20 Aug	1A-2C-3E	2A	2B	1D-2D-3D	1F-2F-3F
21-27 Aug	1B-1D-1F	2C	2D	1E-2E-3E	1F-2F-3F
28 Aug-03 Sep	1A-2C-3E	2E	2F	1F-2F-3F	1A-2A-3A
04-10 Sep	1B-1D-1F	1B	3B	1A-2A-3A	1B-2B-3B
11-17 Sep	1A-2C-3E	1C	3C	1B-2B-3B	1C-2C-3C
18-24 Sep	1B-1D-1F	1D	3D	1C-2C-3C	1D-2D-3D
25 Sep-01 Oct	1A-2C-3E	1E	3E	1D-2D-3D	1E-2E-3E
02-08 Oct	1B-1D-1F	1F	3F	1E-2E-3E	1F-2F-3F
09-15 Oct	1A-2C-3E	1A	3A	1F-2F-3F	1F-2F-3F
16-22 Oct	1B-1D-1F	2A	2B	1A-2A-3A	1A-2A-3A
23-29 Oct	1A-2C-3E	2C	2D	1B-2B-3B	1B-2B-3B
30 Oct-05 Nov	1B-1D-1F	2E	2F	1C-2C-3C	1C-2C-3C
06-12 Nov	1A-2C-3E	1B	3B	1D-2D-3D	1D-2D-3D
13-19 Nov	1B-1D-1F	1C	3C	1E-2E-3E	1E-2E-3E
20-26 Nov	1A-2C-3E	1D	3D	1F-2F-3F	1F-2F-3F
27 Nov-03 Dec	1B-1D-1F	1E	3E	1A-2A-3A	1F-2F-3F
04-10 Dec	1A-2C-3E	1F	3F	1B-2B-3B	1A-2A-3A
11-17 Dec	1B-1D-1F	1A	3A	1C-2C-3C	1B-2B-3B
18-24 Dec	1A-2C-3E	2A	2B	1D-2D-3D	1C-2C-3C
25-31 Dec	1B-1D-1F	2C	2D	1E-2E-3E	1D-2D-3D

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry or bicycle room, and basement.

**SAMPLE 13**  
**BUILDING CLEAN-UP ROSTER**  
**3 Stairwells      APT: A-F      No Bicycle Room**

Date	Stairwell	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2C-3E	1F-2F-3F	1B-2B-3B
09-15 Jan	1B-1D-1F	1A-2A-3A	1C-2C-3C
16-22 Jan	1A-2C-3E	1B-2B-3B	1D-2D-3D
23-29 Jan	1B-1D-1F	1C-2C-3C	1E-2E-3E
30 Jan-05 Feb	1A-2C-3E	1D-2D-3D	1F-2F-3F
06-12 Feb	1B-1D-1F	1E-2E-3E	1A-2A-3A
13-19 Feb	1A-2C-3E	1F-2F-3F	1B-2B-3B
20-26 Feb	1B-1D-1F	1A-2A-3A	1C-2C-3C
27 Feb-05 Mar	1A-2C-3E	1B-2B-3B	1D-2D-3D
06-12 Mar	1B-1D-1F	1C-2C-3C	1E-2E-3E
13-19 Mar	1A-2C-3E	1D-2D-3D	1F-2F-3F
20-26 Mar	1B-1D-1F	1E-2E-3E	1A-2A-3A
27 Mar-02 Apr	1A-2C-3E	1F-2F-3F	1B-2B-3B
03-09 Apr	1B-1D-1F	1A-2A-3A	1C-2C-3C
10-16 Apr	1A-2C-3E	1B-2B-3B	1D-2D-3D
17-23 Apr	1B-1D-1F	1C-2C-3C	1E-2E-3E
24-30 Apr	1A-2C-3E	1D-2D-3D	1F-2F-3F
01-07 May	1B-1D-1F	1E-2E-3E	1A-2A-3A
08-14 May	1A-2C-3E	1F-2F-3F	1B-2B-3B
15-21 May	1B-1D-1F	1A-2A-3A	1C-2C-3C
22-28 May	1A-2C-3E	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-1D-1F	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2C-3E	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-1D-1F	1E-2E-3E	1A-2A-3A
19-25 Jun	1A-2C-3E	1D-2D-3D	1B-2B-3B
26 Jun-02 Jul	1B-1D-1F	1E-2E-3E	1C-2C-3C
03-09 Jul	1A-2C-3E	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-1D-1F	1E-2E-3E	1A-2A-3A
17-23 Jul	1A-2C-3E	1F-2F-3F	1B-2B-3B
24-30 Jul	1B-1D-1F	1A-2A-3A	1C-2C-3C
31 Jul-06 Aug	1A-2C-3E	1B-2B-3B	1D-2D-3D
07-13 Aug	1B-1D-1F	1C-2C-3C	1E-2E-3E
14-20 Aug	1A-2C-3E	1D-2D-3D	1F-2F-3F
21-27 Aug	1B-1D-1F	1E-2E-3E	1A-2A-3A
28 Aug-03 Sep	1A-2C-3E	1F-2F-3F	1B-2B-3B
04-10 Sep	1B-1D-1F	1A-2A-3A	1C-2C-3C
11-17 Sep	1A-2C-3E	1B-2B-3B	1D-2D-3D
18-24 Sep	1B-1D-1F	1C-2C-3C	1E-2E-3E
25 Sep-01 Oct	1A-2C-3E	1D-2D-3D	1F-2F-3F
02-08 Oct	1B-1D-1F	1E-2E-3E	1A-2A-3A
09-15 Oct	1A-2C-3E	1F-2F-3F	1B-2B-3B
16-22 Oct	1B-1D-1F	1A-2A-3A	1C-2C-3C
23-29 Oct	1A-2C-3E	1B-2B-3B	1D-2D-3D
30 Oct-05 Nov	1B-1D-1F	1C-2C-3C	1E-2E-3E
06-12 Nov	1A-2C-3E	1D-2D-3D	1F-2F-3F
13-19 Nov	1B-1D-1F	1E-2E-3E	1A-2A-3A
20-26 Nov	1A-2C-3E	1F-2F-3F	1B-2B-3B
27 Nov-03 Dec	1B-1D-1F	1A-2A-3A	1C-2C-3C
04-10 Dec	1A-2C-3E	1B-2B-3B	1D-2D-3D
11-17 Dec	1B-1D-1F	1C-2C-3C	1E-2E-3E
18-24 Dec	1A-2C-3E	1D-2D-3D	1F-2F-3F
25-31 Dec	1B-1D-1F	1E-2E-3E	1A-2A-3A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell and basement.

# SAMPLE 14

## BUILDING CLEAN-UP ROSTER

1 Stairwell

APT: A-F

1 Laundry or Bicycle Room

Prepared by:

Date	Stairwell	Laundry or Bicycle Room	Basement	Cut Grass/Snow Removal Police Call/Dumpster Area
02-08 Jan	A-C-E	D	F	B
09-15 Jan	B-D-F	E	A	C
16-22 Jan	A-C-E	F	B	D
23-29 Jan	B-D-F	A	C	E
30 Jan-05 Feb	A-C-E	B	D	F
06-12 Feb	B-D-F	C	E	A
13-19 Feb	A-C-E	D	F	B
20-26 Feb	B-D-F	E	A	C
27 Feb-05 Mar	A-C-E	F	B	D
06-12 Mar	B-D-F	A	C	E
13-19 Mar	A-C-E	B	D	F
20-26 Mar	B-D-F	C	E	A
27 Mar-02 Apr	A-C-E	D	F	B
03-09 Apr	B-D-F	E	A	C
10-16 Apr	A-C-E	F	B	D
17-23 Apr	B-D-F	A	C	E
24-30 Apr	A-C-E	B	D	F
01-07 May	B-D-F	C	E	A
08-14 May	A-C-E	D	F	B
15-21 May	B-D-F	E	A	C
22-28 May	A-C-E	F	B	D
29 May-04 Jun	B-D-F	A	C	E
05-11 Jun	A-C-E	B	D	F
12-18 Jun	B-D-F	C	E	A
19-25 Jun	A-C-E	D	F	B
26 Jun-02 Jul	B-D-F	E	A	C
03-09 Jul	A-C-E	B	D	F
10-16 Jul	B-D-F	C	E	A
17-23 Jul	A-C-E	D	F	B
24-30 Jul	B-D-F	E	A	C
31 Jul-06 Aug	A-C-E	F	B	D
07-13 Aug	B-D-F	A	C	E
14-20 Aug	A-C-E	B	D	F
21-27 Aug	B-D-F	C	E	A
28 Aug-03 Sep	A-C-E	D	F	B
04-10 Sep	B-D-F	E	A	C
11-17 Sep	A-C-E	F	B	D
18-24 Sep	B-D-F	A	C	E
25 Sep-01 Oct	A-C-E	B	D	F
02-08 Oct	B-D-F	C	E	A
09-15 Oct	A-C-E	D	F	B
16-22 Oct	B-D-F	E	A	C
23-29 Oct	A-C-E	F	B	D
30 Oct-05 Nov	B-D-F	A	C	E
06-12 Nov	A-C-E	B	D	F
13-19 Nov	B-D-F	C	E	A
20-26 Nov	A-C-E	D	F	B
27 Nov-03 Dec	B-D-F	E	A	C
04-10 Dec	A-C-E	F	B	D
11-17 Dec	B-D-F	A	C	E
18-24 Dec	A-C-E	B	D	F
25-31 Dec	B-D-F	C	E	A

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, bicycle room, and basement.

**SAMPLE 15**  
**BUILDING CLEAN-UP ROSTER**  
**2A-2C-2E No Bicycle Room**

Date	Stairwell	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	2A-2C-2E	2E	2A
09-15 Jan	2A-2C-2E	2A	2C
16-22 Jan	2A-2C-2E	2C	2E
23-29 Jan	2A-2C-2E	2E	2A
30 Jan-05 Feb	2A-2C-2E	2A	2C
06-12 Feb	2A-2C-2E	2C	2E
13-19 Feb	2A-2C-2E	2E	2A
20-26 Feb	2A-2C-2E	2A	2C
27 Feb-05 Mar	2A-2C-2E	2C	2E
06-12 Mar	2A-2C-2E	2E	2A
13-19 Mar	2A-2C-2E	2A	2C
20-26 Mar	2A-2C-2E	2C	2E
27 Mar-02 Apr	2A-2C-2E	2E	2A
03-09 Apr	2A-2C-2E	2A	2C
10-16 Apr	2A-2C-2E	2C	2E
17-23 Apr	2A-2C-2E	2E	2A
24-30 Apr	2A-2C-2E	2A	2C
01-07 May	2A-2C-2E	2C	2E
08-14 May	2A-2C-2E	2E	2A
15-21 May	2A-2C-2E	2A	2C
22-28 May	2A-2C-2E	2C	2E
29 May-04 Jun	2A-2C-2E	2E	2A
05-11 Jun	2A-2C-2E	2A	2C
12-18 Jun	2A-2C-2E	2C	2E
19-25 Jun	2A-2C-2E	2E	2A
26 Jun-02 Jul	2A-2C-2E	2A	2C
03-09 Jul	2A-2C-2E	2A	2C
10-16 Jul	2A-2C-2E	2C	2E
17-23 Jul	2A-2C-2E	2E	2A
24-30 Jul	2A-2C-2E	2A	2C
31 Jul-06 Aug	2A-2C-2E	2C	2E
07-13 Aug	2A-2C-2E	2E	2A
14-20 Aug	2A-2C-2E	2A	2C
21-27 Aug	2A-2C-2E	2C	2E
28 Aug-03 Sep	2A-2C-2E	2E	2A
04-10 Sep	2A-2C-2E	2A	2C
11-17 Sep	2A-2C-2E	2C	2E
18-24 Sep	2A-2C-2E	2E	2A
25 Sep-01 Oct	2A-2C-2E	2A	2C
02-08 Oct	2A-2C-2E	2C	2E
09-15 Oct	2A-2C-2E	2E	2A
16-22 Oct	2A-2C-2E	2A	2C
23-29 Oct	2A-2C-2E	2C	2E
30 Oct-05 Nov	2A-2C-2E	2E	2A
06-12 Nov	2A-2C-2E	2A	2C
13-19 Nov	2A-2C-2E	2C	2E
20-26 Nov	2A-2C-2E	2E	2A
27 Nov-03 Dec	2A-2C-2E	2A	2C
04-10 Dec	2A-2C-2E	2C	2E
11-17 Dec	2A-2C-2E	2E	2A
18-24 Dec	2A-2C-2E	2A	2C
25-31 Dec	2A-2C-2E	2C	2E

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell and basement.

Prepared by:

**SAMPLE 16**  
**BUILDING CLEAN-UP ROSTER**  
**3 Stairwells                      APT: A-H                      1 Bicycle Room**

Date	Stairwell	Laundry or Bicycle Room	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
09-15 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
16-22 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1F	1H-2H-3H	1B-2B-3B
23-29 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1G	1A-2A-3A	1C-2C-3C
30 Jan-05 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1H	1B-2B-3B	1D-2D-3D
06-12 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1A	1C-2C-3C	1E-2E-3E
13-19 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2B	1D-2D-3D	1F-2F-3F
20-26 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2C	1E-2E-3E	1G-2G-3G
27 Feb-05 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2D	1F-2F-3F	1H-2H-3H
06-12 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	1G-2G-3G	1A-2A-3A
13-19 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2F	1H-2H-3H	1B-2B-3B
20-26 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2G	1A-2A-3A	1C-2C-3C
27 Mar-02 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2H	1B-2B-3B	1D-2D-3D
03-09 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	1C-2C-3C	1E-2E-3E
10-16 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3B	1D-2D-3D	1F-2F-3F
17-23 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3C	1E-2E-3E	1G-2G-3G
24-30 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3D	1F-2F-3F	1H-2H-3H
01-07 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3E	1G-2G-3G	1A-2A-3A
08-14 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3F	1H-2H-3H	1B-2B-3B
15-21 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3G	1A-2A-3A	1C-2C-3C
22-28 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3H	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3A	1C-2C-3C	1E-2E-3E
05-11 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
12-18 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G
19-25 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
26 Jun-02 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
03-09 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
10-16 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G
17-23 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1D	1F-2F-3F	1H-2H-3H
24-30 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1E	1G-2G-3G	1A-2A-3A
31 Jul-06 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1F	1H-2H-3H	1B-2B-3B
07-13 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1G	1A-2A-3A	1C-2C-3C
14-20 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1H	1B-2B-3B	1D-2D-3D
21-27 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1A	1C-2C-3C	1E-2E-3E
28 Aug-03 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2B	1D-2D-3D	1F-2F-3F
04-10 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2C	1E-2E-3E	1G-2G-3G
11-17 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2D	1F-2F-3F	1H-2H-3H
18-24 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	1G-2G-3G	1A-2A-3A
25 Sep-01 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2F	1H-2H-3H	1B-2B-3B
02-08 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2G	1A-2A-3A	1C-2C-3C
09-15 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2H	1B-2B-3B	1D-2D-3D
16-22 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	1C-2C-3C	1E-2E-3E
23-29 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3B	1D-2D-3D	1F-2F-3F
30 Oct-05 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3C	1E-2E-3E	1G-2G-3G
06-12 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3D	1F-2F-3F	1H-2H-3H
13-19 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3E	1G-2G-3G	1A-2A-3A
20-26 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3F	1H-2H-3H	1B-2B-3B
27 Nov-03 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3G	1A-2A-3A	1C-2C-3C
04-10 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	3H	1B-2B-3B	1D-2D-3D
11-17 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	3A	1C-2C-3C	1E-2E-3E
18-24 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	1D-2D-3D	1F-2F-3F
25-31 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	1E-2E-3E	1G-2G-3G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, bicycle room, and basement.

**SAMPLE 17**  
**BUILDING CLEAN-UP ROSTER**  
**3 Stairwells      APT: A-H      2 Laundry or Bicycle Rooms**

Date	Stairwell	Laundry or Bicycle Room 1	Laundry or Bicycle Room 2	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
09-15 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
16-22 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1D-2D-3D	1H-2H-3H
23-29 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1E-2E-3E	1A-2A-3A
30 Jan-05 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1F-2F-3F	1B-2B-3B
06-12 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1G-2G-3G	1C-2C-3C
13-19 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1H-2H-3H	1D-2D-3D
20-26 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1A-2A-3A	1E-2E-3E
27 Feb-05 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1B-2B-3B	1F-2F-3F
06-12 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1C-2C-3C	1G-2G-3G
13-19 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1D-2D-3D	1H-2H-3H
20-26 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1E-2E-3E	1A-2A-3A
27 Mar-02 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1F-2F-3F	1B-2B-3B
03-09 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1G-2G-3G	1C-2C-3C
10-16 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1H-2H-3H	1D-2D-3D
17-23 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1A-2A-3A	1E-2E-3E
24-30 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1B-2B-3B	1F-2F-3F
01-07 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1C-2C-3C	1G-2G-3G
08-14 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1D-2D-3D	1H-2H-3H
15-21 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1E-2E-3E	1A-2A-3A
22-28 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1F-2F-3F	1B-2B-3B
29 May-04 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1G-2G-3G	1C-2C-3C
05-11 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1H-2H-3H	1D-2D-3D
12-18 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1A-2A-3A	1E-2E-3E
19-25 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
26 Jun-02 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
03-09 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1B	3B	1H-2H-3H	1D-2D-3D
10-16 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1C	3C	1A-2A-3A	1E-2E-3E
17-23 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1B-2B-3B	1F-2F-3F
24-30 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1C-2C-3C	1G-2G-3G
31 Jul-06 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1D-2D-3D	1H-2H-3H
07-13 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1E-2E-3E	1A-2A-3A
14-20 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1F-2F-3F	1B-2B-3B
21-27 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1G-2G-3G	1C-2C-3C
28 Aug-03 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1H-2H-3H	1D-2D-3D
04-10 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1A-2A-3A	1E-2E-3E
11-17 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1B-2B-3B	1F-2F-3F
18-24 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1C-2C-3C	1G-2G-3G
25 Sep-01 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1D-2D-3D	1H-2H-3H
02-08 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1E-2E-3E	1A-2A-3A
09-15 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D	3D	1F-2F-3F	1B-2B-3B
16-22 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E	3E	1G-2G-3G	1C-2C-3C
23-29 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F	3F	1H-2H-3H	1D-2D-3D
30 Oct-05 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G	3G	1A-2A-3A	1E-2E-3E
06-12 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H	3H	1B-2B-3B	1F-2F-3F
13-19 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A	3A	1C-2C-3C	1G-2G-3G
20-26 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2A	2B	1D-2D-3D	1H-2H-3H
27 Nov-03 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2C	2D	1E-2E-3E	1A-2A-3A
04-10 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	2E	2F	1F-2F-3F	1B-2B-3B
11-17 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	2G	2H	1G-2G-3G	1C-2C-3C
18-24 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B	3B	1H-2H-3H	1D-2D-3D
25-31 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C	3C	1A-2A-3A	1E-2E-3E

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, bicycle room, and basement.

**SAMPLE 18**  
**BUILDING CLEAN-UP ROSTER**  
**3 Stairwells      APT: A-H      No Bicycle Room**

Date	Stairwell	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
09-15 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
16-22 Jan	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
23-29 Jan	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
30 Jan-05 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
06-12 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
13-19 Feb	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
20-26 Feb	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
27 Feb-05 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
06-12 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
13-19 Mar	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
20-26 Mar	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
27 Mar-02 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
03-09 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
10-16 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
17-23 Apr	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
24-30 Apr	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
01-07 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
08-14 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
15-21 May	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
22-28 May	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
29 May-04 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
05-11 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
12-18 Jun	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
19-25 Jun	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
26 Jun-02 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
03-09 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
10-16 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
17-23 Jul	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
24-30 Jul	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
31 Jul-06 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
07-13 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
14-20 Aug	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
21-27 Aug	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
28 Aug-03 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
04-10 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
11-17 Sep	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
18-24 Sep	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
25 Sep-01 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
02-08 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
09-15 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
16-22 Oct	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
23-29 Oct	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
30 Oct-05 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G
06-12 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1F-2F-3F	1H-2H-3H
13-19 Nov	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1G-2G-3G	1A-2A-3A
20-26 Nov	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1H-2H-3H	1B-2B-3B
27 Nov-03 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1A-2A-3A	1C-2C-3C
04-10 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1B-2B-3B	1D-2D-3D
11-17 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1C-2C-3C	1E-2E-3E
18-24 Dec	1B-2B-3B-1D-2D-3D-1F-2F-3F-1H-2H-3H	1D-2D-3D	1F-2F-3F
25-31 Dec	1A-2A-3A-1C-2C-3C-1E-2E-3E-1G-2G-3G	1E-2E-3E	1G-2G-3G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell and basement.

Prepared by:

# SAMPLE 19

## BUILDING CLEAN-UP ROSTER

1 Stairwell

APT: A-I

1 Laundry or Bicycle Room

Date	Stairwell	Laundry or Bicycle Room	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	C-F-I	A	B	D
09-15 Jan	A-D-G	B	C	E
16-22 Jan	B-E-H	C	D	F
23-29 Jan	C-F-I	D	E	G
30 Jan-05 Feb	A-D-G	E	F	H
06-12 Feb	B-E-H	F	G	I
13-19 Feb	C-F-I	G	H	A
20-26 Feb	A-D-G	H	I	B
27 Feb-05 Mar	B-E-H	I	A	C
06-12 Mar	C-F-I	A	B	D
13-19 Mar	A-D-G	B	C	E
20-26 Mar	B-E-H	C	D	F
27 Mar-02 Apr	C-F-I	D	E	G
03-09 Apr	A-D-G	E	F	H
10-16 Apr	B-E-H	F	G	I
17-23 Apr	C-F-I	G	H	A
24-30 Apr	A-D-G	H	I	B
01-07 May	B-E-H	I	A	C
08-14 May	C-F-I	A	B	D
15-21 May	A-D-G	B	C	E
22-28 May	B-E-H	C	D	F
29 May-04 Jun	C-F-I	D	E	G
05-11 Jun	A-D-G	E	F	H
12-18 Jun	B-E-H	F	G	I
19-25 Jun	C-F-I	G	H	A
26 Jun-02 Jul	A-D-G	H	I	B
03-09 Jul	A-D-G	B	C	E
10-16 Jul	B-E-H	C	D	F
17-23 Jul	C-F-I	D	E	G
24-30 Jul	A-D-G	E	F	H
31 Jul-06 Aug	B-E-H	F	G	I
07-13 Aug	C-F-I	G	H	A
14-20 Aug	A-D-G	H	I	B
21-27 Aug	B-E-H	I	A	C
28 Aug-03 Sep	C-F-I	A	B	D
04-10 Sep	A-D-G	B	C	E
11-17 Sep	B-E-H	C	D	F
18-24 Sep	C-F-I	D	E	G
25 Sep-01 Oct	A-D-G	E	F	H
02-08 Oct	B-E-H	F	G	I
09-15 Oct	C-F-I	G	H	A
16-22 Oct	A-D-G	H	I	B
23-29 Oct	B-E-H	I	A	C
30 Oct-05 Nov	C-F-I	A	B	D
06-12 Nov	A-D-G	B	C	E
13-19 Nov	B-E-H	C	D	F
20-26 Nov	C-F-I	D	E	G
27 Nov-03 Dec	A-D-G	E	F	H
04-10 Dec	B-E-H	F	G	I
11-17 Dec	C-F-I	G	H	A
18-24 Dec	A-D-G	H	I	B
25-31 Dec	B-E-H	I	A	C

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry or bicycle room, and basement.

Prepared by:



**SAMPLE 20**  
**BUILDING CLEAN-UP ROSTER**  
**2 Stairwells      APT: A-H      1 Laundry or Bicycle Room**

Date	Stairwell	Laundry or Bicycle Room	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1D	1F-2F	1H-2H
09-15 Jan	1B-2B-D-2D-1F-2F-1H-2H	1E	1G-2G	1A-2A
16-22 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1F	1H-2H	1B-2B
23-29 Jan	1B-2B-D-2D-1F-2F-1H-2H	1G	1A-2A	1C-2C
30 Jan-05 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1H	1B-2B	1D-2D
06-12 Feb	1B-2B-D-2D-1F-2F-1H-2H	1A	1C-2C	1E-2E
13-19 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1B	1D-2D	1F-2F
20-26 Feb	1B-2B-D-2D-1F-2F-1H-2H	1C	1E-2E	1G-2G
27 Feb-05 Mar	1A-2A-1C-2C-1E-2E-1G-2G	2B	1F-2F	1H-2H
06-12 Mar	1B-2B-D-2D-1F-2F-1H-2H	2C	1G-2G	1A-2A
13-19 Mar	1A-2A-1C-2C-1E-2E-1G-2G	2D	1H-2H	1B-2B
20-26 Mar	1B-2B-D-2D-1F-2F-1H-2H	2E	1A-2A	1C-2C
27 Mar-02 Apr	1A-2A-1C-2C-1E-2E-1G-2G	2F	1B-2B	1D-2D
03-09 Apr	1B-2B-D-2D-1F-2F-1H-2H	2G	1C-2C	1E-2E
10-16 Apr	1A-2A-1C-2C-1E-2E-1G-2G	2H	1D-2D	1F-2F
17-23 Apr	1B-2B-D-2D-1F-2F-1H-2H	2A	1E-2E	1G-2G
24-30 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1D	1F-2F	1H-2H
01-07 May	1B-2B-D-2D-1F-2F-1H-2H	1E	1G-2G	1A-2A
08-14 May	1A-2A-1C-2C-1E-2E-1G-2G	1F	1H-2H	1B-2B
15-21 May	1B-2B-D-2D-1F-2F-1H-2H	1G	1A-2A	1C-2C
22-28 May	1A-2A-1C-2C-1E-2E-1G-2G	1H	1B-2B	1D-2D
29 May-04 Jun	1B-2B-D-2D-1F-2F-1H-2H	1A	1C-2C	1E-2E
05-11 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1B	1D-2D	1F-2F
12-18 Jun	1B-2B-D-2D-1F-2F-1H-2H	1C	1E-2E	1G-2G
19-25 Jun	1A-2A-1C-2C-1E-2E-1G-2G	2B	1F-2F	1H-2H
26 Jun-02 Jul	1B-2B-D-2D-1F-2F-1H-2H	2C	1G-2G	1A-2A
03-09 Jul	1A-2A-1C-2C-1E-2E-1G-2G	2D	1D-2D	1F-2F
10-16 Jul	1B-2B-D-2D-1F-2F-1H-2H	2E	1E-2E	1G-2G
17-23 Jul	1A-2A-1C-2C-1E-2E-1G-2G	2F	1F-2F	1H-2H
24-30 Jul	1B-2B-D-2D-1F-2F-1H-2H	2G	1G-2G	1A-2A
31 Jul-06 Aug	1A-2A-1C-2C-1E-2E-1G-2G	2H	1H-2H	1B-2B
07-13 Aug	1B-2B-D-2D-1F-2F-1H-2H	2A	1A-2A	1C-2C
14-20 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1D	1B-2B	1D-2D
21-27 Aug	1B-2B-D-2D-1F-2F-1H-2H	1E	1C-2C	1E-2E
28 Aug-03 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1F	1D-2D	1F-2F
04-10 Sep	1B-2B-D-2D-1F-2F-1H-2H	1G	1E-2E	1G-2G
11-17 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1H	1F-2F	1H-2H
18-24 Sep	1B-2B-D-2D-1F-2F-1H-2H	1A	1G-2G	1A-2A
25 Sep-01 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1B	1H-2H	1B-2B
02-08 Oct	1B-2B-D-2D-1F-2F-1H-2H	1C	1A-2A	1C-2C
09-15 Oct	1A-2A-1C-2C-1E-2E-1G-2G	2B	1B-2B	1D-2D
16-22 Oct	1B-2B-D-2D-1F-2F-1H-2H	2C	1C-2C	1E-2E
23-29 Oct	1A-2A-1C-2C-1E-2E-1G-2G	2D	1D-2D	1F-2F
30 Oct-05 Nov	1B-2B-D-2D-1F-2F-1H-2H	2E	1E-2E	1G-2G
06-12 Nov	1A-2A-1C-2C-1E-2E-1G-2G	2F	1F-2F	1H-2H
13-19 Nov	1B-2B-D-2D-1F-2F-1H-2H	2G	1G-2G	1A-2A
20-26 Nov	1A-2A-1C-2C-1E-2E-1G-2G	2H	1H-2H	1B-2B
27 Nov-03 Dec	1B-2B-D-2D-1F-2F-1H-2H	2A	1A-2A	1C-2C
04-10 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1D	1B-2B	1D-2D
11-17 Dec	1B-2B-D-2D-1F-2F-1H-2H	1E	1C-2C	1E-2E
18-24 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1F	1D-2D	1F-2F
25-31 Dec	1B-2B-D-2D-1F-2F-1H-2H	1G	1E-2E	1G-2G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Laundry or Bicycle Room:** Occupants will clean the laundry or bicycle room that they use.

**Basement:** Clean basement floor and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell, laundry or bicycle room, and basement.

Prepared by:

# SAMPLE 21

## BUILDING CLEAN-UP ROSTER

**2 Stairwells**

**APT: A-H**

**No Bicycle Room**

Date	Stairwell	Basement	Cut Grass/Snow Removal/ Police Call/Dumpster Area
02-08 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
09-15 Jan	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
16-22 Jan	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
23-29 Jan	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
30 Jan-05 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
06-12 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
13-19 Feb	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
20-26 Feb	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
27 Feb-05 Mar	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
06-12 Mar	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
13-19 Mar	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
20-26 Mar	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
27 Mar-02 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
03-09 Apr	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
10-16 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
17-23 Apr	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
24-30 Apr	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
01-07 May	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
08-14 May	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
15-21 May	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
22-28 May	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
29 May-04 Jun	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
05-11 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
12-18 Jun	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
19-25 Jun	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
26 Jun-02 Jul	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
03-09 Jul	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
10-16 Jul	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
17-23 Jul	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
24-30 Jul	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
31 Jul-06 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
07-13 Aug	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
14-20 Aug	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
21-27 Aug	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
28 Aug-03 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
04-10 Sep	1B-2B-1D-2D-1F-2F-1H-2H	1E-2E	1G-2G
11-17 Sep	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
18-24 Sep	1B-2B-D-2D-1F-2F-1H-2H	1G-2G	1A-2A
25 Sep-01 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
02-08 Oct	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
09-15 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
16-22 Oct	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
23-29 Oct	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
30 Oct-05 Nov	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G
06-12 Nov	1A-2A-1C-2C-1E-2E-1G-2G	1F-2F	1H-2H
13-19 Nov	1B-2B-1D-2D-1F-2F-1H-2H	1G-2G	1A-2A
20-26 Nov	1A-2A-1C-2C-1E-2E-1G-2G	1H-2H	1B-2B
27 Nov-03 Dec	1B-2B-1D-2D-1F-2F-1H-2H	1A-2A	1C-2C
04-10 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1B-2B	1D-2D
11-17 Dec	1B-2B-1D-2D-1F-2F-1H-2H	1C-2C	1E-2E
18-24 Dec	1A-2A-1C-2C-1E-2E-1G-2G	1D-2D	1F-2F
25-31 Dec	1B-2B-D-2D-1F-2F-1H-2H	1E-2E	1G-2G

**Stairwell:** Clean from your apartment landing down to the next apartment landing.

**Basement:** Clean basement floors and steps in your stairwell area.

**Cut Grass/Snow Removal:** Cut grass in front, back, and side of your stairwell area. Remove snow from sidewalks in your stairwell area.

**Police Call/Dumpster Area:** Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the dumpster area.

**NOTE:** Occupants are reminded to clean up spills and trash that they make in the stairwell and basement.

Prepared by:

## Appendix H

### Inspection of Family Housing/BEQ/BOQ



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ  
BAUMHOLDER MILITARY COMMUNITY  
UNIT 23746  
APO AE 09034-3476

IMRP-BPW-H

MEMORANDUM FOR Building Coordinator \_\_\_\_\_ BLDG \_\_\_\_\_ APT \_\_\_\_\_

SUBJECT: Inspection of Family Housing/BEQ/BOQ INSPECTION 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

1. DPW personnel inspected your building number on \_\_\_\_\_ and the following deficiencies were noted:

Stairwell 1 Stairwell 2 Stairwell 3

#### OUTSIDE

- \_\_\_\_\_ Grass Not Cut (Summer)/Snow not removed from sidewalks (Winter)
- \_\_\_\_\_ Trash outside of building
- \_\_\_\_\_ Dog feces not cleaned up (Clean-up ASAP)
- \_\_\_\_\_ Recyclables not in recycle containers/scattered around containers/not broken down
- \_\_\_\_\_ Bulk items in trash area before authorized  
(can only be put in area on the night before or morning of pickup)

#### STAIRWELLS

- \_\_\_\_\_ Appointment orders, duty rosters, building chain of command, fire plan. ect, not posted
- \_\_\_\_\_ Unauthorized items stored in the entryway of stairwell
- \_\_\_\_\_ Unclean stairwell or trash in stairwell
- \_\_\_\_\_ Flammables stored in stairwell. (Remove ASAP)
- \_\_\_\_\_ Fire extinguishers overdue for inspection

#### BASEMENT

- \_\_\_\_\_ Flammables/hazardous materials stored in basement. (Remove ASAP)
- \_\_\_\_\_ Unclean basement floor or trash on basement floor
- \_\_\_\_\_ Unauthorized items stored in the basement or under the stairwell
- \_\_\_\_\_ Government furnishings stored in cage rooms/basement

#### BICYCLE/LAUNDRY ROOM/COMMON USE AREA

- \_\_\_\_\_ Bicycle/Common Use room floor not clean and/or trash/furniture in area
- \_\_\_\_\_ Building with Laundry Room not clean and/or trash/furniture in area. Washer/Dryer/Sink not clean
- \_\_\_\_\_ Flammables/hazardous materials stored in bicycle/laundry/common use areas (Remove ASAP)

2. Follow up inspection will be \_\_\_\_\_. All deficiencies should be corrected by this date!

3. The point of contact is Mr. Reed at 531-2993.

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## APPENDIX I

### How can I prevent mold growth in the home?

1. Keep humidity levels below 60%. Using fans while cooking and showering helps. Of course, one of the best tools for reducing humidity levels is a dehumidifier.

2. Allow proper ventilation in your home. Even having a window open for 15 minutes a day helps reduce the potential for mold growth.

3. Keep bathrooms dry and ventilated (e.g., open a window). Remove mold growth using detergent or soap.

4. Clean, dry, or remove anything from your home that is water-damaged, particularly carpets and padding. Area rugs are preferred over wall-to-wall carpeting with respect to preventing mold.

### References:

Environmental Protection Agency:  
[www.epa.gov/ebtpages/indoorairpollution.html](http://www.epa.gov/ebtpages/indoorairpollution.html) and  
[www.epa.gov/iaq/biologic.html](http://www.epa.gov/iaq/biologic.html)

Occupational Safety and Health Administration:  
[www.osha-slc.gov/SLTC/indoorairquality](http://www.osha-slc.gov/SLTC/indoorairquality)

The National Institute for Occupational Safety and Health:  
[www.cdc.gov/niosh/iaqpg.html](http://www.cdc.gov/niosh/iaqpg.html)

If you have questions or concerns, contact any of the phone numbers listed below:

#### Contact numbers:

- ✓ Housing Office:  
DSN 531-2970
- ✓ DPW Work Reception:  
DSN 531-3060
- ✓ Community Health Nurse:  
DSN 590-1135
- ✓ Environmental Health:  
DSN 531-3103/3113



## MOLDS AT HOME AND WORK



## APPENDIX J

### Useful Telephone List

	Military Telephone	Civilian Telephone
<b>DIRECTORATE OF PUBLIC WORKS</b>		
Office of the Director, ROB, Bldg. 164	541-4000	0611-143-541-4000
Senior Facilities Engineer, ROB, Bldg. 164	541-4806	0611-143-541-4806
Lead Facilities Engineer, Bldg. 8165	531-3050	0611-143-531-3050
Service Order Section, Bldg. 8165	531-3060	0611-143-531-3060
Self-Help Store/Lawn Mower Shop, Bldg. 8665	531-3048	0611-143-531-3048
Entomology (Pest), Bldg. 8149	531-3015	0611-143-531-3015
Sanitary Refuse Collection, Bldg. 8461	531-3043	0611-143-531-3043
Waste SORT Center, Bldg. 8461	531-3042	0611-143-531-3042
<b>HOUSING DIVISION NUMBERS</b>		
Housing Division, Chief Bldg. 8745	531-2970	0611-143-531-2970
Chief, Customer Service Bldg. 8745	531-2977	0611-143-531-2977
Customer Service Bldg. 8745	531-2978	0611-143-531-2978
Private Rental Bldg. 8745	531-2996	0611-143-531-2996
Chief, Facilities Management Bldg. 8745	531-2997	0611-143-531-2997
Facilities Management Bldg. 8745	531-2988	0611-143-531-2988
Unaccompanied Personnel Housing Bldg. 8745	531-3005	0611-143-531-3005
AC/BC Program Manager Bldg. 8745	531-2993	0611-143-531-2993
Furniture Branch Bldg. 8785	531-3009	0611-143-531-3009
<b>EMERGENCY NUMBERS</b>		
FIRE	112	06783-6112
AMBULANCE	112	06783-6112
EMERGENCY SERVICE ORDERS	115	06783-6115
RED CROSS (AFTER HOURS)	485-7533/6150	06783-67533/66150
MILITARY POLICE	114	06783-6114
Non-Emergency		06783-67546
GERMAN POLICE		06783-9910
GERMAN POLICE (EMERGENCY)	110	110
USAG RP-Baumholder Staff Duty Office	531-2715	0611-143-531-2715
USAG RP Baumholder Military Comm	531-2707	0611-143-531-2707
Transient (Lagerhof)	531-2900	0611-143-531-2900
In and Out processing Center	485-7762/7574	06783-67762/67574

**Prefix (06783) is not required for civilian numbers if calling from Baumholder but is required for calling from outside of Baumholder. Prefix 0611-143 for VoIP number is always required.**

**ALL BUILDING LOCATIONS ARE SMITH BARRACKS, UNLESS OTHERWISE NOTED.**