



DEPARTMENT OF THE NAVY

U.S. NAVAL AIR STATION, SIGONELLA, ITALY

PSC 812 BOX 1000

FPO AE 09627-1000

NASSIGINST 11101.4J

N93

24 Oct 11

U.S. NAVAL AIR STATION SIGONELLA INSTRUCTION 11101.4J

Subj: HANDBOOK FOR MILITARY FAMILY HOUSING (MFH) RESIDENTS

Ref: (a) OPNAVINST 5009.1
(b) NASSIGINST 11101.3
(c) NASSIGINST 11101.5G
(d) NASSIGINST 1740.1F
(e) NASSIGINST 1752.2E

Encl: (1) Resident Handbook for Marinai Housing Complex

1. Purpose. To publish regulations and information pertaining to the occupancy of Military Family Housing (MFH) under the cognizance of Commanding Officer, U.S. Naval Air Station Sigonella (NASSIG).

2. Cancellation. NASSIGINST 11101.4H. This instruction has been revised in its entirety; therefore, marginal notations have not been made.

3. Background

a. The NASSIG Commanding Officer is responsible for management of all MFH operations in the Sigonella area. The Commanding Officer's designated representative in charge of Housing is the Housing Director, located on NAS I, Building 319.

b. The NASSIG Housing objectives are to provide suitable family housing for eligible active duty military members, DoD civilians, and contractors, and to make MFH a desirable and respected neighborhood in which to live.

4. Authority

a. References (a) through (e) provide pertinent guidance for the management of and conduct within MFH.

b. Enclosure (1) contains regulations and policies concerning the occupancy of MFH at NASSIG. These policies apply to all residents living in the Marinai Housing Complex.

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c. The Housing Director and his/her staff are authorized to take action to enforce all MFH regulations.

5. Action. All MFH residents, including family members and guests, are subject to Navy regulations and rules for occupancy of MFH. Residents are required to read and familiarize themselves with housing regulations and items of general interest published in this Handbook.



W. S. BUTLER

Distribution:
CNIC Website

Resident Handbook

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NAS SIGONELLA HOUSING DEPARTMENT

Resident Handbook



INTRODUCTION

The Marinai Housing Complex is a U.S. Government-leased property. Naval Facilities Engineering Command (NAVFAC) Europe and the Southwest Asia Real Estate Office act on behalf of the U.S. government to provide contracting services for the NAS Sigonella Housing Department. The U.S. Navy leases the Marinai property from “Pizzarotti & Co. S.p.A.,” who also provides all maintenance services for the complex.

Information on quarters: The Marinai Housing Complex is composed of a total of 526 homes (476 three-bedroom units, 50 four-bedroom units). The net area of a three-bedroom home is 1,354 square feet. The majority of four-bedroom homes are 1,495 square feet. The floor plans are accessible at the Marinai Housing Office. Please feel free to stop by for additional information.



Chapter 1

ASSIGNMENT & INFORMATION ON MILITARY FAMILY HOUSING

ASSIGNMENT. “*Benvenuti!*” On behalf of the entire Housing staff, welcome to your new home! Our purpose is to provide you with adequate, safe, and secure living quarters, and to support you and your family while you reside in the Marinai Housing Complex. Upon assignment to Military Family Housing (MFH), all of your housing allowances should terminate, but it is the servicemember’s responsibility to ensure stop documents are processed. As a note, dual military members will forfeit housing allowances for both servicemembers.

CHECK-IN INSPECTION. Once a qualified servicemember decides to reside in MFH, an Assignment Clerk assigns a unit and schedules a check-in inspection. New residents will meet their site inspector at the Marinai Housing Office on the pre-established date and time. After a brief tour of the office & the Self-Help warehouse, the inspector will accompany the new resident to their assigned quarters, where the inspector will provide a complete briefing on resident responsibilities regarding maintenance, as well as instructing residents on the following: safety devices, appliances, reset of gas valve/ hot water heater and HVAC system functions (attachments 1, 2, and 3). A complete walk-thru will be performed and discrepancies on the current condition of the quarters will be recorded on the Housing check-in inspection form. Upon request, Housing personnel will provide residents with a copy of the check-in forms for their records. Within 10 days, residents must annotate any additional discrepancies on the Supplementary condition form (Attachment 4) and return it to the Marinai Housing Office for review, validation, and file updates.

If you do not report any additional discrepancies, Housing will consider the Check-In dwelling condition report to be fully accurate.

HOUSING’S ROLE WITHIN THE MFH COMPLEX. The Housing Program supplies the funding for the MFH complex, to include shelter, utilities, and maintenance costs. Our primary goal is to partner with NAVFAC in order to provide the same high quality property and services you would expect to receive if living in a private rental community in the United States. Some of Housing’s specific functions include:

- ◆ Interface/customer service to our residents
- ◆ Perform check-ins & Check-out inspections
- ◆ Perform joint pre-termination inspections with NAVFAC & the Lessor representative
- ◆ Perform courtesy Housing inspections
- ◆ Waitlist management for MFH Assignments
- ◆ Perform yard and exterior building’s inspections
- ◆ First point of contact for trouble call assistance
- ◆ Operate a Self-Help program



- ◆ Process damages payments
- ◆ Liaise with NAVFAC on behalf of residents
- ◆ Fund all contract requirements (shelter rent, maintenance, utilities, etc.)
- ◆ Communicate with residents in regards to upcoming projects, preventive maintenance inspections, and other extraordinary maintenance actions

NAVFAC’S ROLE WITHIN THE MFH COMPLEX. The local Sigonella NAVFAC Realty Branch provides the lease administration and Quality Assurance on the property and services provided by the Lessor. NAVFAC Realty has an office located in the Marinai Community Center building, housing four Quality Assurance Evaluators (QAEs) who perform the following functions:

- ◆ Management and oversight of the Lessor’s performance in property upkeep and maintenance
- ◆ Final determination of property “wear and tear” (no cost to resident) versus “damages” (resident bears cost)
- ◆ Price validation of all submitted Lessor charges (costs for damages, and government requested modification costs)
- ◆ Performs acceptance inspections after in-between resident occupancy work
- ◆ Accepts work request or delivery order work
- ◆ Sole official communicator with the Lessor
- ◆ Submission and review of resident Alteration requests to the Lessor for approval/disapproval
- ◆ Monitors extraordinary maintenance activities such as; painting, gutter repairs, road repairs, common areas, playgrounds, sport fields and trash removal
- ◆ Determination of any reworks or deductions for poor workmanship
- ◆ Monitors Quality and quantity of potable water distribution
- ◆ Provide facility solution options to Housing for resident requested changes.

SERVICE CALL INFORMATION

The Marinai Trouble Call Desk provides assistance to meet routine, urgent, and emergency breakdowns or repairs not deemed the responsibility of the resident in accordance with the lease. It is your responsibility to promptly report any maintenance issues which may cause structural damage to your unit or effect habitability. The Trouble Desk Clerk will determine the level of urgency based on the following classification determined by the lease:

EMERGENCY SERVICE CALLS. Emergency service calls include only those situations that may endanger residents or damage government leased property.

Required response time by contractors for emergency calls is 60 minutes, 24 hours a day.



See below for qualifying emergency situations, according to the lease:

◆ **FIRE:** First, evacuate your unit. Then call 911 for the Fire Department. Notify Housing as soon as possible.

◆ **GAS LEAK IN QUARTERS:** Should you smell gas and/or hear one of the gas detectors go off, shut off the gas valves in the kitchen and/or laundry room & open the windows/doors to air the house. Do not use any spark producing items. Evacuate your quarters and call the Fire Department/Security. Notify Housing as soon as possible.

◆ **GAS LEAK OUTSIDE OF QUARTERS:** Shut-off the two (2) yellow gas valves located under the boiler in the maintenance shed. Evacuate your quarters and call the Fire Department/Security. Notify Housing as soon as possible.

◆ **FLOOD:** In the event of broken water pipes or overflowing drains, shut off the three (3) main water valves in the boiler shed to ensure that no water is going into your quarters. In the event the flooding is an isolated problem (toilet, sink, etc.) you can secure the valve leading to that individual water source. Notify Housing as soon as possible.

**For after-hours emergencies, dial 335-739-1578 to reach Housing on-call personnel.
During normal working hours, call the Trouble Desk clerk at DSN 624-1731/1180.**

If the situation qualifies as an emergency, a Housing Representative will contact the Lessor to have the emergency work acted upon without delay.

APPLIANCE EMERGENCY SERVICE CALLS. Should your government-issued stove and/or refrigerator break down after 1630, or during a weekend or holiday, contact the above emergency number and a Housing representative shall authorize the furnishings contractor to replace the malfunctioning appliance.

Furnishing contractor required response time is within four (4) hours to include nights, holidays and weekends. This contractor only responds to calls after normal working hours. Appliance breakdowns that occur during normal working hours are handled by the Lessor.

URGENT SERVICE CALLS. Urgent service calls are defined as work consisting of heating, ranges, refrigerators, water heaters, and other failures in services which do not immediately endanger the residents or threaten damage to quarters, but would soon inconvenience and affect the health or well being of the residents.

Required response time for urgent calls is within four (4) hours, Monday through Friday 0800-1630.

Below are some qualifying urgent calls (not emergency calls):

- ◆ No heat or A/C
- ◆ No Hot water
- ◆ No 220V or 110V power



- ◆ Mechanical failure of front door lock
- ◆ No Water
- ◆ Refrigerator breakdown
- ◆ Stove top not functioning (oven not functioning is not considered an urgent call).

ROUTINE SERVICE CALLS. Routine service calls include all calls not defined as emergency or urgent. Appointments are scheduled within five (5) working days, and during normal working hours (Monday through Friday, 0800-1630). Per the lease, appointments cannot be made for a specific time, but are made for one of the below timeframes:

**Morning appointments are scheduled to occur between 0800 and 1230.
Afternoon appointments are scheduled to occur between 1300 and 1630.**

- ◆ To cancel and/or to reschedule a service call, contact the Trouble Desk Clerk as soon as possible. Upon completion of work, provide any positive or negative comments on the service call form before signing and returning it to the worker.
- ◆ If you are unsatisfied with work performed or if you experience a recurring problem, please inform the Marinai housing staff immediately and a joint inspection involving Housing, QAE, and the Lessor will be arranged for appropriate remedy action.

DAMAGED/LOST PROPERTY CLAIMS. Residents may file a claim for loss/damaged items with the NASSIG Legal Office in accordance with established legal procedures. Housing shall assist you if damages of personal property may be attributed to a problem in your assigned quarters, such as: water leak, appliance failure, power outage, etc. Copies of any related service calls may be provided to residents by the Housing staff upon written request.

EMERGENCY ENTRY OF QUARTERS. NAS Sigonella Housing, Security, and Fire Department personnel reserve the right to enter quarters at any time in response to an emergency or urgent condition which threatens the health or safety of the residents and/or which may result in property damage. If it is necessary to enter quarters for an emergency situation, Housing will leave a note in the quarters with the date, time and reason for entry. Please notify the Marinai Housing Office as soon as possible after any emergency situation for further action.

LOCKED OUT OF QUARTERS. In the event a resident accidentally locks themselves out of quarters, during regular office hours, they may receive a house key with proof of identification from the Marinai Housing Office staff. Should this occur after normal working hours, contact Security personnel in Marinai to have quarters unlocked.

ASSIGNMENT & TERMINATION POLICIES

While living in MFH, notify the Marinai Housing Office or Housing Service Center (HSC) located on NAS I of any changes or notices, to include and not limited to the following:



ABSENCE FROM QUARTERS NOTICE. Residents are required to notify the Marinai Housing Office if they plan to be away from quarters for more than 10 days. Please adhere to the following:

- ◆ Submit the Absence From Quarters Form (Attachment 5) indicating: dates of absence, unit number and a phone number where you, or your designee, may be contacted in case of an emergency regarding quarters. Also indicate the name and phone number of the caretaker, who will be responsible for the lawn care during your absence.
- ◆ Ensure to make arrangements for the care of your pet(s) while absent, by following pet policy guidelines (See Chapter 2).
- ◆ Prior to leaving quarters, shut off the main gas valve and the main water supply located in the maintenance shed. This practice will prevent severe damage to the quarters & personal property in the event of a gas and/or water leak while you are absent. Should you require assistance in securing your gas or water lines, please contact the Marinai Housing staff.
- ◆ Any absence to exceed 30 days must be approved in writing by the Housing Director. Absences of more than 60 days must be approved by the NASSIG Commanding Officer, via the Housing Director. In order to retain eligibility for MFH, the family of the service member may not be absent from quarters for more than 90 consecutive days. (Exceptions to this policy may be granted on a case-by-case basis, especially in the event of a sponsor's deployment).

CHANGE OF STATUS. Residents are required to keep the Housing staff informed of any changes in rate or rank, including the date of rank, projected rotation date (PRD), military status, marital status, number of dependants, work and home telephone numbers, or people other than immediate family living in your quarters. Commands and PSDs do not notify the Housing Office of changes of status of military members nor provide copies of required documentation.

REASSIGNMENT OF QUARTERS. The criteria established for relocation after assignment is in accordance with NASSIGINST 11101.3. Contact the Marinai Housing Office for information about reassignment possibilities and procedures involving changes in family composition, promotion to E-7 or from enlisted to officer rank. The only guaranteed funded government move is a promotion from enlisted to officer rank (and requires at least a year remaining on your current tour). Other reassignments are possible depending on circumstances, but would be made at your own expense. If approved, your move must be completed, to include your final inspection, within five (5) calendar days.

EXTENSIONS. Extensions of occupancy in MFH, requested timely, may be granted depending on the service member's particular situation. All requested extensions must be routed in the form of a special request chit to the NASSIG Commanding Officer, via the Housing Director and endorsed by the service member's chain-of-command.

TERMINATION OF ELIGIBILITY. Loss of eligibility for MFH is required under the following criteria:

- ◆ Permanent Change of Station (PCS) orders: When NASSIG area ceases to be the area of the service member's permanent duty station. Approved logistical support for dependants does not extend to MFH. If a sponsor receives PCS orders, his/her family members must vacate MFH.



- ◆ When the sponsor is relieved from active duty, separated from the service, transferred to the Fleet Reserve, retired or transferred to the Temporary Disability Retired List. Personnel desiring to remain in quarters beyond their separation date must request an extension, addressed to the NASSIG Commanding Officer (CO), via the Housing Director and their chain-of-command, at least 30 days prior to separation from the service.
- ◆ In case of death of sponsor or sole bona fide family member, the NASSIG CO shall authorize family members to stay in quarters for a maximum of 180 days, during which time no rental fees will be charged. Request for family member(s) to remain in quarters must be submitted in writing to the NASSIG CO, via the Housing Director and the former command of the deceased military sponsor. Commands may submit requests for extension on behalf of the family members. In the event that the sole bona fide family member dies, the sponsor must vacate quarters within 30 days.
- ◆ When all bona fide family members leave for over 90 consecutive days.
- ◆ When sponsor and bona fide family members are to be absent from quarters for more than 20 weeks.
- ◆ When bona fide family members no longer reside permanently with the member or vice versa for any reason including voluntary/ legal separation, legal divorce or court order.
- ◆ When the sponsor, in an act of apparent abandonment and as a result of his/her own voluntary action, ceases to reside personally in quarters.
- ◆ When the sponsor has officially been declared a deserter.
- ◆ When unacceptable behavior of the sponsor, bona fide family members, or his/her guests is determined by the NASSIG Commanding Officer as destructive to morale or the peace and harmony of the neighborhood, threatening to other residents or their property, or not considered in the best interest of the Government. Unacceptable behavior would also include serious or repeated violations of MFH rules or misconduct.
- ◆ When the care of the MFH unit or related property is determined unacceptable by the NASSIG Commanding Officer.
- ◆ When required to preserve military discipline as determined by the NASSIG Commanding Officer.
- ◆ When a servicemember receives authorization for early return of dependants (ERD). Servicemember will be required to terminate the assignment to quarters within 30 days of family member(s) departure.
- ◆ If a servicemember or any bona fide family member is involved with “gang-related” activities; if servicemember or his bona fide family members or guests use or sell drugs; or any violence/disturbance occurs where a weapon is present.
- ◆ When the servicemember or his/her family members are found maintaining any weapons in their quarters.



OTHER SERVICES

PERSONAL PROPERTY & STORAGE. The NAVFLC Personal Property Office (PPO) will provide information and make arrangements to have your household goods moved to your new quarters. [You are entitled to place items in Non-Temporary Storage (NTS) upon assignment to MFH. You have fifteen (15) calendar days from the date of delivery of personal property, to identify excess items and request NTS]. The PPO must certify items that cannot be accommodated by Government quarters as excess to quarters prior to scheduling a one-time-only pickup.

LOANER FURNITURE. A staff member within the Housing Service Center (HSC) shall coordinate the delivery of temporary loaner furniture for you to use for a maximum of 90 days or until the arrival of your household goods shipment. Items available for your use include beds, nightstands, dining room sets, easy chairs, sofas, coffee tables, end tables, lamps, cribs,* and high chairs*.¹

TELEPHONE & INTERNET SERVICE. The Base Communication Office, located on NAS II, may be contacted for activation of phone and ADSL services. Housing is only responsible for providing and maintaining telephone lines to the phone jack and structural wiring in the quarters.

TELEVISION SERVICE. The Armed Forces Network (AFN) provides a range of television programming to all residents within the MFH complex. The Base Communication Office offers local satellite service for a fee via ADSL. Satellite dishes and/or other satellite television services are not authorized within the Marinai Housing Complex.

UTILITIES. Government-paid utilities provided include water, gas, electricity, and waste disposal. It is vitally important that you do not abuse the utilities provided. Such waste will mean a substantial loss of funds that could be used for other purposes in our housing areas. Please treat these resources as if you were paying for them.

SELF-HELP PROGRAM. The Self-Help Store, located in the Marinai Housing Office, exists to assist family housing residents in the care of their quarters and yards. It is designed to enhance the site, expedite accomplishment of maintenance, and promote positive homeowner attitudes among residents. You will find a limited range of lawn and garden care items. The program is not intended to assist residents in the procurement of household items damaged by negligence or abuse, or to provide consumable items that are readily available at the NEX or on the local economy. For assistance or questions on the Self-Help program or hours of operation, please contact the Self-Help clerk at 624-1739 or stop by the Marinai Housing Office.

¹ *Depending on availability



Chapter 2

RESIDENT RESPONSIBILITIES

All Marinal residents need to be aware of their responsibilities as residents of MFH. The following paragraphs contain general guidelines that must be adhered to.

PREVENTIVE MAINTENANCE INSPECTIONS (PMI). These inspections are a requirement according to the Lease and are not optional. Scheduled maintenance on the Heating, Ventilation, and Air Conditioning system (HVAC), therefore, is mandatorily performed twice a year, before the summer and winter seasons. During this maintenance, a complete check of the system is performed, and the air filters are cleaned. Additionally, PMIs are performed once annually on the hot water system, gas distribution line, and safety devices in the unit. All PMI inspection schedules are proposed by the Lessor and approved by NAVFAC. Residents shall be notified in advance of the date and time by means of a flyer. Because this work is performed by one of the Lessor's sub-contractors, and not the in-house maintenance staff, appointments cannot be missed or rescheduled due to contract restrictions.

It is the resident's responsibility to be present, or arrange for an adult to be present, for PMI.

Should you miss your appointment, the Lessor may submit a claim to the Navy for additional costs pertaining to rescheduling work, and these costs may be passed on to you, the resident.

YARD MAINTENANCE. Properly maintaining assigned grounds is the responsibility of the resident & includes the following:

- ◆ Mowing, watering, fertilizing, seeding, weed removal, edging, and trimming around trees, fire hydrants and poles in the yard. Grounds are to be raked as often as necessary to keep the area free of fallen leaves and litter. Maintain trees in good condition and perform minor trimming and alignment as required.
- ◆ Dispose of grass trimmings, leaves and other organic debris in the brown bins labeled for organic material and grass trimmings. Do not sweep or wash debris into gutters or streets as it may clog storm drains and contribute to flooding areas. Flowers and plants should be put in pots.

ALTERATION REQUESTS. Any and all requests for alterations to MFH quarters and/or grounds must be submitted to Housing using the Alteration Request form (Attachment 7). Common examples of alteration requests include and are not limited to the following: Planting flowers or bushes in individual lawns; hanging bamboo shades (or like material) on carport or patio areas; and painting interior walls.

Alteration requests must be approved by NAVFAC and the Lessor prior to starting work.

Please contact your housing inspector for additional guidance on this to include pictures, sketches and detailed descriptions of work. Be advised that you will be held financially liable for returning quarters to the original condition upon check-out.



UPKEEP OF CARPORT AREA. While living in MFH, you are responsible for the upkeep of your assigned living areas. The carport and grounds provide a first impression of how you care for your quarters. It is important that you keep the areas clean, free of oil spots and trash, and maintained in an orderly fashion. Remove any visible dirt and/or grease deposits from your carport area. You may only utilize patio furniture or furniture designed for the outdoors in your carport area. You may not leave indoor sofas, loveseats, easy chairs, mattresses, or televisions in your carport area. Before hanging up swings, hammocks, bicycles, bamboo blinds, etc. on the overhang wooden structure, you must receive approval via an alteration request.

REQUIRED MAINTENANCE. It is important that the value of the Navy's investment in MFH not diminish because of poor maintenance or poor cleaning standards. As a resident, you are responsible for the proper care and use of government equipment/property from the time you are assigned quarters until you vacate quarters. You are encouraged to perform minor repairs which do not require a skilled repair worker, to include the following:

- ◆ Replace burnt out light bulbs, batteries of smoke detectors, faucet washers, door stops, door latches, screens and tighten loose screws/hinges of cabinets.
- ◆ Clear minor plumbing stops with a plunger. Should a toilet overflow, secure the water valve below the flush tank and use a plunger to clear the line. Only flush toilet tissue down the toilet to prevent clogging the sewage line.
- ◆ Protect your electronic equipment by using surge protectors & by not overloading electrical circuits. It is severely prohibited to repair/alter the electrical system and/or appliances in MFH.
- ◆ Maintain government-issued appliances in good condition, free of dirt and/or grease. Ensure you clean out the lint filter of the gas dryer after each load and the exhaust hood filter when needed. Periodically check the dishwasher collection trap for buildup of food particles. The gas stove top, burners, and oven must be cleaned periodically and kept free of grease to prevent serious fire hazards and ensure efficiency.

Note: For your convenience use the oven conversion table (Attachment 6) to quickly convert oven temperatures from Celsius to Fahrenheit.

PERSONALLY-OWNED APPLIANCES. Residents may utilize personally-owned refrigerators and small appliances; however, they may not utilize personally-owned stoves, washing machines, or dryers. Under no circumstances may a government issued appliance be removed from your assigned quarters, and all equipment must be maintained in a functional, operating condition.

TRASH COLLECTION/RECYCLING. While living in MFH, you are required to comply with Italian regulations on recycling and separating your trash. The Lessor may be fined, and pass those fines to the U.S. government, if a surplus of recyclables are found in the green "urban waste" bins. Please separate your trash and dispose of the selected materials into the following dumpsters located throughout the housing area:

- ◆ Yellow Dumpsters. Labeled for plastic are designed for disposal of flattened plastic bottles, bags, containers, and other plastic material.
- ◆ Gray Dumpsters. Labeled for paper and cardboard are designed for disposal of flattened cardboard boxes, containers, paper bags, newspaper, books and generic paper. Boxes which are too large to fit



in the bins need to be folded neatly and placed on the side of the dumpster for easy pick-up. Newly arriving personnel should retain their HHG boxes and contact the moving company to have them removed from site.

- ◆ Blue Dumpsters. Labeled for glass and aluminum are designed for disposal of aluminum foil, containers, cans, tins, and glass bottles.
- ◆ Brown Dumpsters. Labeled for organic material and grass trimming are designed exclusively for disposal of grass clippings, small bush branches, leaves, flowers, etc.
- ◆ Small Brown Bins. Labeled for organic material are designed exclusively for disposal of food waste, coffee grounds, vegetable scrap, fruit scrap, and heater ashes.
- ◆ Green dumpsters. Labeled for urban waste are designed for the collection of non-recyclable, everyday trash.
- ◆ Bulk-item trash collection day is every Wednesday and shall include pick up of the following: privately owned appliances; beds; mattresses; couches; rugs; discarded furniture; and play equipment. Please place the items to be discarded at the end of your driveway on the day before the scheduled pick-up.

Please do not discard bulk-items in/or around dumpster areas, or dispose of any rocks/bricks into the trash bins. This material causes damage to the pick-up trucks and to the trash bins.

It is everyone's responsibility to ensure that recycling and trash disposal is conducted responsibly. If your children assist in the disposing of trash, make sure they are able to reach the top of the bins to lift the lid and place the trash inside. In the event the bins closest to your quarters are full, please do not place trash on the ground, but find other available bins. Please report any discrepancies to the Marinai Housing Office in order to preserve a healthy and sanitary environment for your family.

HOUSEKEEPING & PEST CONTROL. Regular and good housekeeping measures will protect your quarters against insect and/or rodent infestation. If needed, use bait trays, snap traps, low-hazard insecticides, or rat zappers that are made available at the NEX Depot or the Self-Help store. Please take the following measures to control insects and other household pests:

- ◆ Remove leftover food placed on sink counters, cupboards, and/or unwashed dishes. Ensure appliances are free of grease and food particles.
- ◆ Store leftover food in airtight containers and wipe up spilled drinks and food immediately from counters and floors.
- ◆ Place your trash in plastic bags and dispose of it daily. Do not leave trash sitting outside your quarters for several hours and/or overnight.
- ◆ Clean up immediately after pets that are not properly housebroken and dispose of pet waste daily from your quarters and yards.
- ◆ Should you experience an infestation of pests in your quarters that you believe requires professional assistance/measures, please call the Trouble Desk Clerk for assistance.

Note: Marinai is located in a rural area near farm fields; therefore, you are likely to encounter flying insects/biting midges commonly known as "gnats," during certain times of the year. They may render



outdoor activities fairly unpleasant, but may be combated with a mesh head net, as per the recommendation of the NASSIG Environmental Office. Additionally, it is common to see small field mice roaming the areas, so ensure your air grids are intact and secure your screens to prevent them from entering your home.

LIABILITY INSURANCE. Renter’s insurance and liability insurance are strongly recommended for your financial protection. Renter’s insurance covers your personal property and will normally replace items if they are damaged or stolen. Liability insurance covers damage to the structure you are renting, and would cover situations such as a stove fire, a fire caused by a candle, or flooding due to a leaky waterbed. All families are encouraged to take the need for both renter’s and liability insurance seriously. An accident which results in fire or flood damage could result in monetary damages, which could become a financial burden to you for the rest of your life.



Chapter 3

BASE REGULATIONS

PET POLICY. Rules and restrictions on pet ownership in MFH are identified as per NASSIG Instruction, 5000.2F. Please keep in mind that pet ownership is a privilege and failure to comply may result in revocation of privilege. Please adhere to the following:

- ◆ Pet owners are required to register their dogs and cats with the Veterinarian Clinic on NAS I within five (5) days of their arrival to NASSIG. They must also ensure that pet vaccinations are kept up-to-date.
- ◆ In MFH , the pet limit per household is two (2) (i.e., two dogs, two cats, or a dog and a cat) with the exception of fish and small caged animals. Household pets that are permitted include dogs, cats, birds, fish, turtles, hamsters, gerbils, and guinea pigs. Exceptions to this policy may be granted by the NASSIG Commanding Officer.
- ◆ In front yards, dogs must either be on a leash or be tethered in a secure manner without causing damage to the housing structure. An adult must be present at all times if a dog is in the front yard. For safety reasons, the dog's leash must restrict them at least three (3) feet from the sidewalk. In the back yards, dogs are free to roam without a leash as long as the gate is secured.
- ◆ Pets must be held by a person capable of exercising physical control over them. Pets are prohibited on the tennis courts, basketball courts, or hockey rink. Remember to carry a plastic bag with you to clean up after your dog, and dispose of the waste properly.
- ◆ Pets must not become a nuisance to other residents. Activity defined as a nuisance in NASSIG Instruction 5000.2F includes excessive, continuous or untimely barking, molesting passersby, attacking any person without provocation, or damaging U.S. Government property or another resident's property. Any animal determined to be vicious by Security or involved in two biting incidents, will result in permanent removal of the pet from MFH.
- ◆ Residents are prohibited from feeding stray animals or breeding any type of animal.
- ◆ Owners will be held responsible for any damages pets may cause to assigned quarters, yards, and/or common areas.
- ◆ Do not abandon animals or leave them behind when you transfer!!
- ◆ Pets are not permitted to remain in MFH when the resident is absent for more than 24 hours. Pets may be cared for at a designated neighbor's home provided the visiting pet does not result in the neighbor exceeding the two pet per household limit.

Marinai Housing Complex does not currently have a “dog park” or a designated area where dogs can run free without a leash.



ENERGY & WATER CONSERVATION. Energy and water conservation is mandatory at NAS Sigonella. MFH residents must practice cost saving measures at all times. The following suggestions are recommended:

- ◆ A/C & Heat. Shut all doors and windows when heat or air conditioning is operating. Do not set inside thermostats at maximum setting in the winter time or at lowest setting in the summer time. During winter months, reduce the thermostat settings to 60°F for short periods of vacancy, and even lower for extended periods of vacancy. During summer months keep your thermostat at a higher setting (5°-8°higher) during extended absences.
- ◆ Water. Use every method available to preserve this resource. Please operate washing machines and dishwashers only when you have full loads and set the water level for the size of load you are washing. Avoid watering your lawn on windy days and try not to spray water everywhere. In the summertime, water your lawn during the coolest time of the day to minimize evaporation. Please limit the frequency of car washing and avoid using a continuous flow of water. Report toilets that run and/or faucets that leak to the Trouble Call Clerk for resolution.
- ◆ Electrical. Help reduce electricity consumption by purchasing energy efficient light bulbs and electronics. Turn off lights when no one is in the room and do not leave exterior lights on during daylight hours and throughout the night time hours. Do not leave appliances in use when you are not home most importantly to prevent potential fire hazards.
- ◆ Hot water heater. Maintain the temperature of the hot water heater between the number three (3) and four (4). This practice shall distribute water at a comfortable temperature, safeguard the life cycle of the boiler, and contribute to energy conservation.

GUEST POLICY. Guests are welcome to visit you and your family while you reside in MFH, but please ensure your guests comply with all NASSIG Security regulations. You, as the sponsor, will be held accountable for the actions of your guests. Military members and family members attached to a local command normally may not visit for more than seven days. Family members and guests who are visiting from the U.S. may receive guest passes for up to 30 days. Visits shall not exceed 30 days without prior written permission from the NASSIG Commanding Officer via the Housing Director.

Leasing and/or subletting MFH Quarters is prohibited!

Please contact the Security Pass & ID Office located at NAS II for further guidance and regulations on the installation policy regarding guests.

TRAFFIC SAFETY & PARKING REGULATIONS. Residents are required to adhere to the following regulations while residing in MFH:

- ◆ Speed Limit and Child Safety. Do not pass school buses when they are at a stop with their flashers on, as they are loading and/or unloading children who may cross the street unexpectedly! Ensure your children utilize sidewalks and do not allow them to play in the streets.

The speed limit within the Marinai complex is 12 MPH/20 KPH and is strictly enforced by the Security Department.

◆ Safety Norms and Vehicle Limits. Under no circumstances shall any gas-powered vehicles, to include scooters, mopeds, all-terrain vehicles, dirt bikes, or motorcycles be parked or driven on lawn areas. Gas powered go-carts, mini-bikes, and pocket bikes are not permitted to be operated in housing areas. Electric scooters are authorized for use, but the rider must wear safety gear required for bicyclists. Safety helmets are mandatory while riding bicycles, roller blades, and skateboards, and for additional protection elbow pads, kneepads, and gloves are recommended. Such activities are not allowed on the tennis or basketball courts as those areas are not designed for that purpose.

◆ Parking. Please park your vehicle(s) in your designated carport/driveway area and do not invade your neighbor's parking space. Do not block sidewalks or driveways or park on manhole covers, as these must be kept accessible for maintenance. Do not "store" vehicles belonging to non-residents within the Marinai Housing Complex.

RESTRICTIONS ON VEHICLE MAINTENANCE. As a safety precaution, do not leave motor vehicles/motorcycles unattended on jacks, jack stands, or ramps for any amount of time. Only minor repairs to vehicles and motorcycles may be performed in MFH. Extensive repairs that may cause vehicles to be incapacitated overnight may not be performed in the MFH complex. It is recommended to have repairs done at the MWR Auto Hobby shop on NAS II. Inoperable vehicles must be removed from MFH or they may be towed away at the owner's expense.

**Dispose of motor oil through the Auto Hobby Shop at NAS II.
Do not dump oil down drains or into trash bins in the Housing area.**

REPORTING THEFT & VANDALISM. It is your responsibility to report any acts of vandalism or theft to Security and to Housing. Do not believe that you are immune to theft or petty crime because you live in MFH. Use preventive measures to ensure you do not become a victim. Properly secure your home and your valuables. Residents will be held liable for theft, damages and/or vandalism caused by their family members or guests.

WEAPONS & FIREWORKS. It is prohibited to possess and discharge any type of firearms within MFH to include:

- ◆ BB, pellet of air-soft guns, bows and arrows, sling shots, all projectile propelling devices and paintball guns.
- ◆ You may not possess switchblades, stiletto knives, blackjacks, brass knuckles, or zip guns.
- ◆ All types of fireworks are prohibited in MFH.

HOLIDAY DECORATION GUIDELINES. You are encouraged to decorate your quarters during the holiday seasons, adhering to the following guidelines:

Remove decorations within 14 calendar days following the celebrated holiday.

- ◆ Do not leave exterior lighting on when no one is home, during daylight hours, or overnight. No decorations may be placed in the common areas where contractors maintain the grounds.
- ◆ Do not attach lights and decorations to housing structures with nails/hooks. The sole approved means for hanging is to utilize gutter clips.



◆ Do not walk on the roof to install decorations or other items. Only indoor/outdoor rated lights and heavy-duty certified extension cords should be utilized.

YARD & GARAGE SALES. Such sales may not exceed two (2) consecutive days. Signs may be posted within the housing areas no sooner than the day before the sale and must be removed by the end of the last day of the sale. Sales are to be held at the resident's quarters and not on the common areas throughout the Marinai Housing Complex.

CHILD HOME CARE. Residents desiring to become a childcare provider must be certified by the Child Development Center, (CDC) located on NAS I. Certification is required for all those who perform child care in their home exceeding 10 hours per week. Please contact the CDC for further information.

HOME-BASED BUSINESSES. Please contact the Staff Judge Advocate (SJA) Office for the rules, regulations, and procedures for requesting permission to run a home-based business in MFH.

SOLICITATION. No person shall solicit or conduct business, or perform surveys, in MFH without written permission from the NASSIG Commanding Officer via the Housing Director. For additional information, contact the Staff Judge Advocate Office.



Chapter 4

COMMUNITY REGULATIONS

CHILDCARE & GUIDELINES

NASSIG Instruction 1752.2E, Supervision of Minor Dependents and Guests, provides procedures and expectations regarding the supervision of minor dependents and guests of personnel assigned to U.S. Naval Air Station Sigonella (NASSIG). In general, minors, regardless of age must have access to adult supervision and means to contact a designated adult in the event of an emergency while living in MFH. The Fleet and Family Support Center (FFSC) Family Advocacy Program (FAP) assesses incidents of unattended children at the specific request of NASSIG. (Neither NASSIG Instructions nor Security Forces can replace the need for responsible parenting.)

CHILD SAFETY. Everyone plays a role in child safety. Be aware of your children's whereabouts and instruct them not to play in the streets and in the below restricted areas. Encourage use of sidewalks, playgrounds, and common areas.

RESTRICTED AREAS. Ensure your children and all your family members are aware not to enter restricted areas such as: open manholes and/or ditches, electric substations, sewage and/or power plants, potable water plant, vacant units and/or any construction site in MFH. Should you notice any unsafe conditions, promptly report it to Security and Housing Staff.

CHILDREN CURFEW HOURS. Security will enforce the following curfew hours for unsupervised children under the age of 18.

2200–0600 on school nights; 2300–0600 on non-school nights

Exceptions to the above hours shall be granted for children who participate in organized sport events; however, at the end of the event, children must be escorted after hours by their parents or a designated adult.

LIABILITY FOR VANDALISM. Children must be cautioned against any form of vandalism to include graffiti on playground equipment, common areas, structures, and government facilities. Parents will be held financially responsible for damages caused by their children.

PLAY EQUIPMENT & BASKETBALL HOOPS. MWR has provided safe and secure playground areas located throughout the MFH complex. With that in mind, please adhere to the following instructions:

- ◆ Only small, moveable play sets and commercially procured play equipment are allowed in MFH. Under no circumstances shall the equipment be anchored in cement. Home built play sets (swing sets, jungle gyms, play houses, etc.), tree houses, and tree swings are not permitted.



- ◆ Do not roll portable basketball hoops into the street or sidewalk. They must be utilized in your driveway as to not disrupt normal traffic flow or put players in harm's way.
- ◆ Remote control or gas powered model cars are not authorized to be used on the streets. These devices may only be utilized on the sports fields or open common areas where they will not cause a safety hazard or create a noise nuisance for other residents.

SWIMMING POOLS GUIDELINES. Please adhere to below guidelines and restrictions within the Marinai Housing Complex:

- ◆ Restrictions. Only small kiddie/wading pools (no greater than 10 feet in length/diameter, maximum water fill depth of 24 inches) are permitted within MFH. (Water in pools should be maintained clear and clean at all times.) Hot tubs of any kind are not permitted. Any lawn damage caused by your pool must be restored prior to vacating quarters to avoid being charged restoration costs.
- ◆ Pools kept in front yards. Pools may be utilized in the front yard or under the carport, provided there is adult supervision. As a safety precaution, empty unattended pools after each use.
- ◆ Pools kept in back yards. Pools may remain filled and unattended if they are secured in your fenced area; however, the water in the pools should be maintained clear and clean at all times.

Pools with a length/diameter greater than 10 feet and water fill depth greater than 24 inches are prohibited in MFH.

TRAMPOLINES. Trampolines are permitted only inside locked backyards, where space permits. Any lawn damage caused by your trampoline must be restored prior to vacating quarters. If restoration is not up to standards you may be charged restoration costs. Liability insurance is highly recommended for residents with trampolines.

HOUSING-ISSUED VIOLATIONS

Housing inspectors make rounds within the MFH complex on a daily basis. If, during these inspections, they notice that residents are not in compliance with any rules and regulations, they may issue either a “friendly reminder” or a “violation notice.” While these written notices could be issued for a variety of reasons, the following are the most common:

YARD/CARPORT VIOLATIONS. Should you fail to maintain your yard or carport up to standards, the housing inspector may issue you a reminder or notice to cut your grass, tidy up, or to remove items that are unauthorized. You will be given a time limit to correct your discrepancy/deficiency, and a follow up inspection will be performed. Repeated violations may result in the notification of your chain of command and housing military liaison for further action.

PET VIOLATIONS. Failure to clean up your pet waste daily from your front and back yard, leaving your dog tethered without supervision, allowing your dog to roam without a leash, and allowing your dog to bark excessively during quiet hours are all considered pet violations. All established NASSIG pet rules and regulations will be enforced for safety and sanitary reasons and for the well-being of all residents.



OTHER HOUSING VIOLATIONS. A friendly reminder and/or violation notice may also be issued for the following discrepancies/violations (this is not an all-inclusive list): energy/water waste; safety hazards; pools filled with water left accessible; unauthorized alterations; holiday decorations not removed in a timely manner; vehicles left on jack stands.

SELF-HELP VIOLATIONS. Housing staff members will issue reminders or violation notices for overdue lawn or self-help equipment.

RESIDENT RELATIONS

COMMUNITY RELATIONS. If you are a parent, ensure the actions of your children do not exceed the bounds of proper behavior. Maintain your household noise to a minimum, keep your yard and carport areas tidy and clean, and be respectful towards your neighbors.

COMMUNITY QUIET HOURS. While living in MFH, please be considerate towards your neighbors and maintain television sets and stereo/radio volume (including car stereos) at a reasonable level. Please keep in mind that many service members work night shifts and may need to rest during the day. If the noise can be heard from outside your quarters, it shall be considered a “**disturbing noise**” and you need to comply if asked to lower the volume. Also, be aware that excessive pet barking may be grounds for complaints addressable to Housing and Security.

COMPLAINTS & MEDIATION. Should you experience difficulties with your neighbor(s), try to settle the problem directly and peaceably. If all efforts meet with failure, you may file an official complaint form (Attachment 8) with the Marinai Housing Office. The Housing staff will investigate and attempt to gain resolution to the problem. A report of the investigation, action, and results will be made a matter of record, and copies of all related materials will be kept in the resident’s file. The following administrative action may be taken accordingly, when residents or their guests display disruptive behavior, violate rules, or are involved in misconduct while in MFH:

- ◆ The service member may be counseled by the Housing Facilities Director or Military Liaison. A memorandum for the record will be drafted and filed in the resident’s file.
- ◆ The service member may be issued a letter of warning or probation from the Housing Director or the NASSIG Commanding Officer.
- ◆ Residents who are unwilling to resolve problems, or who are a repeated source of conflict may have their assignment to quarters terminated, if the NASSIG Commanding Officer deems it necessary.



Chapter 5

HEALTH, SAFETY & FIRE PREVENTION

FACTS ABOUT MOLD

Frequently asked questions and answers about mold.

What is mold and where is it found?

Mold (fungi) is present everywhere – indoors and outdoors. There are more than 100,000 species of mold. Some of the most commonly found are species of Cladosporium, Penicillium, and Aspergillus. Mold is most likely to grow where there is water or dampness – such as in bathrooms and basements.

How can mold affect your health?

Most types of mold routinely encountered are not hazardous to healthy individuals. However, too much exposure to mold may cause or worsen conditions such as asthma, hay fever, or other allergies. The most common symptoms of overexposure are cough, congestion, runny nose, eye irritation, and aggravation of asthma. Depending on the amount of exposure and a person's individual vulnerability, more serious health effects such as fevers and breathing problems can occur but are unusual.

How can you be exposed to mold?

When moldy material becomes damaged or disturbed, spores (reproductive bodies similar to seeds) can be released into the air. Exposure can occur if people inhale the spores, directly handle moldy materials, or accidentally ingest it. Also, mold can sometimes produce chemicals called mycotoxins, which may cause illness in people who are sensitive to them or if they are exposed to large amounts in the air. Large exposures are typically associated with specific occupations (e.g., agricultural work).

How does mold grow?

All molds need water to grow. Mold can grow almost anywhere where there is water damage, high humidity, or dampness. Most often molds are confined to areas near the source of water. Removing the source of moisture, through repairs or dehumidification is critical to preventing mold growth.

Will my health or my child's health be affected and should we see a physician?

If you believe that you or your children have symptoms that you suspect are caused by exposure to mold, you should see a physician. Keep in mind that many symptoms associated with mold exposure may also be caused by many other illnesses. You should tell your physician about the symptoms and about when, how, and for how long you think you or your children were exposed.

What are the steps to follow in cleaning up small mold areas?

Small areas of mold can be cleaned with a detergent solution. Wear a mask, safety goggles, and rubber gloves. Clean “moderate areas” of mold, but wear proper protective equipment and follow precautions. Seek professional help if there is a lot of mold or if mold comes back after cleaning. Bleach is not recommended. The presence of organic (humic) materials, the pH (acidity/alkalinity) of water, surface material, and contact time affect the effectiveness of bleach for disinfection. Since these factors are not generally controlled, bleach cannot be relied upon for disinfection. The most compelling reason for



advising against bleach is that cancer-causing substances can be formed by the reaction of bleach with organic materials. Additionally, the fumes are harmful.

- ◆ Washable surfaces: Scrub with an unscented detergent solution, then sponge with a clean, wet rag, and dry quickly. Using an unscented detergent will make it easier for you to detect residual moldy odors.
- ◆ Moldy drywall: Clean the surface with a damp rag using baking soda or a bit of detergent. Do not allow the drywall to get too wet. Mold that comes back after cleaning is usually an indication that a source of moisture has not been removed. If the mold returns, call Housing for further instruction.

What can you do to minimize mold growth in your home?

- ◆ Change your air conditioner filters and clean your air conditioner return grill routinely.
- ◆ Keep your air conditioning system on during hot humid weather to keep the moisture levels in your home down.
- ◆ Do not prop open doors or windows while your air conditioner is running. If your house is too cold, adjust your thermostat rather than bringing in hot humid air that will cause condensation of water inside your house.

WATER QUALITY

WATER STANDARDS. The drinking water within the Marinai complex meets water quality standards of the Final Governing Standards (FGS) and is monitored by the Lessor, NASSIG NAVFAC Environmental Drinking Water Program Manager, and the Preventive Medicine Officer. The source of your tap water is ground water, extracted from two (2) wells located off-site. The water is chlorinated before distribution and tested monthly to ensure it does not have an unsafe level of contaminants. Should you experience a problem with your water, please notify the NAVFAC Environmental Office at 624-2722.

HOME SAFETY

SAFETY DEVICES IN QUARTERS. Smoke, carbon monoxide, and gas detectors are provided in all MFH quarters to protect you and your family. All detectors are equipped with a testing device, and residents should be performing monthly functionality tests. Smoke detector batteries should be changed semi-annually. (A recommended way to ensure this gets accomplished is to do so during the daylight savings time changes.) If a detector is found to be defective, notify the Marinai Trouble Desk Clerk immediately. Under no circumstance is a detector to be disassembled or disabled by removing the battery.

**Detectors in quarters are not connected to the Fire Department.
(DIAL 911 IN THE EVENT OF AN EMERGENCY!)**



SAFETY HAZARDS. Protect your family from unnecessary injuries. Adhere to the following checklist:

- ◆ Store all household chemicals including detergents, cleaning products, cosmetics, medicines, pest killers, and liquid fuel out of children’s reach.
- ◆ Never leave a child unattended in a bathtub, wading pool, or any place where they could have a serious accident. A small child can drown in less than one inch of water.
- ◆ Do not use bathroom electrical appliances when you are wet or in the bathtub, or shower.
- ◆ Keep stairs, halls, and exits free from clutter.
- ◆ Use care in placing throw rugs. Make sure they have non-skid backing.
- ◆ Keep all sharp objects, electrical equipment, and power tools out of the reach of children.

WINDOW FALL PREVENTION. Falling out of windows are of particular concern in MFH. Children must be taught the dangers of playing near windows, as they tend to be fearless when it comes to heights and are unaware of the consequences. The following tips are provided to assist you in creating a safe environment for your children:

- ◆ Do not locate beds, toy boxes, dressers, or other furniture directly under a window.
- ◆ Screens are meant to keep insects out. Be aware that a light push on a screen could make it, and a child, fall out. Purchase appropriate window safety devices to keep children safe.
- ◆ Keep bedroom windows in the closed and locked position whenever possible. Do not leave small children playing upstairs unattended where they can gain access to an unsecured window.
- ◆ Recognized that window safety must be adhered to not only in your own home, but when you visit the homes of others.
- ◆ Inform and educate your children about the dangers of windows, and falling accidents.

FIRE PREVENTION GUIDELINES

REPORTING EMERGENCIES. Post emergency numbers on each telephone in your home. Teach your children to dial 911 and explain that it only for real emergencies. In the event of a fire in your quarters, follow your fire evacuation plan BEFORE calling 911. Provide your name, your Housing unit number, the phone number from which you are calling, and the type of fire or emergency. Do not hang up the telephone until all pertinent information has been given and is acknowledged by the operator.

Dial 911 for fires and emergencies that may endanger your life!

FIRE EVACUATION PLAN. The safety of your family is of utmost importance. Your local fire department recommends that each family member be involved in the fire evacuation planning, so please following these guidelines:



- ◆ Plan two exits from every bedroom. One would be the normal exit out a ground floor door; the second would be an emergency exit from a window onto an overhang or the carport roof.
- ◆ Establish a method of spreading the word of fire to all residents of your home.
- ◆ Warn your family not to waste time getting dressed or gathering valuables. Seconds are precious in escaping. Smoke and gases kill more people than the fire itself.
- ◆ If feasible, sleep with your bedroom doors closed. A closed door will assist in keeping fire out of the room long enough to allow escape through your emergency route.
- ◆ Set a predetermined meeting point away from the house.
- ◆ Never re-enter a burning building and call the Fire Department once you are away from the house.

This pre-planning and practicing is a nationally recognized fire safety program, commonly referred to by the Fire Department as an Exit Drill in the Home, or Operation “EDITH.” You may contact your local fire department for further information.

COMMON CAUSES OF HOUSE FIRES. Historically, house fires typically begin in the kitchen area and are almost always cooking-related. Please follow these fire prevention tips:

- ◆ Never leave your quarters with something cooking on the stove or in the oven. Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as four seconds, roughly the amount of time it takes to answer the phone. Many fires occur when pans are left on burners to cool, and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite.
- ◆ Clean the exhaust hood filter often to keep it free of grease build-up. This helps prevent fires from traveling upward into the cabinet spaces and other parts of the house. Place a service call if your stove or gas dryer appears to be overheating or malfunctioning.
- ◆ Prevent fires in the laundry room by cleaning the interior and exterior dryer vents to prevent build-up of lint, a well-known fire hazard.
- ◆ Flame-producing devices, such as matches and lighters, must be stored in areas which are not accessible to children. Candles should be used carefully and never left unattended. Fires often occur when candles are placed too close to items such as towels, bedding, etc., or are left lit in rooms unattended.
- ◆ Ensure that during the holiday season, you are extremely cautious with electrical lights. Inspect them prior to use. If you have a live Christmas tree, make sure that it is adequately watered. Never leave festive electrical lights on overnight or when you are not home.

ELECTRICAL FIRE PREVENTION. Please take the following precautions to prevent electrical fires in your home:

- ◆ Electrical cords are never to be run under carpets or in areas where they may be damaged. Never overload electrical outlets. Do not use “octopus” plugs, or multiple strip plugs that do not have an emergency on/off trip switch. Only surge suppressors (UL approved or CE European equivalent) are approved by the Fire Department for usage.



- ◆ Any damaged wall outlets (broken covers or those not holding plugs securely) should be immediately reported to the Trouble Desk clerk.
- ◆ Do not block access to the electrical panels in your quarters. On the inside of the panel door, each power circuit is labeled to assist you in resetting the system. If the electrical panel appears to be malfunctioning in any way, call the Trouble Desk clerk immediately.
- ◆ Ground Fault Interrupter (GFI) Receptacles are installed in the outlets of your bathrooms, kitchen, and laundry room. They are designed to cut off power to that outlet when an electrical shock danger is present. Should a hair dryer, electric razor, or other electrical appliance drop into the bathroom sink and get in contact with water, the breaker will trip, preventing serious injury.

CARPORT FIRE HAZARDS. The carport area can become a severe fire hazard if used improperly to store hazardous materials. Please adhere to these guidelines:

- ◆ Fire pit restrictions. Law prohibits burning of any materials other than seasoned firewood or commercially purchased fire logs. Do not burn household trash in your fire pit.
- ◆ Do not store items in the boiler shed or block shed access.
- ◆ Welding by residents is prohibited in MFH.
- ◆ Use of oil or gas space heaters is prohibited in MFH.
- ◆ Storage of flammable liquid, such as gasoline, is restricted to five gallons, and must be held in a tank or container designated for flammable materials.
- ◆ Use of any kind of grill, smoker, or fire pit close to your quarters, to include carport and/or storage area, is strictly forbidden. All of your outdoor cooking and open fires (fire pits) should be at least 15 feet from your quarters.
- ◆ Never leave a fire unattended. Do not push your grill back under the carport until it has completely cooled, and ensure your cook is alcohol-free.

EMERGENCY & DISASTER PREPAREDNESS

The Emergency Management Office has developed a quick guide on strategies in the event of an emergency. Please adhere to below emergency plans:

SHELTER-IN-PLACE (SIP). This strategy of remaining indoors or in a vehicle is often better than evacuating when dealing with airborne hazards. Usually, the first two hours after release of a hazardous material into the atmosphere is the worst time for people to leave the relative security of buildings, structures and vehicles.

EARTHQUAKE. In the event of an earthquake, DROP to the ground, take COVER by getting under a sturdy table or other piece of furniture (or get next to a heavy piece of furniture such as a bed, couch, desk, etc.), and HOLD ON until the shaking stops. Stay away from glass, windows, outside doors and walls, and anything that can fall on you. Once the earthquake appears over, evacuate your quarters unless informed otherwise by Security or Emergency Management personnel.



VOLCANO. Mt Etna is an active volcano which erupts harmlessly quite often. Ash from the volcano, however, can create slippery roads and impede local commercial air travel. Drive with extreme caution when traveling over roads covered in ash. DO NOT use water to remove the ash from vehicles, drive ways, etc., as this will cause it to cake-up and harden making it more difficult to remove. Simply use a broom or leaf blower to remove the ash.

FLOODING. In the winter with heavy rains, flooding, and road closures are common. Unless directed to evacuate before a flood, Shelter-in-Place (SIP) during any flooding, and then evacuate after the water subsides.

MASS WARNING & NOTIFICATION SYSTEM. In the event of a real emergency in MFH, you shall be notified of the incident by loudspeakers* located throughout the complex.² Follow the instructions provided and stay tuned to AFN Radio News (channel 105.9 FM) and AFN TV, as well as Facebook for updates during emergencies. For additional information contact the Emergency Management Office.

²* If the loudspeakers (“Big Voice”) are out of order, Security will announce instruction via patrol cars driving through MFH.



Chapter 6

VACATING QUARTERS & BASE CHECK-OUT

INTENT-TO-VACATE NOTICE. When vacating MFH, you are required to provide Housing with a 30-day written notice of your intent to vacate. The notice shall be submitted by the service member, or spouse/designee with a power-of-attorney (POA). If the actual vacate date is unknown, or you are awaiting PCS orders, but you know the transfer will be short-fused, please inform the Marinai Housing Office and a courtesy/preliminary inspection will be scheduled. As per Lease, the contractor requires a 30-day notice to arrange for change of occupancy work to rehabilitate quarters. It is recommended that you allow 15 days between your pre- and final inspection to ensure adequate time for cleaning and for correcting any discrepancies noted.

VACATING PROCEDURES & GUIDELINES

HOUSING COURTESY INSPECTIONS. These inspections are initiated at the request of the resident, and only involve a representative of the Housing staff. The purpose of this inspection is to assist residents in identifying and assessing damages above normal “wear and tear” that may have occurred during occupancy. Early identification of such damages can allow the resident to fix the damages themselves, as opposed to paying the Lessor to do so. This inspection is highly recommended, especially if you have caused damages in quarters. It should be scheduled well in advance of your pre-termination inspection.

PRE-TERMINATION INSPECTIONS. This is a joint inspection that includes a Housing inspector, a NAVFAC QAE, and a Lessor Representative, to assess maintenance requirements and coordinate repairs to be accomplished prior to re-occupancy of the unit. The pre-termination inspection shall proceed as follows:

- ◆ A complete walk-thru will be performed and the current condition of your unit and grounds will be compared with those noted on your initial check-in inspection form. During the inspection, any discrepancies discovered will be annotated as per determination of the QAE inspector.

It is the NAVFAC QAE inspectors’ responsibility to determine whether a discrepancy is termed “damage” or whether it is categorized as “normal wear-and-tear.” Per the lease, Housing personnel are not authorized to make these determinations.

- ◆ Upon completion of the inspection, the resident will be issued a written statement of liability for loss and/or damages to quarters. This will be listed on the Resident Damage Cost sheet and will specify the following: damages; lawn maintenance; supply of items to include light bulbs (Attachments 9 and 10).
- ◆ In accordance with the Pre-termination Counseling form (Attachment 11), the Housing Inspector will counsel residents on the following guidelines: Final check-out procedures; cleaning requirements; restoration of quarters; ground maintenance requirements; bulk items disposal



procedures; self-help instructions; and loaner furniture pick-up instructions. Residents will also be advised to return the same number of house keys received upon assignment. In the event residents are missing a key, they will be required to make copies before final inspection to avoid charges. The extent of cleaning requirements will be explained as identified in the MFH Cleaning Counseling form (Attachment 12).

◆ In the event of damages to quarters as identified by the QAE, residents shall be counseled on the following options:

- ◆ To personally repair or replace property damaged or lost.
- ◆ To procure services from an outside source, with the exception of any work to the HVAC or electrical system.
- ◆ To pay for established damages upon check-out.

Should residents elect to supply/replace damaged material, they must ensure the material characteristics and quality meets established standards. Please contact the Marinai Housing Office to have the proposed replacement items inspected to avoid surprise charges at check-out.

FINAL INSPECTIONS. When scheduling appointments, residents need to allow for sufficient time to clean quarters after household goods pack-out has been accomplished. Residents are recommended to schedule the loaner furniture pick-up for the morning and the final inspection for the afternoon to smooth out the check –out process.

When scheduling appointments, keep in mind you are only authorized a maximum of three (3) nights departure Temporary Lodging Allowance (TLA).

The final inspection will be held after all personal belongings have been removed and the unit is completely empty. The resident (or designee with power-of-attorney) must be present during the final inspection of MFH quarters. The inspection will be conducted by a Housing Inspector and a Lessor representative, to ensure that all the discrepancies reported on the damage cost sheet (provided at the pre-termination inspection) have been corrected and meet housing standards.

If interested, talk to a member of the Marinai Housing staff about the possibility of remaining in your quarters until the day of departure instead of utilizing temporary lodging.

◆ In the event residents turn over quarters without damages, the Housing inspector shall provide you with a “Vacate Notice” (Attachment 13). This form will indicate termination of quarters date and shall be signed and stamped by the inspector and needs to be turned in to PSD. Standard base check-out procedures shall follow.

◆ In the event residents turn over quarters with damages:

- ◆ Residents will be held financially responsible for damages and/or discrepancies noted during pre-termination inspection that have not been corrected and for additional damages discovered at final inspection (after removal of rugs, furniture, and personal items).



- ◆ Residents will be financially responsible for any alterations made to the quarters or grounds (such as interior painting or yard planting) that are not restored to original condition by the final inspection.
- ◆ Residents will be financially liable for any cleaning requirements not up to standards at the final check-out. These charges will be assessed either at an hourly rate or at the full janitorial service cost.
- ◆ Any house keys or required items not provided during final inspection will be paid for as per contractor's established price.

COLLECTION OF PAYMENT

PAYMENT PROCEDURES. Any damages to quarters during occupancy and/or while vacating quarters will be made in accordance with OPNAVINST 11101.44. The following procedures apply to voluntary and to involuntary damages to MFH quarters:

- ◆ Voluntary payment of damages and loss to government property will be processed with issuance of DD1131 (Attachment 15). Based on information provided by the NAVFAC QAE, the Housing Inspector will tally the total amount of charges and provide a completed copy of the Resident Damage Cost List. Payment must be made at the NAS II PSD in cash or with a U.S. postal money order. Once paid, the service member must return the signed paid voucher (either in person or by e-mail) to the Housing Inspector or to the HSC for base clearance.
- ◆ Involuntary payment of unpaid debts will be processed using the DD139 (Attachment 16) with prior authorization by the Housing Military Liaison and/or the Housing Facilities Director. In such case, the service member's pay will be garnished for involuntary deductions relating to damages/loss to quarters.

REINSTATEMENT OF HOUSING ALLOWANCES. To ensure reinstatement of housing allowances, it is imperative that residents turn in their vacate notice to PSD once they have officially checked out of MFH.

BASE CHECK-OUT. To complete the base check-out process, you will be required to report to the HSC to have your base check-out sheet signed and stamped.



MILITARY FAMILY HOUSING (MFH) ASSIGNMENT COUNSELING FORM

This checklist represents a record of MFH guidelines, procedures, instructions and resident responsibilities upon assignment of quarters.

Boiler shed amenities

- | | |
|---|---|
| <input type="checkbox"/> Main gas shut-off valve | <input type="checkbox"/> Gas safety valve & re-set of gas flow |
| <input type="checkbox"/> Hot water boiler & re-set of pilot light | <input type="checkbox"/> Main water collector & shut-off valves |

Safety Information & Guidelines

- | | |
|---|--|
| <input type="checkbox"/> Electrical breaker & re-set circuits | <input type="checkbox"/> HVAC On/Off switch & thermostat functions |
| <input type="checkbox"/> Smoke, gas & carbon monoxide detectors | <input type="checkbox"/> Battery replacement |

Resident Responsibilities

- | | |
|---|--|
| <input type="checkbox"/> Scheduled PMIs | <input type="checkbox"/> Liability for damages to unit |
| <input type="checkbox"/> Recycling & Collection of bulk items | <input type="checkbox"/> Pet policy guidelines |
| <input type="checkbox"/> Yard responsibilities & guidelines on plants | <input type="checkbox"/> Alteration request guidelines |
| <input type="checkbox"/> Prohibited satellite TV installation | <input type="checkbox"/> Upkeep of assigned unit & grounds |

General Information & Procedures

- | | |
|--|---|
| <input type="checkbox"/> Service call classification & POC | <input type="checkbox"/> Reminders & Violation Notices |
| <input type="checkbox"/> Roles of Housing & QAE inspector | <input type="checkbox"/> Courtesy & follow-up inspections |
| <input type="checkbox"/> Self - Help Program | <input type="checkbox"/> Supplementary condition report |
| <input type="checkbox"/> Appliance operation | <input type="checkbox"/> Quarters walk-through |

My signature below indicates that I have been counseled on the above checklist regarding responsibilities and procedures pertaining to living in Military Family Housing, and that I have received a resident handbook.

Resident's signature

Unit #

Inspector's signature

Assignment Date



HVAC INSTRUCTIONS

Each of the Marinai quarters contains two external HVAC motors, controlled on each floor by digital wall controls. Press the **ON/OFF** button on the wall control to activate/deactivate the HVAC system.

Function Keys

Press the following to select the functions/programs available:

Sun symbol ☀ for **HEAT**

Snow flake symbol for **A/C**

Rain drop symbol for **DEHUMIDIFIER**

Fan symbol for **FAN**

Auto for **AUTO** mode.

Dehumidifying mode – this function is designed for the fan to run at a silent speed if the room temperature and the setting differs more than 4°C.

Fan mode - this function is intended to circulate the air within the quarters, just like a fan.

Auto Mode - this mode automatically activates the temperature and fan speed. You still need to select heating/cooling mode.

Fan Speed Settings

Press the following to select the fan settings:

MIN for minimum

MED for medium

MAX for maximum

AUTO for automatic

SILENT for a lower and less noisy fan function.

Press the following Temperature symbol to convert from Celsius to Fahrenheit:

C – to convert to Celsius degrees.

F – to convert to Fahrenheit degrees.

Temperature Settings

Press the following symbols:

▲ & ▼ to increase/decrease the temperature setting.

Do not keep the HVAC control on the highest or the lowest setting as this may overload the system and cause possible malfunction.

Troubleshooting

Should the HVAC system malfunction or breakdown, check if the thermostat displays one of the following alarm symbols: E1, E2, or E3 & notify the trouble desk clerk (624-1731/1180) for issuance of an **urgent trouble call**.

Recommendations

In order to minimize energy costs, please turn off your HVAC system when you are not at home. For long periods of absence, set temperature between 65°F - 70°F.

Preventive Maintenance Inspections

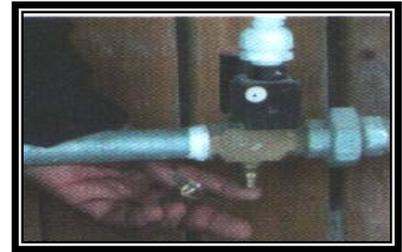
Maintenance to the HVAC system is performed twice a year per PMI inspection schedule. Being present for scheduled inspections is your responsibility as a resident and helps lower maintenance costs to the Navy.



GAS & HOT WATER HEATER RESET INSTRUCTIONS

How to reset the gas

- ◆ If the power goes out in your quarters, you will need to reset the gas.
- ◆ Locate the regulator valve in the maintenance shed (refer to photo).
- ◆ Unscrew the valve cap (if in place)
- ◆ Pump the metal plunger a few times.
- ◆ To verify that the gas has been reset, turn on your dryer or stove.



REGULATOR VALVE

How to re-light the hot water heater

If you detect a strong & persistent odor coming from the heater or suspect that it is malfunctioning, do not attempt to re-light it! Call the trouble desk (624-1731/1180) for assistance. (After hours, contact the Housing emergency number). Before you attempt to re-light your hot water heater, perform a visual inspection, then proceed as follows:

- ◆ Rotate the selector knob (a large knob with numbers) counter-clock wise from **OFF** indicated with (○) to the (*) spark symbol. When changing the position of the selector knob, ensure you point it in the direction of the ◀ arrow symbol designed on the panel.
- ◆ Depress the selector knob for **3 to 4 seconds** while pushing down the small igniter button indicated with a (*) spark symbol.. (As a safety precaution - keep your face away from the boiler as gas may accumulate in the area and may cause a small back-flow of flame).
- ◆ Once the pilot light has been lit, rotate the selector knob to number three (3) or four (4). (Higher numeric values are not recommended).

Troubleshooting

In the event the pilot light doesn't ignite, rotate the selector knob back to **OFF** and wait a few minutes before repeating the procedure from the start. In any case, should you experience difficulty in re-lighting the hot water heater, notify the trouble desk clerk (624-1731/1180) for issuance of an **urgent trouble call**.

Recommendations

The water heater temperature has a range from one (1) to seven (7). In order to minimize energy costs and prevent your family members from scalding, please maintain the hot water temperature functioning at a numeric value **no higher than four (4)**.

Preventive Maintenance Inspections

Maintenance to the hot water heater is performed once a year as per PMI schedule. Being present for these scheduled inspections is one of your resident responsibilities.



ABSENCE FROM QUARTERS FORM

Period of Absence: _____

Unit #: _____

Name of Resident:		Last 4 of SSN:	Rate/Rank:
Telephone (Home):		Contact # during absence:	
Absence applies to:	<input type="checkbox"/> Entire Family	<input type="checkbox"/> Dependants Only	
Address while absent in case of emergency:			
CARETAKER INFORMATION			
Name:		Address:	
Telephone:	Shall caretaker reside in quarters during your absence?:		
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

CERTIFICATION: During established absence, my quarters (including grounds) will be adequately cared for by the above named caretaker. I understand that absences in excess of 60 days must be authorized by NASSIG Commanding Officer, via the Housing Department. Absence of dependants for more than 90 days may be cause for loss of entitlement to Military Family Housing. I understand that it is against regulations to rent or sublease the premises during my absence. I (or my dependants) will notify the Marinai Housing Office upon my return. I understand that the housing staff may be required to enter my unit in the event of an emergency. I understand that I am responsible for the conduct of my caretaker while in my assigned quarters.

Resident's Signature:	Date:
Caretaker's Signature	Date:

HOUSING AUTHORIZATION	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____	_____
Housing Director's signature	Date
COMMANDING OFFICER AUTHORIZATION	
(Required only for absences greater than 60 days)	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
_____	_____
NASSIG Commanding Officer's signature	Date



OVEN CONVERSION TABLE

This table is to provide assistance with the conversion of oven temperatures from Celsius to Fahrenheit.

Celsius	Fahrenheit	Temperature Setting
90°	200°	Cool
120°	250°	Very low
150° - 160°	300° - 325°	low
160° - 170°	325° - 350°	low to moderate
170° - 190°	350° - 375°	moderate
190° - 200°	375° - 400°	moderate to hot
200° - 230°	400° - 450°	hot
230° - 260°	450° - 500°	very hot
260° - 275°	500° - 550°	extremely hot



ALTERATION REQUEST FORM

Name of Resident:	Unit #
Telephone (Home) :	Telephone (Cell):

To: NAVFAC Realty Branch
Via: Housing Facilities Branch

Subj: ALTERATION REQUEST

Encl: (1) Drawing/Plans/Photos

1. Request permission to alter my assigned quarters as depicted in enclosure (1).
2. Upon completion, I agree to an inspection by a NAVFAC Representative. Upon vacating quarters, I understand that it's my responsibility to restore my quarters to original condition.
3. If I fail to comply with the above, NAVFAC will validate the Lessor's cost estimate and I will be charged for the restoration costs.

Resident's Signature Date

HOUSING AUTHORIZATION

Approved Disapproved

Remarks: _____

Housing Representative Signature Date

NAVFAC AUTHORIZATION

Approved Disapproved

Remarks: _____

NAVFAC Realty Signature Date



COMPLAINT FORM

Complainant's Name	Rate/Rank	
Unit #	Date	
COMPLAINT DESCRIPTION		
COMPLAINANT'S ACTION		
WITNESS(ES)		
Name	Unit #	Telephone Number
<p>I certify that the above complaint is true and correct to the best of my knowledge. I understand that confidentiality cannot be guaranteed.</p>		
<p>_____</p>		<p>_____</p>
Resident's signature		Date

HOUSING ACTION	
Remarks: _____	

<p>_____</p>	
Housing Representative Signature	
<p>_____</p>	
Date	



LIGHT BULB LIST

The below list may be used as a reference for purchasing replacement bulbs for your quarters. For safety reasons, do not install higher wattage light bulbs than noted below.

<i>EXTERIOR AREA</i>	<i>TYPE 220/240V</i>
CARPORT ROOF	16W SQUARE FLUORESCENT LIGHT
FRONT PATIO, ABOVE FRONT DOOR	E27 (11W to 13W) ENERGY SAVING
WOODEN STORAGE SHED	E27 (11W to 13W) ENERGY SAVING
BACK YARD PATIO, ABOVE DOOR	E27 (11W to 13W) ENERGY SAVING
<i>INTERIOR AREA</i>	<i>TYPE 220/240V</i>
HALLWAY UP & DOWNSTAIRS	E27 (11W-13W) ENERGY SAVING
KITCHEN	32W & 40W CIRCULAR FLUORESCENT
DINING ROOM, LIVING ROOM & BEDROOMS	E27 (19W to 23W) ENERGY SAVING
WALK-IN CLOSET, LAUNDRY & BATHROOMS	22W CIRCULAR FLUORESCENT LIGHT TYPE: OSRAM ONLY
VANITY MIRROR & EXHAUST HOOD	E14 (5 to 8W) ENERGY SAVING
BATHROOM STORAGE ROOM	E27 (11W to 13W) ENERGY SAVING
STAIRCASE	E27 (11W to 13W) ENERGY SAVING

* Please note: It is your responsibility to replace burnt out light bulbs in your home! Exceptions will be made only for areas, where you can't reach safely with a step ladder. (Upon authorization/issuance of a service call, please supply the worker with a replacement light bulb.)

The NEX Depot located at NAS II has been notified of the type of bulbs & various supplies required for Marinai Housing. The store is open Monday through Friday, 0800-1600 (1800 on Wednesdays).



See attached picture of good energy efficient light bulbs



MFH PRE-TERMINATION COUNSELING FORM

This list represents Housing guidelines, procedures & resident responsibilities for vacating quarters.

- TLA ENTITLEMENT** - Outgoing TLA Entitlement is not to exceed **three (3) days** when vacating MFH as per NASSIGINST 7220.4 series.
- CLEANING REQUIREMENTS** - See specific checklist provided. If you do not pass inspection, you may be charged an hourly rate or complete cleaning costs.
- RESTORATION OF UNIT** – Walls painted in colors other than white, wallpaper/borders, satellite dish/cable wiring, etc. must be restored to the original condition. You may leave nails or hooks in walls.
- FRONT & BACK YARD MAINTENANCE** - Mow, water, trim bushes/plants & fill-in any holes or bare spots with top soil, fertilizer & grass seed. **Restore any alteration** made to landscaping to include removal of plants, trees, rocks, ornamental borders and/or tiles installed.
- DISPOSAL OF BULK ITEMS** - Place bulk items at the end of your drive way to be picked up on Wednesday. Do not dispose of bulk items with regular trash or leave unwanted material/items under your carport during check-out.
- SELF-HELP INSTRUCTIONS** - Provide all material such as light bulbs, exhaust filter, outlet covers, etc. that is required as annotated on your damages sheet.
- SELF-HELP & TLA FURNITURE CLEARANCE** - Return all loaner self-help equipment prior to check-out. If TLA furniture is not picked up prior to check-out date, it will be inspected by Housing..
- INSTRUCTIONS FOR DAMAGES CAUSED BY MOVERS** - Inspect housing unit for possible damages before signing contractor receipt. In the event there is damage, make a note on the paperwork and report it to the Personal Property and Housing Offices immediately.
- KEYS VERIFICATION** - Return the same quantity of keys you were issued at check-in.
- HOUSING & BASE CHECK-OUT** - If you have no damages, the Housing Inspector will sign, date & stamp your “Vacate Notice”. If you have damages, you will be required to pay for them with a **DD Form 1131**, payable at NAS II PSD (using U.S. postal money order or cash). You must return the paid voucher receipt (using a scan, or in person at either the Marinai Office or HSC) in order to receive a Housing signature and stamp for your NASSIG check-out sheet.

I hereby certify that I have been counseled on the above responsibilities pertaining to vacating MFH.

Resident’s signature

Unit #

Housing Inspector’s name

Date



MFH CLEANING COUNSELING FORM

This list represents a record of cleaning standards and resident responsibilities upon termination of quarters.

GENERAL

- Sweep or vacuum unit and remove stains, grease and dirt from floor tiles.
- Remove crayon, pen marks and any adhesives from wall surfaces and fixtures.
- Remove dirt, stains, pen marks and any adhesives from doors.
- Remove grease, stains, dirt and cobwebs from windowsills, doors and doorframes.
- Remove dirt, stains and smudges from all windows and glass panels.
- Dry-clean or wash and iron curtains. Re-hang in place.
- Remove grease, stains and dirt from blinds.
- Remove dust from A/C grids and light fixtures.
- Remove all personal items from unit and dispose of trash appropriately.

BATHROOMS

- Remove dirt, soap residue and calcium build-up from toilets, bathtubs, sinks, tiles and shower enclosure.
- Remove stains, smudges and any adhesives from cabinets, shelves and mirrors.

KITCHEN

- Remove dirt, stains and any food particles from microwave.
- Remove soap and food residue from dishwasher.
- Remove dirt, grease, sediments and food particles from stove top, to include burners and inside the oven.
- Remove dirt and grease from exhaust hood and remove filter.
- Sweep or vacuum underneath kitchen cabinets and behind appliances.
- Remove dirt, stains and food particles from kitchen sink, cabinet surfaces, shelves and wall tiles.
- Remove any shelf paper from cabinets, if applicable.

LAUNDRY ROOM

- Remove any detergent residue from the washing machine.
- Remove any lint from the inside of the dryer.
- Remove stains, dirt and cobwebs from wall tiles and shelves.

EXTERIOR AREA

- Sweep carport area and remove evident oil spills.
- Remove dirt, rust spots, stains and grease from front and back patio tiles.
- Sweep and remove dirt, cobwebs and trash from storage and maintenance shed.
- Maintain front and back yard lawn by moving, watering and trimming along fence line.
- Restore any bare spots by adding fertilizer and seeds.
- Trim any shrubbery and/or plants accessible without a ladder.
- Remove any trash and animal waste from lawns, if present.

I hereby certify that I have been counseled on the above checklist pertaining to vacating quarters.

Resident's signature

Unit #

Inspector's signature

Date



MILITARY FAMILY HOUSING VACATE NOTICE
NAVAL AIR STATION, SIGONELLA

MEMBER'S NAME :	RATE / RANK:	DATE:
UNIT #:	WORK PHONE:	CELL:
FORWARDING ADDRESS:	REASON FOR VACATING:	
PRE-TERMINATION INSPECTION DATE:		
FINAL INSPECTION DATE:		
TEMPORARY LODGING ALLOWANCE (TLA) IS AUTHORIZED FROM _____ TO _____		
Any additional days are at personal expense. All outgoing accompanied personnel are required to utilize the Navy Lodge for TLA purposes. If lodging is not available, a Certificate of Non-Availability (CNA) is required (pets will not justify approval to stay in economy TLA).		

By signing below, I understand that my quarters must be left in a clean, well-maintained condition as outlined in the Cleaning Check List. I will be held financially responsible for any restoration costs identified by the NAVFAC Quality Assurance Evaluator during my check-out inspection.

MEMBER'S SIGNATURE

NOTE: The above member has been advised that all restoration charges must be paid prior to detaching from NAS Sigonella. In the event a member detaches before paying restoration costs, a DD139 Form will be used to collect the debt directly from member's pay.

MEMBER VACATED MFH ON _____ AT _____

QUARTERS RESTORATION COSTS \$ _____

LOANER FURNITURE COSTS \$ _____

TOTAL COST \$ _____

HOUSING INSPECTOR'S PRINTED NAME

HOUSING INSPECTOR'S SIGNATURE

NOTE: Do not process without Housing stamp.



TELEPHONE DIRECTORY- QUICK REFERENCE

U.S. Commercial phone calls	001+(area code) + 7 digits
Off-base local calling (DSN 624-XXXX)	095- 86-XXXX (NAS II) 095-56 -XXXX (NAS I)

EMERGENCY NUMBERS

EMERGENCY (Fire-Ambulance-Security)	911
EOC Emergency Operation Center	5256/2620
SAVI hotline	335-642-8312
Red Cross	4900
NASSIG Command Duty Officer	335-130-5136
PWD Emergency on call	5354/335-769-4280
Duty Chaplain	2382/335-831-4493
Hospital Quarterdeck	3842

USEFUL MARINAI NUMBERS (624-XXXX)

Marinai Security Gate	1768
Housing Emergency On Call	335-739-1578
Housing Facilities Director	4072
Marinai Housing Reception	1180
Marinai Housing Trouble desk	1731
Marinai Housing Site Leader	1735
Marinai Housing Inspectors	1732/3/4/8
Marinai Housing Self-Help	1739
Housing Furnishing Branch	2338/9007/8
Housing Service Center Reception (NAS I)	4311
Phone trouble Desk	115
CDC NAS I	3736
CDC Teen Center	1750



CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER N62995XXXXXXX		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code) US NAVAL AIR STATION, SIGONELLA, HOUSING DEPARTMENT PSC 812 BOX 2740 FPO AE 09627-2740				HSG-XX-XXX
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature) GAYLE C. LEBLANC, HOUSING DIRECTOR			d. DATE (YYYYMMDD)	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN: 624-XXXX				
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code) PERSONNEL SUPPORT DETACHMENT PSC 812, BOX 3500 FPO AE 09627-3500				
b. DISBURSING OFFICER (Printed Name, Title and Signature) _____, DISBURSING OFFICER			d. DISBURSING STATION SYMBOL NUMBER DSSN 8371	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: DSN: 624-2093			e. DATE (YYYYMMDD)	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
				XXXXXXXXXXXXXXXXXXXX XXXXXXX
11. TOTAL			0.00	

PAY ADJUSTMENT AUTHORIZATION			NOTE: If member has been transferred, forward this authorization to the officer currently maintaining the member's pay record.				
MEMBER (Last name) XXXXXXXXXX		(First) XXXXXXXXXX	(Middle) XXXX	SSAN XXXX	GRADE/RANK/RATE XXX	BRANCH OF SERVICE USN	DATE XXXXX
PAY GRADE NO. XX	LAST PAY RECORD EXAMINED	AMOUNT \$ 0.00	APPROPRIATION DATA XX				
FROM HOUSING DEPARTMENT PSC 812 BOX 2740 FPO AE 09627-2740			NAME OF ACCOUNTABLE D.O.				
			SYMBOL NO.		G.A.O. EXCEPTION CODE		
TO ● DISBURSING OFFICER ● PSD SIGONELLA PSC 812 BOX 3500 FPO AE 09627-3500 ●					YOU ARE HEREBY AUTHORIZED TO <input type="checkbox"/> CHARGE <input type="checkbox"/> CREDIT THE MILITARY PAY RECORD OF THE MEMBER LISTED ABOVE		
EXPLANATION AND/OR REASON FOR ADJUSTMENT							
PAYMENT FOR DAMAGES AT CHECK OUT IN MILITARY QUARTERS, UNIT XXXXX, MARINAI HOUSING COMPLEX, NAS SIGONELLA AS FOLLOWS: XXXXXX <div style="text-align: right;">TOTAL \$ XX</div>							
THE ABOVE MEMBER HAS BEEN NOTIFIED IN WRITING BY THIS ACTIVITY CONCERNING HIS DEBT TO THE SIGONELLA MARINAI HOUSING COMPLEX FOR THE UNPAID CHARGES REFLECTED ABOVE. (SEE ATTACHMENT). THE AFOREMENTIONED NOTIFICATION CONTAINS ALL PERTINENT INFORMATION REQUIRED BY DODMPM/DODMRPM, INCLUDING OUR INTENTION TO BEGIN COLLECTION THROUGH DEDUCTION FROM PAY. NO PAYMENT HAS BEEN RECEIVED TO DATE. REQUEST THAT COLLECTION ACTION BE TAKEN AS PER DODMPPM/DODMRPM PARATGRAPHS 280502 AND 280504. COLLECTION TO BUDGET ACTIVITY BP-15 SDN: N62995XXXXXX							
The above adjustment is based on a thorough examination of all available records. If the Disbursing Officer has knowledge that a previous adjustment has been made or why the adjustment should not be made for the same item, this authorization should be returned with a brief statement of the reason for failure to make adjustment.							
FROM HOUSING DEPARTMENT PSC 812 BOX 2740, FPO AE 09627-2740			CERTIFYING OFFICER (Name, rank/grade, and signature) XXXXXXXXXXXXXXXX FACILITIES DIRECTOR				
CERTIFICATE	I CERTIFY that the adjustment indicated above has been entered on the above-named member's Military Pay Record. (If adjustment has not been entered, give explanation on reverse over D.O.'s signature and symbol number.)						
	TO ● HOUSING DEPARTMENT NASSIG ● PSC 812 BOX 2740 FPO AE 09627-2740 ●			TYPED NAME AND GRADE OF D.O.			
				D.O. SYMBOL NO.		DATE	
				SIGNATURE			