

**Housing Division, PW
Fort Riley, Kansas 66442-5921**

TO: FORT RILEY HOUSING RESIDENTS

Welcome to your new home here at Fort Riley. We are proud of the housing areas and encourage you to share in that feeling. We expect you to participate in your community meetings, to maintain the appearance of your home and neighborhood, and most of all, to be a good neighbor.

This Resident Handbook details your responsibilities. You are required to read, understand, and abide by the information it contains. It provides policies on items such as interior and exterior cleanliness, interior and exterior maintenance, operation of appliances, personal conduct, interaction with neighbors, pet care, and vehicle maintenance and parking.

The Housing Division is committed to making your stay as pleasant as possible. Do not hesitate to contact my staff with any questions you may have. We must all strive to pass our quarters to the next occupant in as good or better condition as they were received.

CHARLES R. WILLIAMS
Housing Manager

IMPORTANT PHONE NUMBERS

FIRE - Ft Riley911 or 239-4257

AMBULANCE - Ft Riley.....911 or 239-7835

Housing Service Order Desk..784-2599

Housing Manager.....239-6936

Housing Facilities Chief....239-6936

Housing Services Chief.....239-6936

PW Supply (Furnishings) Office..239-2261

Sprint Telephone Service....1-800-877-4646

Cable Company-Ft Riley.....784-2020

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CHAPTER 1

ADMINISTRATIVE

1-1. BASIC OCCUPANT RESPONSIBILITIES

a. **Personnel living in government quarters at Fort Riley have inherent responsibilities to the Government, to their neighbors, and to themselves. All personnel, in addition to residing in adequate quarters, are expected to live in harmony with their neighbors, respect the rights and privacy of others, and maintain their assigned quarters area in a high state of neatness and cleanliness.**

b. The military sponsor is responsible for:

***Informing members of the household of the provisions of this booklet.**

***The protection and care of the dwelling unit**, installed equipment, furniture, furnishings, and associated grounds and performing self-help in the same manner as would be expected of a prudent homeowner. Residents must avoid negligent damages through carelessness, prevent damages by pets, and perform self-help maintenance in accordance with the DA Handbook for Family Housing Occupants. Emergencies or appliance repairs that are beyond the capabilities of the residents must be promptly reported to the Service Order Desk.

***The conduct of family and guests living in the quarters.** Unbecoming conduct or failure to live in harmony with neighbors may result in disciplinary action and/or termination of assignment of family or bachelor quarters.

***Maintaining the dwelling unit in a clean and orderly condition** through good housekeeping procedures. A copy of DA Handbook for Family Housing Occupants is included in the folder provided to all new housing residents and includes excellent information on housekeeping and self-help projects for all categories of housing. Residents are also responsible for the custodial service of common-use areas; i.e., hallways, stairways, basements, laundry facilities, etc., and performing prompt self-help maintenance when possible in accordance with the DA Handbook for Family Housing Occupants.

***Cooperation with the Housing Division, Housing Maintenance contractor, special project contractors, and Public Works** by allowing them to perform scheduled maintenance, repairs, and inspections. Routine deficiencies beyond the scope of self-help must be recorded and provided to preventive maintenance personnel when they arrive on their periodic PM visit.

***Safety and Conservation consciousness** within the household (before leaving quarters unoccupied, turn off electrical appliances, lights, stove, and oven and lock the doors). **During the winter months, never turn the furnace off; only turn the thermostat down.** Do not leave windows/doors open when running the furnace or air conditioning. Recommended thermostat settings when home are 1) 78-80 degrees in summer and 2) 68-70 degrees in winter.

***The practice of effective fire prevention measures** in accordance with Fort Riley regulations.

***Informing the Housing Office of any change of status affecting the assignment of quarters.** In the event dependents or the soldier no longer reside in family quarters, the quarters assignment must be terminated as soon as possible. Likewise, married soldiers or families are not authorized to move into BOQ's and SEBQ's.

***Absences of 30 days or more must be approved by the Housing Manager.**

***Reporting Absences of 7 days or more to the Housing Facilities Branch** so that proper action may be taken in case of emergencies. Residents must have someone watching the quarters for them and let Housing know who that person is. It is advisable to contact the Military Police Housewatch Program for further security. **Absence does not relieve occupants of their responsibilities for their quarters. The lawn must still be mowed, sidewalks shoveled, pets cared for, etc. Your personal house watcher must make daily inspections so that any facility problems may be detected and reported for repair immediately. Failure to catch and repair broken water lines, heating or air conditioning equipment, etc., can result in the assessment of charges to the resident.**

1-2. DAMAGES CAUSED BY MOVERS

Residents must be aware that they are responsible for damages other than fair wear and tear. If movers cause damage to their house when moving furniture, the resident must get a statement from them and give it to the Housing Facilities Branch as soon as possible. The movers will be held responsible for repairs when it is determined to be their fault.

1-3. LOCKOUTS

Residents must take care not to lock themselves out of their homes. In the event of a lockout, please **come** to the Housing Office to temporarily check out a key. This key must be returned within 4 hours. Identification will be required. Do not call the Military Police for assistance unless it is an emergency (i.e., a small child is locked inside). If it is necessary to call in a service order to rekey the lock due to lost keys, residents will be charged for the work (approximately \$35.00 per lock). Lockout keys may not always be available.

1-4. MAILBOX KEYS

Many housing areas have clusters of mailboxes called Neighborhood Box Units (NBU's) installed. Keys to the NBU's are issued by the Post Office on Custer Hill (784-2865) - not by Housing. Housing areas with NBU's are Colyer, McClellan, O'Donnell, Burnside, Bldg 400, and Meade. Keys for locking mailboxes in BOQ's/SEBQ's and South Warner (6200) are issued by Housing.

1-5. NAME SIGNS ON GOVERNMENT QUARTERS

The Fort Riley Command Group requires the installation of individual name and rank signs for all occupants of government family quarters. These name and rank signs must be installed in the designated location at the front of each building, readily identifying the resident of each housing unit. The Fort Riley Housing Office will provide the letters for each name sign. Residents who do not have the lettering for the signs or who have rank changes may obtain letters from The Self-Help Store, 289 Cameron Avenue. All letters must be turned in to the termination inspector when clearing quarters.

1-6. SMOKE DETECTORS IN HOUSING

a. Smoke detectors have been installed in all family housing units to provide early warning when activated by smoke preceding or accompanying a fire. Two different types of detectors exist, one is photoelectric, one is the ionization type. Both types utilize principles that make them sensitive to smoke. Some buildings have interconnected detectors where all detectors will sound when one goes into alarm. Quarters located in Burnside, McClellan, Meade, New Monteith, and New O'Donnell have a heat detector installed in the carports which will sound inside the living area of quarters when activated.

b. Early warning and a well-planned and practiced escape plan could save you or your family from disaster in the event of fire. If the smoke detector alarm begins to beep once a minute, the detector's backup battery is weak and needs to be replaced immediately. If the battery is removed, the backup battery will continue to beep. Residents are to report any problems with smoke detectors immediately by calling **784-2599, Housing Maintenance Service Order Desk.**

1-7. DIRTY WATER

If you discover your water supply is dirty or discolored, it may be the result of the flushing of main water lines on post. Although every attempt is made to give residents advance notice before flushing begins (Command Channel notice and Fort Riley Post articles), some residents still are caught by surprise. In these instances, we recommend the following:

(1) Before using tap water (for laundry, showering, etc.), check for clarity. If you see discoloration of your water, run the **cold water supply on all your faucets** until the water runs clear. Then check the hot water supply. If the hot water is discolored, follow the same procedure (run all hot water faucets until clear).

(2) Clean any water filters that are attached to your water supply (washing machine screens, faucet aerators, etc.)

(3) If, after following the above procedures, the problem continues, call in a service order to Housing Maintenance Service Order Desk, 784-2599.

1-8. ELECTRICAL METERS

In conjunction with some Housing projects (i.e., siding, new construction), electrical meters are being installed on the houses. These meters are not being used for the purpose of charging residents for their power usage. It is, however, designed to assist the PW Energy Office in determining the energy savings realized through new siding and insulation, and enable them to better forecast utility requirements for Fort Riley. Free utilities are currently provided to each resident in government quarters. **We strongly encourage each of you to be energy conscious and conservative in your use of water, gas, and electricity. Evidence of energy waste should be reported to Housing, and appropriate action will be taken.**

1-9. GARAGE SALE SIGNS AVAILABLE

Anyone planning a garage sale must use the signs provided by the Housing Self-Help Store. It is not authorized to install a sign on any utility pole or traffic control post. The Self-Help Store has garage/yard sale signs that are free standing and can be checked out for 72 hours. Residents can check out two signs. The Self-Help Store is located in Building 289, Cameron Avenue. For information and operating hours, call 239-3196.

NOTE: Approval to conduct a garage sale is obtained by calling DCA, Community Life Office, 239-9435.

1-10. CLEANING STANDARDS

See ANNEX A.

1-11. COMMUNITY LIFE PROGRAM

a. The Fort Riley Community Life Program and the Community Action/Human Resource Council were established to improve the quality of life, to build community spirit, and to create a friendly environment that residents will enjoy.

b. The program achieves its objectives by fostering resident participation in a community organization built around an elected mayor. The mayor is assisted by a sponsor military unit and a community council of elected/appointed leaders. The Garrison Commander, post/division staff, community mayors, and sponsor unit representatives meet monthly. This meeting provides two-way communication between the post agencies and the community representatives.

c. Accomplishments to date have included a community voice in solving problems with repair and maintenance of family quarters, participation in facility planning, improvement of customer services, increased social activities, and participation in development of the Family Action Plan for Fort Riley. Enthusiastic participation by community mayors and residents has aided Fort Riley in becoming a "Community of Excellence."

d. Fort Riley family housing is divided into 14 subcommunities, which have elected/appointed officials and are sponsored by a major unit on post. These communities and sponsor units are:

COMMUNITY	SPONSOR UNIT	# OF QTRS
Burnside Heights	70th Engr Bn	230
*Carpenter/Riley	541st Maint Bn	108
Colyer-East	1st Bn, 13th AR	230
Colyer-West	1st Bn, 41st IN	235
Ellis Heights	101st FSB	388
Forsyth/Marshall	1st PSB	59
McClellan Heights	4th Bn, 1st FA	295
Meade Heights	2nd Bn, 70th AR	290
Monteith/O'Donnell	1st Bn, 34th AR	206
Peterson Heights	2nd Bn, 34th AR	284
Schofield	Law Enforcement Cmd	46
Scott/Stone/Brick Row	1st Finance	71
Warner-South	1st Bn, 16th Inf	373
Warner-North	1st Bn, 5th FA	237
*Includes Qtrs 306, 400, 505, 507, 524, 630; Lowe Court; and Rimrock Terrace.		

1-12. QUARTERS TERMINATION AND CLEARANCE

a. Upon receipt of PCS/ETS orders, the soldier must contact the Transportation Office, Building 200, for a firm date for movement of household goods. Upon receipt of a firm movement date from Transportation, the soldier or spouse must visit the Housing Office to schedule a termination inspection of the quarters.

b. Occupants who desire to terminate assignment to on-post quarters must schedule termination inspections in person in Carr Hall, Building 45, so that specific written clearance instructions can be furnished to them. Termination appointments must be scheduled as early as possible (4 weeks is recommended) in order to receive the desired appointment time and date. Termination appointments must be scheduled for a time no later than 2 working days prior to the soldier's date of separation. Any inspection cancellation must be reported to a Housing Counselor no later than the duty day preceding the originally scheduled termination inspection.

c. PRE-TERM BRIEFINGS: A Pre-Termination briefing is held every Wednesday on the third floor of Carr Hall, Building 45, at 1400. A Housing Inspector explains the various options for cleaning that are available to departing occupants and the occupant's responsibilities under each option. There is a question and answer period in which occupants are encouraged to voice any concerns.

d. INSPECTIONS: The departing occupant or authorized representative will meet the Housing Inspector at the quarters at the appointed time and will jointly inventory the property and inspect the building and grounds. Reimbursement for willful or negligent damage or loss to government property must be made as prescribed by AR 735-11.

e. Personally owned household goods and equipment (to include all trash) will be removed from the quarters prior to the scheduled appointment time. Government furniture must be turned in at the Furnishings Management Office, Building 317 (except for officers occupying Main Post oversized quarters).

f. Upon vacating quarters, occupants will be required to turn over the quarters and immediate premises in a clean and orderly condition suitable for immediate reassignment. Assignment will not be terminated until this is accomplished. Sponsors will be held liable for charges incurred by the Army from failure to comply with the provisions of this paragraph. Collections will be initiated in accordance with Chapter 2, AR 735-11.

g. In the event quarters are not acceptable (do not pass inspection) because of lack of cleanliness, the occupant will be advised by the Housing Inspector to schedule another inspection. Same day inspections will be done when possible and if the deficiencies appear to be correctable during that time frame. Occupants will be provided with a list of discrepancies unless they fail the inspection in its entirety. In that case, the written cleaning standards will serve as their directions.

h. Should an occupant fail their terminations three times, their keys must be turned over to the Housing Inspector, and charges for cleaning will be assessed. Failure to keep the inspection appointment is considered not passing.

i. CLEANING TEAMS: An occupant may utilize contract cleaning procedures by electing to have their quarters cleaned by the Housing Maintenance Contractor or by contracting with a team that is listed with Housing.

(1) If the choice is the Housing Maintenance Contractor, the occupant advises the Housing Counselor of this choice when scheduling their termination/occupant-clean appointment. When the inspector meets the occupant for the scheduled inspection, the occupant informs the inspector that cleaning is to be performed by the Housing Maintenance Contractor. The inspector will provide the occupant with paperwork to support a Cash Collection Voucher for the “whole house clean.” The occupant must take the paperwork to the second floor of Carr Hall, Bldg 45, where the paperwork will be prepared. Payment must be by cash or money order and taken to the Fort Riley Bank by 1400 on the date indicated on the DD 1131.

(2) If the choice is a listed cleaning team, the occupant personally contacts the team and negotiates a price for the cleaning. Money orders made payable to the cleaning team must be turned in to the Housing 24 hours prior to the occupant’s inventory appointment. Housing does not employ the listed cleaning teams, but holds the payment for services until the set of quarters passes inspection. The resident establishes an inventory appointment for determination of damages to government property. The cleanliness inspection for the cleaning team is conducted 3 working days after the inventory. The soldier is free to leave after the inventory inspection. Basic Allowance for Housing (BAH) starts the day the cleaning team is scheduled to clear.

j. TERMINATION ORDERS: All termination of quarters will be made by written orders. Orders terminating assignment of quarters will be completed and initialed by the Housing Inspector and given to the individual concerned when the quarters have passed the termination inspection and payment or other action, as required, has been made for damaged and/or lost items.

k. INSTALLATION CLEARANCE: All occupants of quarters departing Fort Riley will obtain clearance for quarters assignment from their Housing termination inspector (unless charges are assessed). **Soldiers cannot clear the installation until their housing is terminated.**

1-13. RETENTION OF FAMILY QUARTERS

Soldiers who meet basic eligibility are entitled to on-post family housing. One basic requirement is that the family member resides permanently in the quarters with the soldier. If at any time the soldier or the family no longer permanently reside in the quarters, entitlement of the housing is lost. The exception to that rule is when retention of government housing has been approved by the Chief, Housing Services Branch. Very specific guidance is given by Army regulation for approval of retention requests. Requests for retention must be addressed through the soldier’s chain of command to the Housing Office. Under no circumstances is a family entitled to government family housing when the soldier has been discharged.

1-14. HOUSEWATCH PROGRAM

a. If you are going on leave, NTC or TDY, and you are concerned about the security of your quarters and property in your absence, then you might be interested in utilizing the MP Housewatch Program.

b. All it takes is a visit to Bldg 221, and the MP's will come by and check your quarters during the hours of darkness as often as twice every 24 hours. The idea behind the program is to help deter larceny and damage to your quarters and property while you are away for an extended period of time.

c. The procedures for having your quarters placed on the Housewatch Program are:

(1) Go to the Provost Marshal's Office, Bldg 221; it is open 24 hours, 7 days a week.

(2) When you go Bldg 221, please have the following pertinent information with you:

(a) Quarters number and housing area.

(b) Name and rank.

(c) Unit of person requesting housewatch.

(d) Beginning and ending dates of leave.

(e) Name and telephone number of a friend or neighbor you trust who will also be helping to keep an eye on your quarters.

(f) A phone number where you can be reached in case of a serious emergency.

(3) In order to further deter larceny or damage to your quarters while you are away, it is a good idea to leave a key with someone you trust and ask them to assist in making it not so obvious that no one is home. They can do this by picking up your mail or newspapers, and making sure there is a light on during the hours of darkness.

(4) If you return early, be sure to give the Provost Marshal's Office a call at 239-6767 (239-MPMP) so the housewatch can be stopped.

(5) It is advisable not to leave any exterior lights burning while you are away, as this serves only as a signal to burglars that no one is home.

(6) You must also stop your mail and newspaper delivery if at all possible. Ask the Post Office to hold your mail until you come in and pick it up.

(7) Also notify the Housing Facilities Branch, 239-3301, providing them with the same information as provided to the Military Police. In case of emergency, Housing will contact the friend holding the keys to access the quarters.

CHAPTER 2

POLICIES

2-1. NOISE POLICY

a. Occupants must keep the noise in their quarters (i.e., stereos, radios, TV's, voices, etc.) at a level acceptable to the other occupants of their building and to neighbors in general at all times. Noise must not be so excessive as to be heard by a passerby. Noise that is acceptable during the working days is not always fitting for the nighttime; therefore, **occupants will lower the volume of noise between the hours 2200 until 0630 (10 p.m. until 6:30 a.m.).**

b. Occupants also will keep the volume of car stereos and radios at a low level while parked near the quarters. They must not be heard loudly by someone 50 feet from the vehicle.

c. Examples of activities that must be avoided during early morning hours are mowing lawns, using power tools, or making loud engine noises.

d. Occupants are asked to consider others in these situations and to cooperate with each other in resolving differences in regard to noise levels.

2-2. SOCIAL VISITING IN QUARTERS

a. Requests for visitors in BOQ's/SEBQ's must be submitted to the Chief, Customer Service, in advance and will be considered on a case-by-case basis. A bona fide social visitor in family quarters is a guest whose total length of stay **does not exceed 90 days per 12-month period**, and the guest is not locally employed or enrolled in local schools. A bona fide guest will not have an address within a 60-mile radius of Fort Riley.

b. When an occupant wants a nondependent family member to stay beyond 90 days or actually reside in his/her government quarters, the soldier must first obtain written approval from the Chief of Customer Service. This nondependent cannot be another service member. This procedure is also required for requesting a live-in baby sitter. The approval will **not** change the bedroom requirement nor authorize the shipment or storage of household goods.

2-3. CHILDREN

Parents will ensure that their children:

-Are supervised at all times.

-Are not permitted to play in the streets, in storm drainage ditches, in refuse containers, at construction sites, or in “off limits” areas.

-Do not invade the privacy of or become a nuisance to the neighbors.

-Are not left unattended in the quarters.

-Do not “shortcut” across or play in neighbor’s lawn or yard unless invited.

The military sponsors will be held financially responsible for damage to personal property, parked vehicles, and acts of vandalism to government property caused by their dependents.

2-4. CURFEW

Curfew enforcement is a command issue. Currently, curfew restrictions are enforced for the hours **2230 till 0500 (10:30 p.m. till 5 a.m.) for persons up to 17 years of age**. Questions or complaints concerning curfew are to be directed to the **Military Police, 239-6767 (239-MPMP)**.

2-5. PLAYGROUNDS

In order to sustain the quality of our neighborhoods, it is vital that residents help to maintain their neighborhood recreational facilities. More specifically, they will:

-Watch over their children as they play.

-Teach them how to care for the equipment (i.e., not to hang on basketball hoops).

-Call in service orders for equipment failure.

-Perform self-help repairs when easily done (i.e., tighten loose nuts and bolts, fix broken swing chains, etc.)

-Clean up after pets immediately.

-Keep playgrounds neat and free of trash and debris such as glass, rocks, boards, etc. Trim grass and weeds around equipment where lawn mowers cannot reach.

-Report suspicious activity on playgrounds to the MP’s immediately.

-Report apparent deliberate vandalism to MP’s.

Caring communities can make a difference at Fort Riley. We encourage you to help keep it an Installation of Excellence!

2-6. PETS

a. Residents must be familiar with FR Reg 40-18 that governs pets on this installation and is provided by Housing upon assignment. A summary follows:

- b. All dogs and cats must be registered with Veterinary Treatment Facility (VTF), Building 226, 239-3886, located on Custer Avenue, within 10 days of arrival or acquisition of the pet. A certificate of current rabies vaccination is required for registration. A registration tag will be provided to the owner who will ensure that it is attached to a collar and is kept on the pet at all times when it is outdoors.
- **c. Owners will clean up unsanitary waste deposited by animals on a daily basis.**
- d. Pets left outside for 30 minutes or more at a time or when the owner is not home, will be provided with a dog/cat house that has four walls, a roof, a floor, and a door (door provides a windbreak and rain break at the entrance, and may be a flap of canvas or cloth attached to the structure). The shelter structure must be clean, neat, and in good repair. It must be made of wood or be a purchased prefabricated product, and must be large enough to allow each animal to sit, stand, and lie in a normal manner. The surfaces in contact with animals must be resistant to moisture. All pet housing surfaces must be cleaned and sanitized on a regular basis. If the structure is surrounded by a fence, the fencing must be approved by Housing. The fenced area must be trimmed and kept clean and presentable.
- e. Outside pets will have fresh, drinkable water available to them at all times.
- f. Pets that are outdoors will be maintained within a fenced area on the premises or be tethered on a chain not less than 6 feet or greater than 15 feet in length. Pets cannot be within 4 feet of all common user right-of-ways (i.e., sidewalks) and will not be secured to trees or shrubbery, or in a manner that will cause damage to government property.
- g. Residents are limited to three free roaming pets (caged birds, caged small animals, and fish excluded) per family housing unit.
- h. Animals will be controlled so they do not interfere with official reviews, ceremonies, or parades.
- i. Owners will supply wholesome food and water daily, humane care, and veterinary care.
- j. A pet is considered a nuisance when it endangers life or health, gives offense to the senses, violates laws of decency, or interferes with the reasonable use or enjoyment of the property.

Examples include an animal that habitually or repeatedly barks in such a manner or to such an extent that it disturbs others, or if it defecates on the lawn of quarters not occupied by the owner.

- **k. No person shall abuse, mistreat, or neglect a pet. Pets authorized to reside in government quarters include dogs, domestic cats, tropical fish, rabbits (outdoor rabbit hutches are prohibited), pocket pets (such as gerbils, guinea pigs, hamsters, rats, mice), and birds (provided they are not taken from the wild).**

- l. Sylvatic pets; i.e., skunks, raccoons, monkeys, snakes, and ferrets will not be maintained on this installation.

- m. Animals with unpredictable behavior that may aggressively attack, with or without provocation, may be removed from this installation.

- n. Owners will leash **DOGS AND CATS** when exercising them off the owner's premises, except in open areas away from government quarters. Leashes will not exceed 6 feet in length. Care must be taken to ensure that the person having control of the animal is physically capable of having control. While under voice control, in the above mentioned open areas, the pet must immediately respond to commands.

- o. To prevent damage and avoid unsanitary conditions: Pets that are chained outdoors shall not be positioned in the same place continuously.

- p. Pets will not be housed on balconies or patios. The feces and urine destroys wood, stains concrete surfaces, and creates a health hazard.

- q. Occupants will be charged for replacement and cleanup required to correct any resulting damages or conditions.

- r. Pet animals belonging to guests of military personnel on this installation are not required to be registered, but they are the responsibility of the guest's sponsor.

- s. When an owner no longer wants the pet, it is the owner's responsibility to find the animal a new home or take the animal to the Veterinary Treatment Facility and place the animal for adoption.

- t. In the event that a pet is sold or given away and the animal remains on post, the new owner must reregister the animal in their name within 10 days.

- u. Owners will keep their quarters in a parasite-free condition; i.e., owners will use flea and tick control products as needed and will have their pets tested for worms (heart and intestine) annually. Parasite control is the owner's responsibility.

- v. The following may be considered as acts of pet abuse, mistreatment, or neglect:

- Pets not provided adequate food and water.
 - Pets left unattended inside vehicles during warm weather.
 - Abandonment of pets.
 - Allowing pets to attack people or other animals.
 - Destruction of property.
 - Pets disturbing the peace by howling or barking.
 - Pets left outside in cold or hot weather without adequate protection.
- w. Retrieving stray animals and adoptions from the VTF, Bldg 226, can be accomplished at the below times and days:

Monday - Thurs 0800 - 1100 1300-1600
Friday 0800 - 1100

- x. The owner is responsible for the disposition of dead pets. Notify the VTF so the animal can be removed from the active file.
- y. Points of contact: **NCOIC, Game Warden/Animal Control Section - 239-8940.**
- z. Three or more violations of this regulation within a 12-month period may warrant removal of the pet and/or owner from the installation.

2-7. FENCES

a. All fence requests must be approved by Housing prior to installation. Request forms will be obtained and submitted through the Self-Help Store, 289 Cameron Avenue. See ANNEX B for approval paperwork and specifications.

b. MAIN POST: Since Main Post is an Historic District, the installation of fences is strictly regulated by the State Historical Preservation Office (SHPO). Depending on the location, some fences may be approved at the Housing Office. Others, however, may have to be sent to SHPO for review and consideration. Questions may be addressed to the Facilities Section at Housing.

c. ALL QUARTERS: The backyard is construed to be the side of the house away from the street. In the case of a house on a corner, the backyard will be the side away from the street where the driveway intersects. Each fence must have a pedestrian gate. A fence cannot cover a

public sidewalk and must be **at least 4 feet from all public sidewalks and curbs.** Some quarters may have special restrictions depending on locations. Fence requests must be picked up within 30 days after the occupant has been notified. If they are not, the occupant must then re-submit a new request. Fences cannot be attached to government property.

d. COLYER MANOR AND CUSTER HILL: Fences are allowed only in back and back-side yards. Front yards may not have fences. The fence may go out from the middle of the side of the house and may encompass the back and/or back-side yards, whichever configuration fits the type of quarters. The fence cannot exceed 75 feet from the quarters or halfway between the next apartment/house.

e. Specifications on acceptable types of fences will be provided to residents who are requesting fence installation. Occupants living in multiple dwelling (8-plex and 4-plex) quarters with common yards must get permission from the majority of the other residents before fence requests can be granted. See ANNEX C for yard areas.

f. All expenses to construct, install, and remove fences are the resident's responsibility. Fences which hinder any type of maintenance, repair, or project work must be removed and reinstalled by the occupant at their expense. Fences must be maintained, and grass trimmed around them so they always present an attractive appearance. When removed, the resident must restore the grounds (i.e., fill in holes and reseed) unless the next occupant assumes responsibility for it.

g. Decorative edging/fencing that is not lower than 12 inches and does not exceed 24 inches in height may be installed in front yards. This must not cover public sidewalks, must be trimmed around, and must present an attractive appearance. Decorative edging must be uniform and not comprised of different types in one yard. Permission from Housing is not needed to install this type of edging.

h. Stakes and lines to protect newly seeded yards may be put up **temporarily** until the grass is established. It must be done neatly and not present a safety hazard. The line must be clearly visible and must be high enough to avoid tripping people. It must be maintained in a neat and attractive manner.

i. Fencing not meeting Housing's standards must be removed.

2-8. POLICY FOR ABOVE GROUND SWIMMING POOLS AND SPAS

Wading pools, swimming pools, and spas: Pools or spas of depths greater than 18 inches may not be installed without prior permission from Housing. The following criteria must be met:

(1) Both pools and spas must be located outside. They must be within the occupant's area of responsibility.

(2) Electrical wiring and plumbing must be installed by licensed electricians and plumbers. Any electrical outlet within 20 feet of pool or spa must be a GFI outlet. National Electric Code 680-40 and 680-41 must be complied with.

(3) A fence 5 feet in height must be installed around the pool or spa to prevent small children from gaining access. Gates will be secured to prevent unauthorized entry.

(4) A floating warning device must be owned and used by the occupants in the pool or spa. This device will signal the owner when a trespasser is using the pool.

(5) Floating toys, rafts, and other items will be removed when the pool is not in use. These items would be attractive to small children.

(6) Owners are required to maintain a liability insurance policy to cover any accidents which might occur. Proof of insurance will be submitted to the Facilities Branch when seeking permission for installation.

(7) Pools and spas will be drained and adequately stored during the off season.

(8) Personnel will evacuate the pool or spa during thunderstorms to prevent injury from lightning.

(9) All hazardous chemicals will be stored in secure areas preventing access by children.

(10) Use of nonskid materials on surfaces around the pool or spa is required.

(11) When terminating government quarters, the occupant will restore all grounds and other real property to the same condition it was in prior to installation of the pool or spa.

2-9. SATELLITE DISHES

Satellite Dishes: Approval for satellite dishes will be obtained through the Family Housing Self-Help Store, Bldg 289 Cameron Avenue. Satellite dishes are to be installed in the backyards of quarters on Custer Hill and Colyer Manor. Requests for exception will be addressed on a case-by-case basis. Exception is made for second story 8-plexes, where dishes may sit free standing inside the front balconies. Satellite dishes cannot be attached to government property, nor can siding be penetrated to run the wiring. Requests for Main Post will be addressed case by case. Occupants must ensure that the ground is restored after the dish is removed. **Effective 1 June 2001, flat coaxial cable will be used to extend satellite wiring through a window/door opening.**

CAUTION: Residents cautioned to not sign agreements with satellite service providers who will not guarantee removal of the satellite dish before the resident terminates

quarters. Residents may be assessed charges for removal and disposal of the dish and restoration of the ground area.

2-10. BASEMENTS

Although the quarters you are being assigned to might have a basement, it is not considered part of your living space, and we caution you not to use it as such. Basements are very susceptible to water problems, so if it is used for storage, you must take care in what you store there and how you do it. Use of wooden pallets is suggested. Occasionally, wooden pallets are available, free of charge, at the Family Housing Self-Help Store, Bldg 289, Cameron Avenue. The common-use basement exit door must be closed at all times to keep out stray animals, to keep out intruders, and to protect your personal items stored in the area. Colyer residents who share common basements must keep them neat and clean. Personal possessions should be kept in assigned storage cages. Property left outside of cages must be properly marked with owner's name and apartment number. Basements that do not meet upkeep standard may result in termination failures for residents. Everyone shares in that responsibility.

2-11. STORAGE OF PERSONALLY OWNED FURNISHINGS

- a. When space is inadequate in assigned government quarters to accommodate personal furnishings, storage of such furnishings may be authorized at government expense. The total of the weight of the furnishings in the house and those stored cannot exceed the member's authorized weight allowance. The occupant must pay to store the amount above the weight allowance.
- b. Property will not be stored merely for convenience, but only when a real hardship or excessive personal expense will result if nontemporary storage is denied.
- c. Application for storage can be initiated at the Housing Office.

2-12. TRAMPOLINE POLICY

a. RESPONSIBILITIES. Trampolines are dangerous and should be used with the utmost care, providing constant and adequate supervision. It is the responsibility of the owner of the trampoline to ensure that young or inexperienced persons use the trampoline only under mature supervision. Warnings and cautions are set forth in this SOP and are made known to all such prospective users so that the rules are enforced in order to minimize the likelihood of accidents and injuries. Residents with trampolines will be held liable for injuries associated with their equipment.

b. SAFETY SYSTEM. Before a trampoline is going to be used, the installation of a safety enclosure (netting) system is mandatory. The trampoline safety enclosure is a safety system that consists of a strong metal or PVC frame, with inner netting and outer support ropes. The safety enclosure is designed to protect users from falling off the trampoline, but will not prevent accidents due to use by multiple persons on the trampoline or doing somersaults incorrectly. Due to

the fact that trampoline use is dangerous and can cause significant personal injuries or death, if you have a trampoline, it must be disassembled if you are going to be gone for an extended period of time (72-hours or more).

c. SAFETY PRECAUTIONS.

- (1) Never allow more than one person on the trampoline at a time.
- (2) Inspect the trampoline before each use and replace any worn, defective, or missing parts.
- (3) Landing incorrectly, falling off, rebounding, stepping, falling, etc., are hazards.
- (4) Using the trampoline exposes you to the risk of serious bodily injury, including permanent paralysis or even death from landing on the back, neck, or head.
- (5) Use caution, teach the fundamentals, supervise the users, and enforce the rules. Strict supervision and enforcement of the rules will help minimize the likelihood of accidents or injuries.
- (6) Competent adult supervision and instruction are needed for children at all times.
- (7) The trampoline should be placed at ground level.
- (8) Stay off the trampoline if it is wet.
- (9) Make sure the trampoline is in an open area with nothing around or under it.
- (10) Don't slip! Wear shoes with a good grip.

2-13. PERSONAL PROPERTY LEFT IN VACANT QUARTERS BETWEEN OCCUPANTS

Occupants terminating government quarters often give or sell personal property to the next occupant. Housing allows the transfer of property when the incoming occupant provides a signed statement accepting the liability and responsibility of the property. A form to request permission to leave property may be obtained from Housing. The outgoing occupant is responsible for getting acceptance signature from the incoming occupant. A copy of that approved form must be left in the kitchen so the maintenance contractor is aware that the property stays in the house.

2-14. GOVERNMENT FURNITURE

a. Several years ago, the Army began phasing out furniture supplies for family quarters in CONUS. (NOTE: This did not change the policy in issuing furniture to BOQ's/SEQ's.) Fort

Riley has a limited amount of furniture remaining in some quarters. As occupants using this furniture clear their quarters, they must schedule an appointment to turn in furniture to the Furnishings Management Warehouse, Building 317. Call 239-2261/239-2473. This furniture will not be reissued.

b. There are no resources available to move or transfer family housing furniture. Therefore, it is the occupant's responsibility to return furniture to the Furnishings Management Warehouse, Building 317.

c. Furnishings are available for BOQ/SEQ residents. Residents must provide their own transportation and labor to move furnishings from FMO to their apartment and back.

d. For further information, please call **the Furnishings Management Office at 239-2261/2473.**

2-15. TELEPHONE HOUSE WIRING MAINTENANCE

a. Residents of Fort Riley government housing receive commercial telephone service from Sprint Telephone Company. New service or changes to existing service from Sprint can be obtained by calling the Sprint customer service representative at 1-800-877-4646.

b. On Fort Riley, Sprint is responsible for telephone wires up to the junction box connecting their external wires to the internal telephone wires of government quarters. The Housing Maintenance Contractor is responsible for maintaining and arranging repairs to the telephone wiring within government quarters. Occupants of government quarters are responsible for the purchase, operation, and maintenance of telephone instruments within their quarters.

c. Soldiers moving into Fort Riley housing must decline the Sprint telephone house wire maintenance offer (\$1.50 per month per telephone number).

d. Should the telephone service in quarters stop working, the occupant must first check the telephone instrument by plugging it into another telephone outlet in the home or at a neighbor's home.

e. If the instrument does not work in a known working outlet, then the occupant must replace the instrument.

f. If the instrument works in the other outlet, call the Housing Maintenance Contractor's service work order desk (784-2599). If the inoperative telephone outlet is the only working one in the quarters, it will be treated as a Priority 2 or "urgent" service order, requiring correction within 48 hours. If there is another working telephone or outlet in the quarters, the maintenance response time will be within 7 days. If there are circumstances that require an emergency response (within 1 - 2 hours), those circumstances must be addressed to Housing management for an exception to policy.

g. Should the telephone problem be due to occupant neglect or carelessness, the occupant will be charged for the repair costs.

h. If the Housing Maintenance Contractor determines that the problem exists outside the quarters (i.e., with Sprint's system), the quarter's occupant will be advised to call Sprint repair service (1-800-877-4646).

i. Housing will ensure that residents have two working telephone outlets in their quarters. If additional outlets are desired, the resident must request permission to have them installed at their own expense. It is not always possible to add new telephone jacks since siding on housing cannot be penetrated or other conditions may exist that prohibit additional wiring.

2-16. SMOKING IN QUARTERS

Residents of government quarters may smoke in their home; however, they must be aware that heavy cigarette smoking and burning candles can stain their walls and ceilings. It is most noticeable when hanging objects are removed from the walls, revealing white or unstained areas. The contrast between those protected places and the exposed smoke stained walls are evident. Smoke stain will bleed through paint; therefore, a sealant must be applied before the rooms can be painted. The charge for the sealant is passed to the occupant when it is required. This is found only occasionally in the homes of heavy smokers.

2-17. LICENSING OF FAMILY CHILD-CARE (FCC) HOMES

a. The Family Child-Care program offers child care provided by authorized military family members operating as independent contractors from government quarters located on a military installation. This care is regulated by the U.S. Army, and both the individual providing services and the occupied housing unit will be certified by Child Development Services before children may be enrolled in care.

b. Housing occupants who provide child care in excess of 10 hours per week on a regular basis must have the approval of the Garrison Commander.

c. Soldiers who permit child care in excess of 10 hours per week on a regular basis without Child Development Services/Family Child-Care certification, jeopardize their on-post housing privilege. Establishment of Family Child-Care Homes in government quarters is governed by Army Regulation 608-10 and supervised by Fort Riley's Family Child-Care Office.

d. All Family Child-Care Providers are licensed and are issued certificates and window stickers authorizing them to provide child care. Individuals providing child care in their quarters without a Family Child-Care Certificate must be reported to the Family Child-Care Office immediately.

e. If you are interested in becoming certified as a Family Child-Care Provider, please call the office and register for the Family Child-Care Applicant Briefing. For further information regarding Family Child-Care, please contact the **Family Child-Care Director** at **239-9935**. The Family Child-Care Office is open Monday through Friday from **0730 to 1630**.

2-18. INOPERATIVE VEHICLES OR REPAIR/MAINTENANCE OF VEHICLES

Inoperative vehicles will not be parked in housing areas for more than seven consecutive days. Major repair or maintenance of vehicles is not authorized in the Housing area. Major repair or maintenance includes: removal or changing of engines or transmissions, brakework, bodywork (painting or sanding), and replacement of exhaust system. The Automotive Self-Help Shop must be utilized by residents who want to do their own repairs.

2-19. PARKING

a. Parking is not allowed in areas posted "No Parking" or on lawns. Individuals who own more than one vehicle will not park in their neighbor's parking space or in the visitor's parking space. Parking in front of rural mailboxes is prohibited since this impedes the delivery of mail by the U.S. Postal Service.

b. Colyer (6-plex/8-plex) - Occupants will utilize two parking spaces as numbered to correspond to their apartment number. Additional vehicles may be parked where on-street parking is allowed.

c. Colyer duplexes - Two parking spaces are provided at front of quarters.

d. Colyer (3100 area), Burnside, McClellan, Meade, and South Warner: Occupants are authorized two parking spaces as follows:

(1) Quarters with carports or garages: One space in carport or garage, one space immediately behind the first parking space.

(2) Quarters without carports: In the lined area on the hardstand (paved parking area) in the center of the court. Occupants are authorized two spaces, opposite each other. **Parking is not authorized immediately in front of the quarters. This area is the fire and emergency lane and is to be used only as loading/unloading zone.**

e. Motorized vehicles will not be parked in yards.

f. Recreational vehicles (boats, trailers, RV campers, jet skis, etc.) are not to be parked permanently at the quarters when not in use unless **garage** or **carport space** is available. Residents unable to park these items in their garage or carport will use storage areas located on or off post. An RV storage lot is provided in Camp Forsyth. Residents wanting to use the lot located on Post must register their recreational vehicles (no automobiles or motorcycles) at the Self-Help Store, Building 289, Cameron Avenue.

NOTE: Occupants or their guests may not utilize garage space behind Carr Hall, Building 45, for storage or vehicle parking. These spaces are reserved for government vehicles belonging to the Housing Office, registered guests of Carr Hall, and Housing personnel. Likewise, the garage behind Arnold Hall, Building 27, is reserved for occupants of that building only.

2-20. THIRD FLOORS

Some quarters on Main Post have third floors. Few of these areas pass the safety standards for living space; i.e., two safe means of egress. Incoming residents are required to sign a statement acknowledging their awareness that attics/third floors cannot be used for anything other than storage.

CHAPTER 3

OCCUPANT RESPONSIBILITIES

3-1. HOUSING MAINTENANCE

a. The Service Order Desk telephone number is **784-2599** and is manned 24-hours a day for your convenience. The Housing Maintenance Contractor is dedicated to responding to your service order requirements and accomplishing repairs in a timely and effective fashion. They share Housing's goal of excellent customer service.

b. As a reminder, an explanation of service order priorities and the response time required of the contractor is provided.

(1) **Priority 1 - Emergencies:** Work which takes priority over all other work to eliminate immediate danger to people or property, or to prevent extreme hardship. Examples include loss of hot water, power failures, loss of water, failed refrigerator, loss of air conditioning when the exterior temperature exceeds 90 degrees F., loss of heat when the exterior temperature is less than 50 degrees F., gas leaks, etc.

(2) Emergency Response Time: Upon notification of emergency, the Contractor shall visit the quarters prepared to make any reasonable repairs within the following times: 7:30 a.m. to 8 p.m. - Within 1 hour from Monday to Saturday. All other times - Within 2 hours.

(3) **Priority 2 - Urgent:** Work required to correct a condition which could become an emergency; work that could seriously degrade serviceability. Examples include no heat in quarters when the exterior temperature is greater than 50 degrees F. and no air conditioning when the exterior temperature is less than 90 degrees F.

(4) Urgent Response Time: Response is due within 24 consecutive hours; repair must be completed within 48 consecutive hours.

(5) **Priority 3 - Routine:** Work which, if not accomplished, would continue to be an inconvenience or an unsightly condition or eventually result in a higher priority. Examples are a dripping faucet, inoperative switches, or stopped-up sinks or toilets, where there is another operable sink or toilet within the set of quarters.

(6) Routine Response Time: Response is due within 72 consecutive hours; repair must be completed within 7 working days.

c. The Service Order Desk Representative will determine the priority to be assigned to your repair. Please describe your problem in detail so they can get an accurate picture of what is required.

3-2. INTERIOR/EXTERIOR CLEANLINESS

a. Unsanitary Quarters:

(1) **AR 210-50 and FR Reg 210-50 authorize the installation commander** to terminate a soldier's government quarters when the soldier fails to maintain the quarters in a sanitary condition. Processing of unsanitary quarters complaints is as follows:

(a) The inspector visits the quarters to verify the complaint.

(b) If unsanitary quarters are confirmed, the commander is contacted.

(c) If necessary, Preventive Medicine, along with a Housing representative and a unit representative, will inspect the quarters.

(d) If Preventive Medicine determines that the quarters are unsanitary, the soldier may be processed for quarters termination.

(2) Generally, the soldier will be given a warning letter. This gives the soldier an opportunity to correct any deficiencies and demonstrate an ability to maintain the quarters in a sanitary manner.

(3) Procedures to terminate quarters:

(a) In most cases, written notification will be given to the soldier at least 30 days prior to termination. This notification letter will be signed by the Garrison Commander.

(b) If the Garrison Commander decides to terminate a soldier's quarters, the soldier will be given the opportunity to request that the Garrison Commander reconsider his decision.

(c) Any appeal will be to the CG.

b. Exterior of the Dwelling Unit:

(1) The occupant of family quarters is responsible for the care of the exterior of the dwelling unit, which includes the exterior surface of the building and the real property assigned to and directly associated with the dwelling unit; such as grounds, driveways, lawns, trees, patio and garbage pad, carport garage, and common use areas.

(2) **Lawn Area:** Housing residents are responsible for the care, maintenance, and police of their assigned quarters area. The area for which each resident is responsible is generally defined as extending to the edge of adjacent areas or wood line, or halfway between adjacent quarters. Where above distances are greater than 75 feet, occupant's area of responsibility is limited to 75 feet from the quarters or to an existing sidewalk or street. When there is a short strip left unmowed, the residents will alternate the mowing responsibilities. Every effort must be made to work this out between neighbors to keep the neighborhoods appealing to residents and their guests. Chapter 8 of the DA Handbook for Family Housing Occupants is your guide on the maintenance of your area.

NOTE: If the resident considers a slope in their yard too steep to safely mow, they should consider weed eating or leaving it uncut. It will not be cut for them.

(3) Lawns will be watered sufficiently to prevent the grass from drying out. The Post may issue special instructions from time to time concerning extra care for the lawns. Grass must be cut to a height of three and one-half inches as needed between the months of March to November. Excessive clippings, leaves, and twigs will be removed. Lawns will be edged along walks, driveways, curbs, flower beds, and other areas to present a neat appearance.

(4) Shrubs and flower beds will be cultivated and kept free of weeds and grass to maintain a neat, clean appearance. Mulch is available from the Self-Help Store, and its use is encouraged to minimize weeding requirements. Minor trimming of shrubs and bushes must be accomplished to prevent overgrowth and a shaggy appearance. Occupants will eliminate any vines that grow and climb up on the housing unit to prevent damage to the masonry or other structures. Major trimming needs must be reported to the Housing Maintenance Service Order Desk at 784-2599.

(5) Occupants who have bare spots, holes, or low areas develop in their yard are required to have the holes filled and grass sown in those areas prior to termination from government quarters (to include areas worn down by pets). Simply throwing grass seed on hard packed earth will not be sufficient to clear quarters. The packed earth must be either hand or machine tilled before sowing the grass seed.

(6) Eight-plex lawns are maintained by occupants. The requirements are the same as in the paragraph above. **Maintenance of the lawn area will be enforced by the building coordinator (see ANNEX C).**

(7) Occupants of government housing are encouraged to plant flowers and renovate lawns. The Housing Self-Help Store will supply grass seed, fertilizer, and planting instructions in the fall and spring upon request.

(8) **Fill Dirt.** Housing residents requiring dirt for backfill around foundations can call in their request to the Housing Maintenance Service Order Desk.

(9) Housing residents requiring dirt to fill in or repair areas in their yards may get topsoil on a self-help basis from the Self-Help Dirt Pile. (See map at ANNEX D.) Residents are cautioned not to fill in low areas that contribute to the proper drainage of their yards.

(10) If a major amount of dirt is required to correct yard problems, occupants must contact the Housing Facilities Section at 239-3267. An inspector will look at the area and will place a service order with the maintenance contractor for any dirt that might be required. If more extensive work is needed, like grading of the yard, a job order will be prepared by the Facilities Section.

(11) Decorative Ground Cover:

(a) The Self-Help Store provides various types of ground cover and containment methods that occupants may sign for and use around the exterior of their quarters. Lava rocks and cedar mulch are two of the most common. When properly installed and maintained, these decorative ground covers are attractive and functional.

(b) Properly installed ground cover has a heavy plastic base that prevents grass and weeds from growing underneath. The ground cover must be contained in the area by either plastic, metal, or wood bordering. Decorative ground cover requires maintenance and care that is often more time consuming than routine mowing and trimming. Ground covers may be used around the foundation of the house or around trees, shrubs, or flower beds. Care must be exercised when ground cover is used around the foundation of the house so that it does not interfere with the slope of the land designed to move water away from the foundation. **At no time should ground cover be installed along driveways, sidewalks, curbs, or common areas shared by other occupants.**

(c) Occupants are cautioned that ground cover that is unsightly, not maintained, or improperly installed will have to be removed and the yard repaired prior to termination of government quarters. The removal and repair of decorative ground cover is time consuming and often requires hauling fill dirt, leveling, and seeding. **Occupants are also financially liable for any damages to the government facility resulting from improperly installed decorative ground cover that restricts the flow of water away from the foundation of the house.**

(d) Before any self-help ground cover project is undertaken, occupants are advised to become knowledgeable about landscaping techniques or seek the assistance of a professional landscaper.

(12) Vine Removal: Although vines on the exterior of a house are sometimes considered picturesque, they are actually very harmful to limestone, brick, or wood. Occupants must keep vines removed as part of their self-help responsibilities or, if necessary, call in a service order to have it done.

(13) Common-Use Areas: All family housing occupants have a joint responsibility for the cleanup and grass trimming in common use areas such as playgrounds and islands in the streets.

(14) Snow Removal: Residents are responsible for removing snow from the sidewalks and porches within 24 hours of each snowfall. The area of responsibility is limited to 75 feet from the quarters or halfway between adjacent quarters. **Salt will not be used to melt snow and ice. Residents must use nitrogen fertilizer or a chemical ice melt. See section on WINTER PRECAUTIONS.**

(15) Garden Hoses: During the winter season, water hoses must be disconnected, drained, and placed in the storage area of the quarters. Failure to do so may result in the freeze-up and breakage of the water line. The occupant will be held liable for resulting damage.

(16) Barbecue Grills: Grills must be kept several feet from the house when in use because of the intense heat they generate. Damaged siding due to occupant neglect will be repaired and the cost charged to the occupant. Fire regulations prohibit the use of barbecue grills on enclosed porches and balconies.

(17) Storage of lawn mowers and gas containers: The storage of power mowers and fuel containers should be outside of the family quarters. Occupants will be held liable for losses by fire that are caused by negligence in storing or using flammable materials.

(18) Garden Plots: Garden plots may be located in the backyards of housing units, must be located so as not to intrude on the lawns of others, and may not exceed 10 by 10 feet. The area must be restored before quarters are cleared unless the incoming occupant accepts responsibility in writing. They will be not be located in **common areas**.

(19) Eight-plexes in Meade, McClellan, and Burnside will be limited to one common garden area. Requests must be presented to Housing and will be reviewed on a case-by-case basis.

3-3. BATHROOM VENTILATION

Occupants must ensure that ventilation of bathrooms is accomplished to reduce the amount of moisture that accumulates when bathing or showering. If ventilating fans are installed in the bathrooms, they must be turned on and run as needed. If fans are not present, windows should be opened slightly and/or the bathroom door can be left open enough to let steam dissipate. Residents are to be reminded that if moisture is allowed to accumulate, it can cause minor to severe damage to walls and ceilings. Proper ventilation is the responsibility of the occupants.

3-4. OCCUPANT-INSTALLED IMPROVEMENTS TO QUARTERS

a. Advance, written approval must be obtained from the Housing Manager prior to the installation of privately-owned equipment or improvements in family quarters. This means the actual construction or attachment of items such as shelving or the installation of wall-to-wall carpeting that will be fastened down. Any installation of privately-owned property in quarters must meet Fort Riley and DA standards for fire protection, safety, and maintainability.

b. If occupant installed improvements to quarters are attractive, in good repair, and are accepted by the incoming occupant, the item(s) can remain. However, the new occupant must accept full responsibility for it and will be required to sign an acceptance form before the outgoing occupant terminates.

(See additional section on “Exterior of Dwelling Unit.”)

3-5. INSTALLATION OF PERSONAL PROPERTY

Personal property (i.e., antenna, basketball goals, fences, decorations, etc.) will not be mounted in, secured to, or attached in any way to housing units. Prior written approval for installation of any personal property must be obtained from the Housing Office. **All exterior Christmas decorations/lights must be removed by 15 January each year.**

a. **Storage Sheds:** Sheds cannot be larger than 10 by 10 feet and must be erected in the backyard. It cannot have a permanent foundation (i.e., concrete) and must have a tie-down kit. Sheds cannot be erected on driveways, patios, porches, or in front yards. They must be far enough away from the house to prevent discoloration to the exterior surface of the building and must be at least 5 feet away from sidewalks and curbs. They cannot be placed in a drainage swale or in any location that inhibits drainage. Permission to install sheds must be obtained by Housing prior to installation. Requests for storage shed approval will be obtained and turned in at the Self-Help Store. A detailed sketch of shed size and desired location in the yard will be submitted with the request. A Housing Inspector will conduct a site visit to determine whether the location is acceptable. Approval/disapproval of requests will be returned to the Self-Help Store for pickup by the customer. Approvals will be accompanied by a green “H” sticker. This must be placed on the front of the shed.

b. **Garages/Carports:** Residents will not install tarps or any type of temporary or permanent enclosure to cover open garage/carport/porch, balcony, or patio areas.

c. **Pet Houses:** These must be neat and well maintained. They must be located in backyards. See section on **PETS**.

d. Play Equipment and Toys: Personal play equipment must be located in the backyard; must be neat and in good repair. Toys should be removed from yards and secured when not in use. Tree houses are prohibited in the Family Housing areas because they damage the trees and pose a safety hazard to residents.

e. Basketball Goals: These will not be set up or installed in a place that encourages children to play in streets or parking lots, in the driveway of other residents, or in close proximity to parked vehicles within the housing complex. Residents are encouraged to use the basketball courts installed within the community playground areas.

f. Installation of personally owned light fixtures/ceiling fans: Many residents have personally owned fixtures they would like to utilize while living in government housing. If you wish to install your own ceiling fans or light fixtures, you must first submit a request (forms are available at Housing) to the Housing Office. The Government does not install personally owned items, so you will need to do the work yourself or hire a local electrician to do it for you. These items must be installed in a safe manner to prevent harm to either the residents or the dwelling unit. After the installation work is complete, the Housing Office may inspect to ensure safety requirements are met. Residents are responsible for any damages resulting from improper installation.

g. Water Softeners: Occupants may elect to install water softeners for their quarters; however, they must request approval from the Housing Office, Facilities Branch, to do this. Approval will be given with the condition that they may be installed according to the specifications provided by Housing, that they be removed upon termination of quarters, and that all damages caused by the installation/removal will be the responsibility of the occupant.

h. Movement of Government Furnished Appliances: Residents who choose to use their personally owned refrigerator or range may request removal of the government furnished appliance by submitting the appropriate request form to Housing Division, Facilities Section. The resident will be charged for the initial removal of the appliance and also charged for the placing of the appliance back in the quarters prior to their departure. The costs are whatever the contract costs are at the time of the removal or installation.

3-6. WATERBEDS

Because of the potential danger of water damage/structural damage to quarters resulting from residents having waterbeds in their quarters, residents must request approval from Housing Division, Facilities Section, to install a waterbed in government quarters. Residents must provide proof of liability insurance for waterbeds when the request is submitted for approval. Waterbeds cannot be installed in certain rooms due to the excessive weight; i.e., the bedrooms over a carport. (See sample request form on next page.)

MEMORANDUM FOR PW, HOUSING DIVISION, FACILITIES SECTION

SUBJECT: Request for Approval for Waterbed in Government Quarters

1. I request permission to install a waterbed in my quarters _____.
2. I will be responsible and pay for any water or structural damage caused by my waterbed. I understand that I must have a liability insurance policy for waterbeds and provide a copy to Housing. I understand that I cannot install my waterbed in a bedroom that is over a carport.

SIGNATURE

Your request has been approved and will be filed with the copy of your liability insurance. It is your responsibility to keep this coverage current.

Chief, Housing Facilities Section

NOTE: THIS FORM CAN BE OBTAINED AND APPROVED IN THE HOUSING OFFICE, FACILITIES SECTION.

3-7. ADDITIONAL CABLE AND TELEPHONE OUTLETS

The Government has provided all quarters with cable and telephone outlets. If occupants require additional ones, they must have them installed professionally at their own expense. Residents requiring cable installation must have it done by a licensed electrician before calling the cable company to hook it up. If work is not performed in an acceptable manner, the wiring must be removed and damages repaired by the occupant prior to termination. Residents of quarters on Custer Hill that have siding may find that new wiring cannot be run since **the siding is not to be penetrated**. Any penetration of the siding is considered damaging the quarters.

3-8. CLEANING OR REPLACING FURNACE FILTERS

- a. Two types of furnace filters are used in government family quarters, permanent and disposable. Residents are required to check the filters every month and clean or replace as needed to ensure maximum performance of your heating/cooling system.
- b. The disposable furnace filters are comprised of a cardboard frame around a fiber with wire mesh filter. Replacement filters are available at the Self-Help Store. Be sure to write down the size of the old filter being replaced so the Self-Help Store can provide the correct replacement.
- c. The permanent furnace filters are comprised of a hard plastic frame around a wire mesh. These filters are to be carefully removed from the furnace, cleaned, and reused. Residents are to remove the filter from the furnace, shake out the dust accumulation, wash by running water through the filter from top to bottom, shake to remove water, and then reinstall the filter in the furnace.

REMINDER - Do not store flammable materials in furnace rooms.

3-9. AIR CONDITIONING

- a. Housing occupants may turn on the air conditioning in their quarters when they feel it is appropriate. Common sense and energy conservation guidelines must be taken into consideration when they make their decision to use the air conditioning.
- b. Residents are able to turn on their own air conditioning. They adjust their thermostats from “heat” to the “cool” setting. In some cases, the air conditioning breakers by the condensers outside have been turned off. Residents must check to see that the breaker is turned on before they report that the air conditioning does not work.
- c. The Service Order Desk will accept calls for air conditioning repairs; however, the outside temperature must have reached 90 degrees before it is considered an emergency call. The priority for the repair response is determined by the temperature at the time the problem was reported.

If it is a routine service order, the response priority will not change as the temperature rises outside.

d. Housing residents must report air conditioning problems to the Service Order Desk at **784-2599**.

e. **Humidistat Settings.** Many of our family quarters are equipped with humidifiers, which help maintain the moisture level in the air within the quarters. The humidistat to control the settings is located in the living room next to the heating/cooling system thermostat. Each humidistat contains dial instructions, recommending an appropriate percent setting, depending on the temperature outside the quarters. For instance, if the outside temperature is 30 degrees, the instructions may recommend a setting of 55 percent. During the colder winter months, all moisture may be extracted from the interior air by continuous use of the heating system. This also means all moisture is extracted from woodwork and floors, as well as any furnishings within the living unit. This explains why floors, doors, chairs, etc., seem to creak more in the winter and carpets generate more static electricity than during the warmer months. During the winter, make sure the humidistat is not turned off. During the summer months, the humidistat will automatically turn off when the cooling system is activated.

3-10. SELF-HELP PROGRAM

a. This section will inform you of your responsibilities and the measures available to assist you in self-help repairs and improvements to your quarters.

b. Each quarter's occupant has maintenance and repair responsibilities of the premises including grounds, conservation, or utilities. These responsibilities are outlined in this handbook and generally cover those items normally expected of any tenant or home owner. If you have questions concerning self help, you are encouraged to contact the Housing Facilities Branch (239-3301) or the Self-Help Center (239-3196).

c. To aid you in Army Family Housing self-help projects, some materials are available for free issue to you at the **Self-Help Center, Building 289, Cameron Street**. Video tapes are available for check-out on some self-help topics.

Hours of operation are: (1 Apr - 30 Oct)

Monday: Closed

Tuesday/Wednesday/Friday 1000 to 1700

Thursday: 1200 to 2000

Saturday/Sunday 0700 to 1800

Closed Federal Holidays

Hours of operation are: (1 Nov - 31 Mar)

Monday: Closed

Tuesday/Wednesday/Friday 1000 to 1700
Thursday: 1200 to 1900
Saturday/Sunday 0900 to 1700
Closed Federal Holidays

d. For major self-help projects at the occupant’s expense, you must submit your plans and a list of materials to be used to the Housing Division, Building 45. Housing’s approval is required in advance for projects other than routine repair.

e. The items listed below are available at the Housing Self-Help Store, 289 Cameron Street, for issue to residents. For **direct exchange** items, residents must bring in the old item and exchange it for a new one.

DIRECT EXCHANGE (DX)	OTHER ITEMS OF ISSUE
1. Aerator, Faucet	Plastic
2. Bulb, Chandelier-Med 40W	Clothesline, Plastic
3. Bulb, Ceramic Flame Decor, 40W	Fertilizer, Lawn (Seasonal)
5. Bulb, Bent Tip, 40W	Hook and Eye
6. Bulb, Appliance, 40W	Safety Strip 3M,- Deck Nonslip
7. Bulb, Tubular, 25W	Seed, Grass (Seasonal)
8. Filter, Stove Exhaust Fan	Spackling Paste (8 oz)
9. Force Cup, Toilet Plunger	Trap, Mouse
10. Pan, Drip, Gas & Elec Range	Trap, Roach
11. Seat, Toilet, White	Mulch (Seasonal)
12. Shades, Window, Pull	Recycle Bags
	Ice Melt (Seasonal)
	Lava Rock (Seasonal)
	Peat Moss (Seasonal)

3-11. SELF-HELP PAINT REQUIREMENTS

a. **Self-help painting** can be done at an occupant’s expense under the following conditions. These conditions must be read and agreed to prior to painting. It is recommended that it be done only by those who are experienced painters. Information on approved colors and types of paint will be provided by Housing Division, Facilities Section, at the time of approval.

b. Do not paint metal trims; i.e., doors, door frames, or window trim. Do not paint cabinets, vanities, ceilings, wallpaper, or vinyl wallbase.

c. Included below are the preparation, painting, cleanup, and inspection requirements of this program. **These must be read carefully and followed without exception.**

NOTE: You are cautioned not to scrape, sand, or peel loose paint since lead may be present in the bottom layers. Lead was used in paint prior to 1978, so many of our quarters may have it on the walls and/or trim. It is not harmful if contained, but disturbing it could cause the release of lead into the air. If you have loose paint, please call it in to the Service Order Desk for appropriate action.

d. PREPARATION: Painting surface must be cleaned and free of dirt, food, grease, tape, stains, and rust. Light switch covers, air vents, heat registers, hinges, carpet, floors, windows, plumbing fixtures, light fixtures, and any similar items in contact with surfaces to be painted shall be removed, if easily removable, masked, or protected prior to painting. Remove all nail hangers and fill the holes and cracks with spackle and wipe smooth with a damp sponge or cloth. Any smoke damaged wall and ceiling surface must be treated with a coat of Kilz Sealer prior to painting. NOTE: Preparation of smoke damaged wall is the occupant's responsibility; therefore, Kilz will not be provided thru self-help.

e. PAINT: All previously painted surfaces shall receive one coat of paint unless additional coats are needed to achieve full coverage. Any deviation from the color scheme can result in a charge to the occupant for repainting. All surfaces will receive one coat of paint suitable to cover all wall surfaces evenly. Finish must appear even without streaks, runs, drips, sags, or shadows. Under no circumstances will paint be applied to wallpaper.

f. CLEANUP: Proper disposition of paint containers is required. Paint is a controlled waste and must be treated as such. All rags, drop cloths, brushes, rollers, and other similar materials constitute a fire hazard and must be properly disposed of. Never store these used items in your quarters or adjacent storage areas. If there is less than 1 inch of paint remaining in the container and it has solidified, the container can be thrown away with regular trash. If the paint remaining is still in a liquid state, it must be turned in to Environmental Waste Management Center, Bldg 1945, in Camp Funston (telephone 239-6797), for proper disposition. Check all windows, floors, doors, and other similar items for paint drips and splatters, and remove as soon as possible. Remount any items that were removed prior to painting. Ensure all windows and doors open and close properly.

3-12. LIABILITY FOR DAMAGES TO ASSIGNED QUARTERS

a. It is important for residents to understand their responsibilities for damage in government quarters. The following information was given to you before signing for your quarters. You read it, acknowledged it with your signature, and received a copy. However, we feel that it is important enough to repeat for you.

b. First, you can be held pecuniarily liable when your government quarters, appliances, or furnishings are lost, damaged, or destroyed as a result of your negligence or abuse. You are negligent if you act carelessly or if you are aware that your family members, or those you allow on the premises, are likely to act carelessly and do not take proper steps to prevent or minimize such conduct. Abuse means either willful misconduct or the deliberate unauthorized use of

quarters; i.e., conducting an unauthorized business in the housing unit.

c. Second, the Army has limited your liability to an amount equal to 1 month's basic pay, unless the damage or loss is caused by your gross neglect or willful misconduct; in such a case, you are liable for the full amount of the damage or loss, which could amount to thousands of dollars. You are grossly negligent if you act in a reckless or wanton manner or if you are aware that your family members or persons you allow on the premises are likely to act recklessly and you do not take proper steps to prevent or minimize such conduct. In other words, if you know that damage is likely to result from the willful misconduct or reckless behavior of family members or guests, and, despite such knowledge, you fail to exercise available opportunities to prevent or limit the damage, you are grossly negligent and will be charged for the full amount of the loss.

d. Third, you are not liable for damage consisting only of fair wear and tear, or caused by an act of God, or by the acts of persons other than family members or guests. You are, however, responsible for damage caused by pets belonging to you or your guests.

NOTE: Vandalism must be validated with an MP report.

Army liability insurance is an option residents must consider as a safeguard against the potentially substantial liability described above. For further information concerning liability insurance, contact your insurance agent.

3-13. WATER AND FIRE DAMAGE

a. The occupant is liable for any damage to government quarters caused by negligence, and the Army claims regulation specifically precludes payment to soldiers for water or fire damage to personal belongings if the occupant is contributively negligent.

b. It is only in circumstances that involve the negligent design, construction, or maintenance of quarters or some component thereof (i.e., arson), that the occupant is not held liable and has any claims coverage by the Government.

c. Statistically, the vast majority of quarters fires on Fort Riley involve fires in which the occupant is in some way contributively negligent. Examples of contributory negligence are turning the heat too low during the winter causing the water pipes to freeze and break, or overloading an electrical outlet by improperly using extension cords.

d. The best protection against this type of damage is sound safety practices (listed below).

(1) Make periodic checks of your quarters to see that:

(a) Sockets are not overloaded.

(b) Extension cords are not being improperly used.

(c) Light switches are functioning properly.

(d) Combustibles are not being stored too close to the fireplace or the stove.

(2) Have your quarters inspected by the Fort Riley Fire Department.

(3) Obtain insurance coverage which would cover both your personal property and damage to the government quarters. This type of insurance is relatively inexpensive.

(4) Practice effective fire prevention measures in accordance with Fort Riley regulations. All fires must be reported. Particular caution will be exercised in the storage of flammable materials. **DO NOT USE FURNACE ROOMS AS STORAGE AREAS.** Occupants of three-story Main Post family quarters having finished third floor rooms are cautioned not to use it for living space unless authorized by Housing and the Fire Department.

Standard Follow-up Procedures for a Fire in Government Quarters

If a fire occurs in your quarters, you must notify the Fire Department and the Housing Office.

1. Chain of command must be informed.
2. If you need temporary guest housing as a result of the fire, call Lodging, 239-2830, Ext. 0, and request guest house arrangements.
3. A Housing Facilities Branch representative will need to come to your quarters and assess the fire damages. Please call Facilities Engineer Tech, 239-3267, and request a fire damage inspection. The Engineer Tech will assist you in the repair process.
4. Your insurance agent needs to be informed of the loss. Your insurance company will need your policy number, date, and information about the fire, and how to contact you to have an agent or adjuster inspect the damage and process your claim.
5. If you do not have insurance and the loss is substantial, you can expect the repair time to be greater, as well as the length of time you must reside elsewhere, until a report of survey is completed on the unit.
6. The American Red Cross is available to assist a military member and family, if needed. Their phone number is 239-3052.

3-14. WATER HEATERS

a. Your water heater must be set at a medium range for your safe usage - **DO NOT CHANGE IT. This could result in excessively hot water and pose a serious hazard to your family.** Our maintenance contractor checks the water heater temperature setting during PM visits and on service calls on that appliance. If your water seems uncomfortably hot, please call the service order desk at **784-2599**, and a technician will check it for you. It may require replacement of a failing plumbing part or merely an adjustment to the temperature control.

b. We are concerned about the safety of your family and strongly encourage you to immediately report any conditions you may consider hazardous to the Service Order Desk or to the Housing Facilities Section at 239-3267.

REMINDER - DO NOT STORE ITEMS WITHIN 30 FEET OF WATER HEATERS.

3-15. TRASH PICKUP SCHEDULE

NOTE: Recycling material will be picked up on the same day.

MONDAY: Colyer Manor, Main Post, and Marshall Field.

TUESDAY: Ellis Heights, O'Donnell Heights, and Peterson Heights (north of Thomas Avenue). Dumpsters at Buildings 470, 471, 540, 541, 542, 620, 621, 510, and 5309.

WEDNESDAY: Dumpsters at Buildings 27, 28, and 45.

THURSDAY: Warner Heights and Burnside Heights.

FRIDAY: Meade Heights, McClellan Heights, South Warner Heights, and Peterson Heights (south of Thomas Avenue).

NOTE: HOLIDAY SCHEDULE: If a holiday falls on a **MONDAY**, the Monday and Tuesday pickups will move to the next day (i.e., Monday pickup will be done on Tuesday, and Tuesday will move to Wednesday. They only observe **Federal Holidays, not Training Holidays.**

Tuesday Holiday: Trash/Recycle will be picked up on Wednesday. The rest of the schedule will remain the same.

Wednesday Holiday: Will not affect schedule except there will be no on call pickups.

Thursday Holiday: Trash/Recycle will be picked up on preceding Wednesday.

Friday Holiday: This will cause Thursday's pickup to be collected on Wednesday and Friday's pickup to be collected on Thursday.

The following instructions regarding trash services are provided for you:

(1) Trash carts must be set out on the morning of the scheduled pickup no later than 0730 and must be placed on the curb. The Contractor is required to return them to the same spot. Those occupants on Main Post who have trash enclosures next to the curb do not have to set them out.

(2) Residents must return their trash carts to their houses at the end of the pickup day.

(3) Tires must be called in as a large item pickup, or you can take them to the Fort Riley Landfill and put them in the fenced area for tires.

(4) Do not dump grass clippings, dirt, branches, or large items into trash cans. If the refuse contractor does not pick up bundled branches, call 239-6797 to request pick up of these items.

(5) Grass clippings can be bagged and placed next to the trash can.

(6) To schedule the pickup of large items such as furniture, mattresses, tires, old appliances, etc., the occupant must call the contractor at **784-5308** the day prior to requested pickup.

(7) When disposing of refrigerators or freezers, which pose a safety hazard, the door of the appliance must be completely removed from the unit, and the appliance must be placed on its side to prevent accidental tipping.

(8) Occupants must keep trash carts clean and use bags to contain the trash.

(9) An occupant with a damaged trash cart may call the contractor (**784-5308**) and report it. He will ensure that it is repaired or replaced. Carts replaced due to suspected occupant abuse (carts crushed or melted due to chemicals or heat), will be reported by the contractor and will require the signature of the occupant on the issue form. Residents are to report lost or stolen trash carts to the Military Police. After the loss report has been filed, residents then contact the contractor for replacement. Need 10 - 24 hours notice for extra pickup for PCS/ETS/clearing quarters.

3-16. RECYCLING INFORMATION

a. Glass: Glass jars and bottles (food or beverage containers only) of all sizes and colors are acceptable. Please rinse and remove caps or lids; no need to remove labels.

b. Plastics: Plastic jugs, bottles, and jars marked with the recycling emblems #1 or #2 - please rinse them and remove their caps and lids; no need to remove labels.

c. Cans: Aluminum and tin or steel food cans - please rinse; no need to remove labels.

d. Paper: All paper should be sorted and bagged separately to prevent contamination to paper. White bond paper and colored paper are accepted.

e. Newspaper: Please remove shiny inserts and other slick paper. Newspapers can be bagged or tied with a string into a bundle.

f. Corrugated Cardboard and Brown Paper Bags: Please flatten all cardboard containers and stack next to or under your recycle bags. Brown paper bags may be placed in your recycle bag or bundled separately.

g. Compost: Grass trimmings and leaves may be placed in paper bags or plastic bags and set out with your other recyclables.

h. Items not Accepted: Sorry! We cannot recycle mirrors, window glass, light bulbs, ceramics, disposable diapers, food boxes, junk mail and envelopes, tissue, food wrappers, paper towels, plastic bags, or other types of plastics.

i. All Items: Place bags at curbside with your refuse carts on your scheduled pick-up day. Please refer to the Refuse collection days for your Recycle collection day. For further assistance about Recycling, special pickups, or for moving boxes, please contact the Recycle Center Hotline at 239-8462.

j. Tire Recycle: Call Refuse Contractor at 784-5308.

k. Pick-up Schedule:

<u>Monday</u>	<u>Tuesday</u>	<u>Thursday</u>	<u>Friday</u>
Colyer Manor	Ellis Hgts	Warner Hgts	Peterson Hgts
Main Post	Peterson Hgts	Burnside Hgts	(South of
Marshall Airfld	(North of		Thomas Rd)
Whitside	Thomas Rd)		South Warner
	Monteith Hgts		(6200 Area)
	O'Donnell Hgts		Meade Hgts
			McClellan Hgts

3-17. HOUSEHOLD HAZARDOUS WASTE

An alternative to trash cart disposal for small quantities of household hazardous wastes is to use the Household Hazardous Waste Facility located in Camp Funston. This facility has been permitted by the State of Kansas for use by Post residents only. As a reminder, used oil and antifreeze will not be disposed of in trash carts. Used oil and antifreeze can be taken to the Auto Craft Shop or turned into the Household Waste Facility. The Household Hazardous Waste Facility is operational from 0730 to 1500, Monday through Friday. The facility will be closed for all legal holidays. Residents are encouraged to call the Environmental Waste Management Center at 239-6797 to learn more about the program and find out what materials they can bring in, and about turn-around materials available for their use.

3-18. WILD GAME

Any deer or elk carcass hung in the housing area must be covered with some sort of opaque bag or cheesecloth. All wild game and fish parts not processed must be double wrapped in plastic before disposing in trash containers.

CHAPTER 4

SAFETY

4-1. TORNADO PLAN

FR Reg 115-1

FORT RILEY TORNADO SHELTER PLAN

1. **PURPOSE.** To provide all military and civilian personnel, including dependents, with information regarding the specified levels of preparedness for tornadoes and individual actions to be taken upon receipt of tornado watches and warnings.

2. **GENERAL.**

a. Tornadoes are the most violent of all storms and occur frequently in the central United States. Special precautions must be taken in the Fort Riley area to ensure adequate personnel protection when a tornado threat exists.

b. Tornadoes and severe local thunderstorms are so small that the exact locations where one will develop cannot be determined in advance. It is possible, however, to identify areas where one or more of these storms can be expected to occur. It is also possible to project the path of any dangerous storm reported and warn communities before disaster strikes.

c. A tornado, while traveling generally from a southwest to northeast direction, may dip down to the surface and back up again within seconds, and the area of destruction may vary from a few feet wide and several hundred yards long, to a width of 400 yards and a path 30 miles long. For these reasons, you must be prepared to take safe shelter immediately upon hearing the appropriate warning.

3. The Fort Riley Plan of Operation includes two levels of preparedness: The **Severe Weather Watch** and **Severe Weather Warning**.

a. **Severe Weather Watches** are issued by the National Weather Service or by the Post Weather Station. A **Severe Weather Watch** means conditions are favorable for the development of high winds, tornadoes, hail, and thunderstorms. Local TV and radio stations normally provide tornado information for the Fort Riley area and must be monitored during periods of inclement weather. The Fort Riley Emergency Operations Center (EOC) will notify military units and specified on-post activities when a **Severe Weather Watch** is in effect. When a **Severe Weather Watch** is announced, either telephonically or over TV and radio, everyone must be prepared to take shelter on short notice.

b. Severe Weather Warnings mean that severe weather (tornadoes, high winds, hail, lightning, or thunderstorms) have been sighted. The EOC will disseminate these warnings to the post. A tornado warning will be activated only if it is determined that Fort Riley is in an area directly threatened by a tornado. The housing areas will be notified by a continuous blast of the siren for a three-(3) minute duration. In addition to the sirens, Military Police cars will drive through the housing areas, with emergency lights activated, announcing over the vehicle's public address system that a tornado warning is in effect. When the siren begins, personnel should seek shelter immediately, and vehicular traffic must be curtailed. All personnel must remain in a safe shelter until the "**All Clear**" is announced by the post EOC and the "**All Clear**" siren is sounded, no matter what any commercial radio or TV station has announced.

4. When the severe weather siren is heard, all personnel need to take the following actions: Stay indoors, proceed to the lowest level of your shelter, and take cover in interior rooms away from windows.

a. Proceed to the closest shelter. Your home shelter should have a portable radio and flashlight.

b. DO NOT get into your car and drive around when the siren is heard. Driving around could lead you into the path of a tornado, flying debris, hail, and lightning.

c. If you are in your car when you hear a tornado siren, look around. If you see a tornado, drive away from its path (at right angles if possible). If you cannot drive away, seek the nearest shelter. If one is not nearby, find the lowest culvert or ditch and take cover, putting something over your head.

5. Fort Riley Schools on Custer Hill and Main Post: It is important to keep in mind that the schools on Fort Riley are closed during the summer months from late June through August. The schools should not be a family's primary designated shelter area. Schools are not open during the summer months and are usually locked during the evening hours. DO NOT travel to a school during the summertime when a tornado siren sounds; it could be locked. If you happen to be driving by a school when a tornado siren sounds and the school is in session, families could take emergency shelter in a school at that time.

6. Fort Riley Housing Areas:

Main Post: Go to the basement away from windows.

Colyer Manor: Families in Colyer Manor also have basements, except those living in the 3100 areas. Basement areas, away from windows, provide the best protection. If you live in Colyer and do not have access to a basement, your immediate shelter will be a lower level interior room/closet away from windows.

Ellis Heights: Go to the utility area on the lower level.

O'Donnell Heights: Go to the utility area on the lower level.

Burnside Heights: Go to a lower level interior room/closet away from windows.

Marshall Army Airfield: Go to the basement away from windows.

Peterson Heights: Go to a lower level interior room/closet away from windows.

McClellan Heights: Go to a lower interior room/closet away from windows.

Warner Heights: Go to a lower interior room/closet away from windows.

Monteith Heights: Go to a lower interior room/closet away from windows.

7. Keep tuned to your local radio station for the latest severe weather advisory information. Unless you have a serious emergency, do not call the Staff Duty Officer, Military Police, or Weather Station as your individual request may tie up telephone lines urgently needed to receive special reports to direct rescue operations.

a. Tune your radio or TV to any of the following stations for weather advisory service:

Fort Riley Cable TV	Channel 2
Junction City Radio	KJCK (AM) 1420 KH KJCK (FM) 94.5 MH
Manhattan Radio	KMAN (AM) 1350 KH KMKF (FM) 100.0 MH KQLA (FM) 104.0 MH

b. Parents must not attempt to pick up children from post schools or other activities. Personnel in charge will direct them to the designated safe areas for each school and activity. School officials are well trained and competent in shelter procedures.

c. Remain in your shelter area until the “All Clear” is announced.

4-2. LIGHTNING SAFETY RULES

a. There are many hazards that the thunderstorm causes, but the lightning hazard is greater from tornadoes or hurricanes. Lightning strikes kill over 600 persons and cause \$150 million property damage every year.

b. Paragraph 6-9, FR Reg 385-12, Range and Training Safety, provides information on storm safety. Paragraph 2-12d, AT 385-55, Army Motor Vehicles Accident Prevention, requires that refueling operations be halted when an electrical storm is within 5 miles.

c. To protect yourself from lightning, observe these safety precautions during thunderstorms:

(1) Indoors: Stay indoors; stay away from open doors and windows, fireplaces, stoves, metal pipes, sinks, and plug-in appliances. Do not use the phone because lightning may strike telephone lines outside or the antenna. Do not use plug-in electrical equipment. Unplug the TV and disconnect the outside antenna.

(2) Outdoors: Avoid lone trees, fences, overhead wires, small structures or tents, antennas, metal pipes, tools, equipment and other metallic objects that could carry lightning to you, and high places. If no building is near, your best protection is in a cave, ditch, or canyon. Stay away from open water and unprotected storm shelters (i.e., shelters on golf courses, picnic areas, or campgrounds). Stay in your vehicle. Your vehicle offers good lightning protection because of its insulating rubber tires. However, vehicles with soft-tops are dangerous during a thunderstorm. If you stay in your vehicle, make sure the radio is turned off and your antenna is down. Stay away from all antennas. Stay off of large equipment. Do not handle flammables.

4-3. ENVIRONMENTAL HEALTH CONCERNS WITHIN GOVERNMENT QUARTERS

a. Recent attention by the news media has raised several questions regarding environmental health concerns in government quarters. Most questions concern radon gas, asbestos, and lead based paint. Outlined below is information on each.

b. Radon Gas - Radon gas is a naturally occurring radioactive substance. Radon is found where geologic features contain radioactive elements. It is a problem only when found in high concentrations in areas without adequate ventilation. Fort Riley has been actively testing all quarters for radon for the last few years. The units that have high levels require a fairly simple mitigation process that usually involves sealing or ventilation in the foundation of the building.

c. Asbestos - Asbestos is another naturally occurring substance. In past years, it had been used extensively as insulation. In family quarters, it was used around pipes and in furnace rooms. It has also been used as a binder in floor and ceiling tiles and mastic adhesive. Asbestos only poses a threat when it becomes friable. This occurs when it is disturbed or ground up. At Fort Riley, we have been routinely removing asbestos from all quarters. We take extensive safety precautions to ensure the health of all residents, as well as the workers doing the removal. Some of you have seen evidence of this by the posting of warning signs and the protective gear worn by workers. Exposure to you and your family members is negligible or nonexistent. To bring this into perspective, more asbestos dust is released into the atmosphere every time you step on the brakes of your car than you will ever be exposed to in your quarters.

d. Lead Based Paint - Lead based paint was used extensively throughout the United States up until the mid-seventies. Many of our quarters probably contain lead based paint in underlying coats. Since our quarters have been painted several times since the seventies, the lead based paint has been encapsulated or covered over and sealed. The old paint was not removed due to the cost of removal. If residents have peeling paint that causes them concern, they must call the Housing Maintenance Contractor at 784-2599 for repair by spot painting.

4-4. WINTER PRECAUTIONS

***** NEVER TURN OFF THE THERMOSTAT ! *****

a. Special precautions are necessary in all homes during the winter season, when temperatures frequently fall below the freezing point. In the past, several houses have suffered severe damage when water pipes froze and broke. This occurred when the occupants went on leave and turned their thermostats to the “OFF” setting. While thermostats must be set at a low setting when quarters are not occupied, they must never be turned off during cold weather. **Care must be taken to ensure temperatures in the homes are never set below 60 degrees.**

b. All water hoses must be disconnected from outside faucets during cold weather. Hoses left connected will freeze back into the faucets and cause breaking of the water pipes in or under the house. Hoses must be disconnected, drained, and stored until spring.

c. Winter weather is especially hard on outdoor pets in the Midwest. Pet owners must take additional precautions to protect their animals at that time. All pets must have a shelter, insulated with straw or other insulation, and must have fresh water several times a day.

Cooking stoves and ovens must never be used to heat the quarters.

Auxiliary Heaters

a. Use of occupant owned portable electric heaters (UL approved) require approval through Housing and the Fire Department. All portable electric heating equipment will have an auto-shutoff switch that de-energizes the equipment should it fall over. The power supply cords and plugs must be in good condition.

b. The use of unvented hydrocarbon-fueled heating appliances (natural gas, gasoline, fuel oil, alcohol petroleum based oils and kerosene) inside quarters **is prohibited**. These types of heaters are designed for outside operation and are not intended to serve as a primary heat source for occupants of family housing.

4-5. WEAPONS/FIREARMS

Fort Riley Reg 190-1 requires registration of firearms on Fort Riley through the PMO. Fort Riley Reg 210-50, Fort Riley Hunting and Fishing Regulation, defines air guns (BB, pellet, and paint ball) as firearms, and specifies where they can be used. Use of these air guns is prohibited in all housing areas.

4-6. REFRIGERATOR ENTRAPMENT SAFETY

It is the Army Family Housing policy that refrigerators that are not in use be rendered safe and not pose a child entrapment hazard. Refrigerators that are not in use will have special safety measures in place. The refrigerators will be disposed of, modified, or stored in such a manner that will not allow a child to become entrapped. Procedures to modify/store are:

- a. Take off the doors completely or remove the latch.
- b. Securely wrap the door with a strap that a child can't remove.
- c. Place the door facing a wall or structure in such a manner that a child can't open it.