

MILITARY QUARTERS HANDBOOK



OCTOBER 2019

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

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DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152 APO, AE 09067-3152

1 October 2019

Dear New Families to the Baumholder Community,

Welcome to Your New Home!

Part of the excitement and adventure of work and life in the Army is moving to a new assignment and duty station. Relocation offers an opportunity to see new places, make new friends, and have a new place to live.

Each set of quarters is a “home” to our Military members and Families. As each Military member and Family uses them, they hold them in trust for future residents. Hope each of you feel the pride of ownership during your occupancy rather than the frustration of the transient. Your Army home is to be enjoyed.

Caring for your home is a cooperative effort between you, your family, your neighbors, the housing division, and the facilities engineer. This policy handbook will assist you in having a quality home and the opportunity to pass it on to future residents in good condition. It will help residents with rules, policy, and provide examples of occupancy responsibilities and how to fulfill the commitment to pride in ownership and successful follow through.

Teamwork will simplify this commitment. One team working together to achieve shared goals. Permanent checks of your living area are an important part of your efforts to continually improve the environment of your housing area. Military Member, Family members, and civilians play an invaluable role and must take pride and care in their temporary home.

The United States Army Garrison Rheinland-Pfalz will consistently provide quality support to the Military members, Civilians, and Families of this community. Let us know what we can do to make your “home” the best it can be.

JASON T. EDWARDS
Commander



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152 APO, AE 09067-3152



[Welcome to Your New Home!](#)

Hello My Friend!

As the Director/Directorate of Public Works (DPW) I would like to personally welcome you and your family to the U.S. Army Garrison Rheinland-Pfalz (USAG RP) and the Baumholder Military Community.

Whether this is your first move or you consider yourself a PCS professional, you can rest assured that the DPW Housing team is going to do everything they can to reduce the stress that comes with relocation. Our goal is to make your housing assignment a pleasant experience.

We encourage each of you to feel the pride of ownership during your housing occupancy rather than the frustrations that come with being in a temporary location. Your Army home is yours to be enjoyed and build fond memories while stationed at our Garrison.

One of the most noticeable differences between housing in the States and Europe is the requirement to reside in government-controlled Military Family Housing (MFH). US Army Europe Command Memorandum 2018-032 requires 100% mandatory assignment of accompanied Soldiers in all grades to MFH when occupancy is lower than 95%. While this may change part of what you envisioned for your assignment to Germany, residing on post provides you and your family an opportunity to better experience our amazing community.

Caring for your home is going to take a collaborative effort between you, your family, neighbors, the housing division and DPW's facilities management and engineers. The upkeep of your home is important to sustaining enough housing to support our current and future mission. The DPW service order desk location and phone number is building 8165; 0611-143-531-3060. Your Self-help is in building 8665 or call 0611-143-531- 3048/3049.

Teamwork will create a more enjoyable neighborhood and can make the difference between a harmonious and unbearable living environment. If you are a stairwell, building, or area coordinator, you are charged with a leadership and oversight role. If the time comes to document a loss or report an incident please call the Baumholder Military Police at 0611-143-531-2677/2785/2780; for Emergency service orders please dial: DSN 115 or COM 067836-115.

The USAG RP will consistently provide quality support to the Military members, Civilians, and Families of this community. For answers to questions refer to our Residence Guide or contact our DPW Housing team between Smith and Wetzel Kaserne in the Hospital/Clinic Kaserne building 8745 or call 0611-143-531-2978.

Finally, please use the link or QC below to provide me feedback on DPW Housing services. Be it today, or any day during your tour, please feel free to provide me the Good, the Bad, and/or the Ugly. Contact information below comes directly to me as the Director of DPW.

"GREG"

GREGORY A. WILLIAMS
Director, DPW
PHONE: 0611-143-541-4000

https://ice.disa.mil/index.cfm?fa=card&sp=141120&s=235&dep=*DoD&sc=8

Take a moment to use the Interactive Customer Evaluation (ICE) System to leave comments or suggestions for USAG Rheinland -Pfalz's Director/DPW:



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

MILITARY QUARTERS HANDBOOK

1. **PURPOSE:** To establish the United States Army Garrison Rheinland-Pfalz Baumholder Military Community procedures (IAW applicable USARMY and USAREUR regulations), responsibilities, and procedures promoting harmonious and cooperative community living and to define the relationship between the United States Army Garrison Rheinland-Pfalz Commander and residents of government controlled quarters.
2. **APPLICABILITY:** This directive applies to all residents of government controlled family housing, officer quarters (OQ), senior enlisted quarters (SEQ), and enlisted quarters (EQ) within United States Army Garrison Rheinland-Pfalz Baumholder.
3. **GENERAL:** The funding levels for Directorate of Public Works (DPW) Housing Divisions for the maintenance, repair, operation, and renovations of Army Family Housing (AFH) are based on annual occupancy rates. Inadequate funding levels have a direct and profound impact on all family housing maintenance programs. To maximize the occupancy rates IMCOM-Europe has implemented a mandatory on post family housing assignment policy. To mandatorily assign 100 percent of accompanied Soldiers in grades of E-1 through E-4 to Government controlled Family Housing.
 - a. The entitlement to Temporary Lodging Allowance (TLA) is governed by Army in Europe (AE) Regulation 37-4, which assigns the responsibility of ensuring TLA payments are kept to a minimum and correctly authorized. Entitlement to TLA depends on the availability of Government quarters. If quarters are not available, incoming personnel may be authorized up to 30 days TLA. TLA beyond 30 days must be forwarded to the Commander, USAG Rheinland-Pfalz for approval. Extensions of TLA are not authorized for the personal convenience of the Soldier.
 - b. Government Controlled Housing consists of housing located at the Smith and Wetzel housing areas. Every effort is made to consider specific requests, i.e., a first floor apartment or a specific housing area. However, an inability to honor such a request is not justification for declining quarters. Applicants may be offered a choice of up to three different addresses provided more than one unit is available at the time of offering quarters.
 - c. During in processing, military personnel are obligated to inform their housing counselor of any Family Members enrolled in the Exceptional Family Member Program (EFMP). Requirements or special requests for modifications to quarters require advanced notification whenever feasible to ensure Families with special needs are taken care of in an expedient and adequate manner. The Housing Division frequently works in close coordination with the Army Community Service and the Health Clinic Commander to ensure residents' needs are clearly understood, documented, and all options considered. Medical exceptions to policy must be presented to the Housing Office in memorandum format from the applicant with a statement from the Medical Clinic Commander.
 - d. The Garrison Commander has the primary responsibility of ensuring high standards of police, sanitation, and discipline in Family housing, OQ, SEQ, and EQ areas. To obtain these high standards, a chain of command is established as follows: United States Army Garrison Rheinland-Pfalz Commander, United States Army Garrison Rheinland-Pfalz Baumholder Military Community Deputy Garrison Manager, Area Coordinator (AC), Building Coordinator (BC), Stairwell Coordinator (SC), and Sponsor/Resident. In the event of a major deployment, some positions may be vacant due to a shortage of personnel.

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

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

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

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

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

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

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

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

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

(1) Dry condensation from damp/affected areas.

(2) Increase air circulation by using a household fan, kitchen vent hood exhaust while cooking and bathroom exhaust fans/windows when shower is in use.

(3) Minimize dust accumulation throughout the house and clean mildew from visible surfaces using a detergent and water or mild household cleaner, wearing ordinary household rubber gloves.

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

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

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CHAPTER 1 – REFERENCES, QUICK CONTACTS, and TOP 5 FREQUENTLY ASKED QUESTIONS

- a. AR 420-1, Army Facilities Management, dated 24 August 2012.
- b. USAREUR Supplement 1 to Army Regulation, 420-1, Army Facilities Management, 20 November 2008.
- c. There are numerous contact numbers at the end of the Handbook that will help you to maintain your home and assist you during your Baumholder assignment. Three of these are recommended to be put into your mobile device:
 1. Baumholder Military Police: 114
 2. Emergency Service Order: 115 or 06783-6115
 3. Service Order: 0611-143-531-3060 or e-mail usarmy.rheinland-pfalz.usag.mbx.dpw-bmcsbmit4283@mail.mil
- d. Top 5 Frequently Asked Questions:

1. Brown Water

Brown Water is small minute mineral in your water. Its potable (drinkable but looks bad). Run your faucet for 30 seconds and if the water doesn't clear up you need to call in an emergency work order. Avoid washing clothes in brown water, run a rinse cycle to flush the lines is recommended.

2. Prevention of Mold and Mildew

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

3. Definition of Loud Music:

- a. (Housing) Music or other noise made loud enough to be heard by a neighbor or a person walking outside. Quiet time is:
 - 2200 – 0600 Sunday through Thursday
 - 2300 – 0600 Friday and Saturday
- b. (Vehicle) Music or other noise made loud enough to be heard by the resident of an adjacent vehicle or by pedestrians.
- c. (Open Areas) Music or other noise made loud enough to be heard fifteen feet away from the source.
- d. Vulgar, obscene language, whether spoken or contained on CD's, tapes, records, clothing or other media, is not acceptable in Government housing or housing areas when others are involuntarily exposed to it due to location or volume of the language.

Tips

- Cover walls
- Add rugs and ceiling baffles

- Add bookshelves

4. Pet Control

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

Tips

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

5. Enclosed Storage Rooms and Cages

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

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

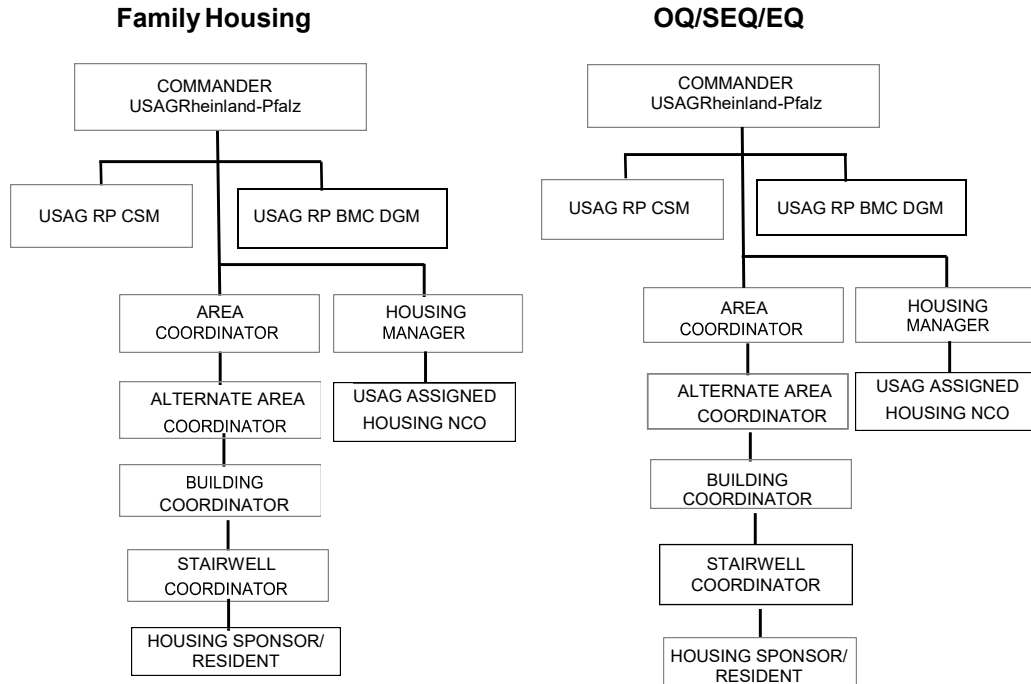
Storage Areas/Rooms are for the exclusive use of residents. Storage areas will be kept clean, neat and orderly at all times. Government furniture will not be stored in storage areas/rooms. Storage areas/rooms will be cleaned and cleared upon termination of quarters. Items stored in common storerooms will be identified with the owner's name. When there are more residents than available storage spaces the following will apply; storage rooms will be assigned on a seniority basis to those that do not already have an enclosed storage room. The basis for determining seniority is the date assigned to the present quarters, regardless of rank or number of dependents.

Under no circumstances is storage of any kind allowed in any portion of the building other than storage cages or the resident's apartment. Personal items stored in unauthorized areas such as attics, transformer, utility, boiler, maid or mechanical rooms will be removed without notice.

CHAPTER 2 – APPOINTMENTS, RESPONSIBILITIES, DUTIES, AND FUNCTIONS

2-1. Housing Area Chain of Command.

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



b. The above Chain of Command will be utilized for the resolution of any complaints or disputes that may arise within Family Housing, OQ, SEQ, and EQ areas.

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

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

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

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

c. Resolve matters pertaining to violations of regulations, destruction of government property, and general lack of cooperation by residents of Family quarters, OQ, SEQ, and EQ.

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

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

f. Appoint an area coordinator to each housing area.

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

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

2-4. Housing Manager.

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

(1) Appoint Area and Alternate Area Coordinator (AC/AAC), Building Coordinator (BC), and Stairwell Coordinator (SC) on written orders. Exceptions include:

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

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

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

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

(e) The Garrison Commander may waive all normal exceptions during times of deployment.

(2) Issue letters of warning to residents for failure to comply with this directive or other pertinent guidance.

(3) Conduct and document initial Area, Alternate Area, and Building Coordinator training upon assignment to these duties.

(4) Attend Town Hall meetings.

2-5. Area and Alternate Area Coordinator (AC/AAC), Building Coordinator (BC), and Stairwell Coordinator (SC).

a. BC will normally be the senior occupant assigned to a multiple dwelling. He/she is also automatically appointed building fire warden. Appointment will be in writing from the housing office. A copy of the appointment letter will be retained by the Housing Office and displayed in the bulletin board upper left corner. BCs are responsible to the AC for the performance of all assigned duties.

b. BCs will contact their AC within two working days after assuming responsibility.

c. The BC is responsible for the following:

(1) If a SC is applicable, review SCs efforts quarterly regarding their responsibilities. See Appendix D for Sample Checklist.

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

(3) Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed BCs should hold a meeting with all occupants as soon as possible after appointment.

(4) Familiarize new Family sponsors with regulations and policies governing USAG Rheinland-Pfalz Housing for the operations and maintenance of the building and stairwell within 72 hours of their arrival.

(5) Survey the building and surrounding area to determine work necessary to achieve cleanliness and improve attractiveness, including eliminating mud holes, seeding lawns, repairing and policing garbage area, fences, and removing mud from exterior walls.

(6) Deal directly with sponsors when possible. Family Members are subject to all of the paragraphs of this SOP, but they are not subject to the Uniform Code of Military Justice (UCMJ). **Family members of the BC or SC will at no time act as the BC or SC, nor will they issue instructions in his/her name.**

(7) Appoint an Acting BC if you will be absent for seven days or more. A SC may be appointed as a temporary BC. The AC and Housing Manger will be advised of such action by providing them with a copy of the temporary assignment order. See Appendix C for Sample Temporary Building Coordinator Appointment.

d. Specific duties of the BC are:

(1) Enforce the provisions of this SOP and all other lawful regulations. **Issue Housing Citations to residents that are not in compliance with this SOP** and/or other appropriate guidance. See Appendix F for Sample Housing Violation Notice.

(2) Inspect stairwells, laundry rooms, general police (dumpsters), etc., weekly.

(3) Inspect common areas and storage rooms at least monthly to ensure the elimination of fire, health, safety hazards and the return of excess Family Housing furniture to the Furnishings Branch. Use the checklists at Appendix G for building inspections and forward a copy of all completed checklists with the monthly report to the AC and The USAG Rheinland-Pfalz Housing Office the first week of each month.

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

(5) Report all unauthorized or unregistered personnel living in quarters to the Housing Office. Multiple occupancy of military quarters is prohibited. Visitors are welcome and considered guests of the Family. Guests are authorized to stay with a family for a period not to exceed 90 days, unless written approval is obtained from the USAG Rheinland-Pfalz Commander. Permitting anyone other than legal Family Members of the household or bona fide guests to occupy quarters is a misuse of government property. This includes subletting space, conducting private business, or allowing persons barred from the United States Army Garrison to occupy quarters. If questioning about a private business venture, ask the occupant for a copy of their USAG Rheinland-Pfalz authorization to conduct the business.

(6) During normal duty hours call in work or service orders to DPW Baumholder Work Order Section at 0611-143-531-3060 or e-mail usarmy.rheinland-pfalz.usag.mbx.dpw-bmcsuubmit4283@mail.mil. For Emergencies and after hours to Baumholder Fire 115 or Military Police at 114.

(7) Coordinate the police and cleaning of common areas with SCs.

(8) Institute utility conservation practices, i.e., turning off lights when not needed, closing doors and windows in cold weather, and controlling outside faucets to eliminate waste. See correct heating- correct airing healthy living without mildew! In appendix M.

(9) Enforce the community Separate or Recycle Trash (SORT) Program in paragraph 6-1. See SORT policy letter and handout in appendix L.

(10) Ensure that the police and maintenance of areas surrounding the building including the garbage area is conducted. Prepare and conduct a continuous building and grounds beautification program. Ensure that snow and ice are removed from the entrance steps and sidewalks as soon as possible.

(11) Maintain a Bulletin Board on the first floor landing and Post (See Example Appendix F):

- (a) Building Coordinator Assignment Orders from housing (Top Left)
- (b) Standard Operating Procedure (SOP Extract) (Top Middle)
- (c) Fire Order and Emergency Plan (Top Right)
- (d) Chain of Command and Contact Information (Middle Left)
- (e) Clean-up rosters eight weeks in advance (Middle Middle)
- (f) Evacuation Plan (Middle Right)
- (g) Guidance from housing, if applicable (Bottom Left)
- (h) Mold at Home and Work flyer (Bottom Middle).
- (i) Guidance from Building Coordinator (Bottom Right or adjacent outside bulletin board)

(12) Report privately owned vehicles belonging to US personnel that do not bear USAREUR license plates, or are apparently/obviously abandoned, to the provost marshal at 09641-83116/117 so that appropriate actions may be taken.

(13) Conduct written counseling for any sponsor who refuses to abide by the rules, to include failing to ensure the cooperation of his/her Family members in his/her absence.

(14) All windows in unfinished attic areas are to be kept closed at all times to prevent birds from entering and nesting in these areas. Consult the DPW Fire Department and the Safety Office for more information on hazardous materials.

(15) Sign hand-receipts for government-furnished garden tools.

(16) Control keys and usage of common-use rooms if applicable.

(17) Building Coordinators, or their SC counterparts if applicable, will receive from the Facilities Branch, Housing Office, all keys to common-use storage rooms, basement exit doors, bulletin boards, etc. **Departing Building Coordinator (or Stairwell Coordinators where applicable) will return all keys to the Housing Division Facilities Branch.**

(18) Entry into multi-unit housing (on post quarters) utility and mechanical rooms is strictly prohibited. Doors to these rooms must be locked at all times. In the event of an emergency or to report unusual noise from these rooms, contact the Call in work or service orders to DPW Baumholder Work Order Section at 0611-143-531-3060 or e-mail usarmy.rheinland-pfalz.usag.mbx.dpw-bmcsbmit4283@mail.mil during normal duty hours. For Emergencies and after hours to Baumholder Fire 115 or Military Police at 114.

(19) Coordinate a roster for common area cleaning and grounds maintenance, see Appendix E sample Building Cleaning Roster. Coordinate the cleaning and maintenance requirements with the SCs. Minimum areas to be cleaned/ maintained are as follows:

(a) Building Exterior: Concrete sidewalks, outside steps, building entrances, rear and side basement steps, parking lots and dumpster areas will be swept weekly. Lawns will be mowed regularly to enhance the appearance of the area. BCs are responsible for maintaining grounds within a distance of 50 feet from their assigned building, or half-way to the next family housing building, whichever is less. Outside glazed surfaces of stairwells will be cleaned weekly. In winter, sidewalks will be shoveled and a minimum sanding/salting done to avoid ice accumulation.

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

(20) Enforce the Community Separate or Recycle Trash (SORT) Program. See Appendix L and Chapter 6-1 below for details.

(21) Receive and resolve complaints and problems. See paragraph 4-2 on procedures for complaint resolution.

(22) Complaints based on unsanitary or other unsatisfactory conditions in Family housing units beyond resolution by the Housing Area Chain of Command will be reported in writing to the Commander, USAG Rheinland-Pfalz, along with all available information. The Commander will direct the sponsor's Unit Commander to inspect the quarters.

(23) Inspect all fire extinguishers monthly. Fire Extinguishers, Discharged or requiring Inspection, if applicable, are to be taken to local Installation Fire Departments. Fire Extinguishers that are inadvertently discharged may accrue a \$40.00 re-charging fee.

e. Additional BC duties specific to Safety, Maintenance, and Sustainability include:

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

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

(3) Building Interiors: Ensure that all common surfaces are kept clean, including stairwell railings,

door entrances, hallways, stairwell steps, basement common floors and connecting attic floors with open access. BCs will ensure that stone floors/staircases are not waxed; even non-slip wax products are prohibited from use on stairways and floors in quarters.

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

(5) Coordinate activities of residents in programs aimed at improving living conditions.

(6) All newly Familiarize new residents with regulations and policies governing USAG Rheinland- Pfalz

(7) Ensure that electrical distribution, heat exchange, and stairwell closets are not used as storage rooms. This is under no circumstance!

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

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

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

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

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

(d) BCs will sign for all equipment and will ensure its proper use and accountability. BCs should check existing inventory at the building prior to receiving additional equipment.

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

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

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

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

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

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

f. Additional duties (if applicable) specific to the SC include:

- (1) Assist the BC in performing all his/her responsibilities.
- (2) Establish clean-up rosters eight weeks in advance and post them on the first floor landing.
- (3) Inspect stairwells and general police daily. Supervise snow/ice removal as needed.

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

- (1) Ensure that BCs conduct weekly inspections of building and common-use areas.
- (2) Ensure that BCs maintain common-use areas (i.e. bicycle rooms, laundry rooms, playgrounds, unfinished attics, storage rooms, stairwells, hallways, dumpster areas, lawns, and parking areas) in satisfactory condition.
- (3) Ensure BCs correct deficiencies in the policing of grounds, parking areas, streets and sidewalks surrounding their assigned building. Report individuals responsible for simple neglect or willful damage/destruction to the Housing Manager for appropriate action.
- (4) Brief BCs, to include emphasis on energy conservation and recycling.
- (5) Inform the Housing Manager of any contemplated absence in excess of seven days, advising him of the name, rank, and address of the Acting AC to perform duty during AC's absence.
- (6) Ensure that BCs counsel and meet with SCs and residents as outlined within this directive.
- (7) Coordinate meetings and attend monthly Town Hall meetings.

2-6. Quarters Sponsors and Family Members.

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

b. Residents of temporary quarters have the same privileges and responsibilities as residents of permanent quarters.

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

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

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

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

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

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

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

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

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

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

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

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

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

(12) Residents are responsible for maintaining the interior of their quarters and all government property in good condition. No additions or alteration to the exterior/interior of quarters will be made without written authority from the DPW. Items will not be stored in stairwells or on balconies.

Government issued furniture will not be stored; excess furniture will be turned into the Housing Division Furniture Branch.

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

(b) Maintenance deficiencies in housing units should be reported to the DPW Service Order Section and will be handled by priority designation (See Appendix D).

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

cost of the resident.

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

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

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

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

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

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

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

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

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

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

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

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

2-7. Complaint Procedures.

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

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

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

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

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

CHAPTER 3 –REPORTING PROCEDURES FOR MISCONDUCT IN MILITARY QUARTERS

3-1. Types of Misconduct in Military Quarters.

a. The Housing Area Chain of Command (see paragraph 2-1) exercises control over quarter's residents. Residents are required to cooperate with the Housing Area Chain of Command to ensure order and solve problems at the lowest level possible. Cooperation with the Housing Area Chain of Command will preclude unnecessary involvement of the Military Police, potentially leading to avoidable administrative or legal action against sponsors, Family members or guests.

b. The Housing Area Chain of Command should solve routine and minor discipline problems, including but not limited to, the following:

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

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

- (1) Assaults.
- (2) Domestic disturbances.
- (3) Damage or personal injury caused by pets.
- (4) Interactions with seriously intoxicated persons.
- (5) Other incidents believed to require trained professionals and/or the possibility of physical confrontation.
- (6) Vandalism to personal property. Residents in quarters may in some cases be entitled to file a claim for vandalism damage to their personal property. Claims procedures require claimants to submit a

copy of a Military Police report to substantiate their claims. For this reason, the Military Police should be notified in all cases of vandalism to personal property to properly document the incident and to ensure that the claimant's interests are protected.

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

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

(1) Discussion by affected Stairwell Coordinator(s) with those involved to achieve voluntary cooperation/resolution.

(2) Unresolved problems should be immediately brought to the attention of the BC and AC as necessary. The AC and BC could issue a Housing Violation Memorandum to the offender and counsel him/her regarding the violations.

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

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

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

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

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

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

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

CHAPTER 4 – HOUSING POLICIES

4-1. Privately Owned Vehicle Parking.

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

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

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

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

e. Vehicles nonoperational/inoperable for a period of three working days or more will be moved to the vehicle holding lot at the owner's expense. Nonoperational POVs or POVs without license plates are not

authorized to park anywhere else on the installation. The commander has designated the following areas for nonoperational POVs:

- (1) Installation Holding Lot. To place a vehicle in this lot, contact DES Operations at 531-2677.
 - (2) Unit Motor Pool.
 - (3) AAFES garage parking area (with a work order on the window).
 - (4) FMWR auto craft shop (with a memo from the management).
- f. POVs not displaying USAREUR license plates will not be parked in government housing.
- g. POVs will not be parked on the grass areas in government housing areas.

4-2. Basement and Cage Storage Area and Storage of Military Equipment in Basement Storage Areas.

a. Basement and Cage Storage Area:

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

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

(3) Storage Areas/Rooms are for the exclusive use of residents. Storage areas will be kept clean, neat and orderly at all times. Government furniture will not be stored in storage areas/rooms. Storage areas/rooms will be cleaned and cleared upon termination of quarters. Items stored in common storerooms will be identified with the owner's name. When there are more residents than available storage spaces the following will apply; storage rooms will be assigned on a seniority basis to those that do not already have an enclosed storage room. The basis for determining seniority is the date assigned to the present quarters, regardless of rank or number of dependents.

(4) Under no circumstances is storage of any kind allowed in any portion of the building other than storage cages or the resident's apartment. Personal items stored in unauthorized areas such as attics, transformer, utility, boiler, maid or mechanical rooms will be removed without notice.

b. Storage of Military Equipment in Basement Storage Areas:

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

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

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

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

4-3. Noise Control.

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

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

c. Quiet hours are:

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

2200 – 0600 Sunday through Thursday

2300 – 0600 Friday and Saturday

(2) For persons living in the German community:

1200 – 1500 Monday through Saturday

2200 – 0600 Monday through Saturday

2000 – all “outside” noise ceases 2200 – all “inside” noise ceases

0001 – 2400 Sundays and German holidays

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

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

e. Recommendations to reduce noise in living quarters:

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

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

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

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

4-4. Control and Supervision of Children.

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

(1) Playing in stairwells, attics, basements, open windows, and on building roofs or ledges.

(2) Playing in streets, parking areas or parking lots.

(3) Playing in or around the trash and recycle containers.

(4) Digging in or damaging landscape and lawn areas.

(5) Damaging, dirtying or defacing buildings.

(6) Leaving bicycles, wagons, and toys in entrances, stairwells, hallways, basements, or on sidewalks.

(7) Entering boiler or utility rooms.

(8) Climbing or damaging trees within the housing area.
(9) Firing air rifles or pellet guns, throwing rocks, shooting arrows, flying motor-driven planes, or playing with dangerous objects.

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

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

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

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

4-4. Care and Control of Pets.

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

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

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

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

c. Army Policy- Domestic Animals on Army Installations paragraph 5, a, 3. Policy, General (August 16, 2018) located in Appendix G and below states: Residents, employees, contractors, or visitors may not bring on any installation, any dog of breed (including a mixed breed) that is deemed aggressive/dangerous or potentially aggressive/dangerous. For purposes of this policy, aggressive/dangerous or potentially aggressive/dangerous breeds of dogs are defined as **PIT BULLS (AMERICAN STAFFORDSHIRE BULL TERRIERS or ENGLISH STAFFORDSHIRE BULL TERRIERS), ROTTWEILERS, DOBERMAN PINCHERS, CHOWS, and WOLF HYBRIDS**. This prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive/dangerous behavior as indicated by any of the following types of conduct:

(1) Unprovoked barking, growling, or snarling when people are present.

(2) Aggressively running along fence lines when people are present

(3) Biting or scratching people, or attacking other pets.

(4) Escaping confinement or restriction to chase people.



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Domestic Animals o1

d. Dogs will be kept on a leash when outside. Voice control is not allowed in lieu of a leash. Any dog

with a record of unprovoked biting, snarling, or threatening/aggressive behavior will be muzzled and kept on a short leash when outdoors. Young children under the age of 12 without adult supervision will be considered incapable of controlling the pet(s).

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

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

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

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

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

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

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

l. Pet owners will transport any pet that is involved in a biting incident to the Veterinary Clinic within 72 hours of the incident for an examination. Unit commander/supervisors will be notified of any failure of a pet owner to have the pet examined within the required time. Any pet involved in an unprovoked bite incident may be subject to removal from government housing. This will be on a case-by-case basis. Any pet involved in a second unprovoked bite incident will be removed from government housing. In cases where owners are negligent in pet care or supervision, immediate action will be taken to have the pet removed from the area when appropriate.

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

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

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

4-6. Dog Parks.

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

b. Pet owner will immediately clean up excrements created by their pet in the Dog Parks, place it in a plastic bag and dispose of the bag in a trash container.

4-7. USAG Rheinland-Pfalz Baumholder Military Community 3-Strike Rule.

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

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

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

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

(3) Third Offense Citation (Strike 3). Upon receipt of documentation of a third failure to comply with housing standards, the Garrison Commander will issue a termination of housing memorandum. Upon receipt of the memorandum, the Soldier will have 30 days to vacate the quarters and **will not be authorized housing allowances to live off-post.**

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

4-8. Visitors in Family Housing.

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

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

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

d. According to USAREUR Supplement 1 to AR 420-1, a Family member is an individual qualified for

dependency benefits as established by AR 55-46 and DOD Military Pay Allowances Entitlement Manual. This includes unmarried children more than 21 years old who have not passed their 23rd birthday and are full-time students who are dependent on their sponsor for more than 50% of their support. Married and unmarried children who have passed their 23rd birthday are not considered dependents unless they qualify as a member of the household.

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

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

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

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

4-9. Military Quarters and Deployment.

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

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

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

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

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

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

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

c. Soldiers living in EQ/SEQ/OQs must terminate their quarters prior to deployment.

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

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

4-10. Community Best Building for Spring and Fall Clean-up Selection.

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

4-11. Standards for Cleanliness for Terminating Family Quarters with Contract Cleaning.

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

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

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

- (1) Floor, Rugs and Installed Carpets: Sweep or vacuum all floors and rugs.
- (2) Walls and Ceilings: Remove all dirt, cobwebs, crayon marks, pencil marks, food, contact paper and so forth from the walls. Remove all nails and hooks. Doors: Remove all paper, tape, nails, dirt and stains on both sides.
- (3) Lighting Fixtures: Ensure all fixtures have operating light bulbs.
- (4) Cabinets, Closets, Drawers and Shelves: Remove all shelf paper, tape, staples, and tacks. Remove all food particles, trash, and personal items.
- (5) Refrigerator and Freezer: Defrost and wipe doors. Remove all food particles. Unplug and leave door open.
- (6) Range: Remove all burned/crusted-on food from accessible surfaces. Wipe down range.
- (7) Ventilation, Air Vents, and Range Hoods: Wipe down range hood. Wipe down air vent grills and replace filters as necessary.
- (8) Dishwasher: Wipe down interior and exterior surfaces.
- (9) Kitchen, Bathroom, and Toilet: Remove stains, lime, and mineral deposits and excessive soap residue from all equipment.

- (10) Trash Cans: Empty and remove any crusted-on garbage.
- (11) Upholstered Furniture: Wipe down and remove stains.
- (12) Wooden Furniture: Wipe down and remove stains.
- (13) Bedsprings, Box Springs, and Mattresses: Wipe down and remove stains.
- (14) Outside Area: Sweep and clear all debris, carports, patios, balconies, and walks. Remove oil or grease from paved areas. Accomplish normal yard maintenance.
- (15) Storage Rooms and Cages: Remove all personal items and trash from storage area. Sweep floor and clean up trash.
- (16) Miscellaneous: Remove all personal items before final inspection.

4-12. Standards for Cleanliness for Terminating Family Quarters without Contract Cleaning.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4-13. Self Help Store.

- a. Self Help is located down the street from the Smith Kaserne Thrift Store in building 8665.
- b. The Self Help Store is open M-Friday 0800-1600hrs. Closed on Holidays
- c. Contact number is 0611-143-531-3048 or 3049 or DSN 531-3048 or 531-3049
- d. A list of Self Help supplies is located in Appendix G

CHAPTER 5 – HOUSING AND GROUNDS MAINTENANCE

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

- a. To help protect our environment and conserve the substantial costs of refuse collection and

disposal, the United States Army Garrison is proactively participating in the Headquarters, USAREUR Separate or Recycle Trash (SORT) Program. If your building has been assigned a trash cage, you must utilize only that cage for your trash and recyclables. Building and stairwell coordinators must educate residents on proper use and recycle rules. If trash containers are not used properly, they will not be emptied and the building residents will be required to properly sort the wastes prior to removal.

b. The current refuse collection contract requires that hazardous materials (HAZMAT), paper, glass, metal, and clothing be separated from other trash. All other items can be placed together. Distinctly marked trash containers have been provided exclusively for the collection of paper, glass, cans, and household refuse throughout the housing areas. They are emptied by the DPW on a regular, established schedule. Containers for clothing are located at the Waste sort Center in building 8468, Commissary, and also at the Community Thrift Shop. Place recyclables in the correct containers; red for glass, blue for paper and cardboard (cardboard boxes will be broken down), yellow for cans, and black for regular trash.

c. Hazardous waste may be dropped off at the Hazardous Waste Management Facility in building 8464, Monday through Friday from 0800-1600.

d. Do not put hazardous waste in the dumpsters or recycle bins. Do not leave hazardous waste next to dumpsters or recycle bins to avoid contamination of the area.

e. The following types of items should be placed in the appropriately marked containers:

TYPE OF CONTAINER

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

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

GLASS

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

METAL

Soda cans	Food Cans	Other Metals
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CLOTHES

Clothing Coats/Jackets	Bedding	Shoes/Boots
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f. The Hazardous Waste Management Facility is located in building 8464. The following types of materials will be accepted at this facility and can also be received free of charge:

HOUSEHOLD HAZARDOUS WASTE

Air Freshener	Insecticides	Rust Remover
Antifreeze	Medicines	Scale Remover
Batteries	Mildew Remover	Shoe Polish
Brake Fluid	Mothballs	Solvents
Waxes/Polishes	Oils	Spray cans

Detergents
Disinfectants

Oil Filters
Paint Cans

Stain Removers
Turpentine

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

FURNITURE

Wood
Mattresses

Box Springs
Beds

Desks

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

AUTOMOBILE PARTS

Motor Components
Metal

Tires
Rims

Auto Parts
Seats

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

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

5-2. Improvements to Quarters.

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

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

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

a. Grass cutting. The Department of Public Works (DPW) is responsible for cutting grass in the open areas outside of Housing and along the roadways. Building Coordinators will establish a duty roster to mow the grass around their buildings during growing seasons. Residents will ensure that grass areas are clear of toys and other equipment. Building coordinators will ensure that mowing equipment is available and maintained to support these Families.

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

c. Snow and ice removal. Residents are required to remove snow and ice from the walkway areas

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

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

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

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

c. Restrictions.

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

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

(3) All property must be removed by 1800. Coordinate with the DPW Waste SORT Center for removal of bulk items requiring disposal, or take directly to the Waste SORT Center located at building 8468. Do not leave bulk items at the dumpsters.

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

CHAPTER 6 – FIRE PREVENTION SERVICES

6-1. Evacuation Coordinator.

a. Building Coordinators will serve as Evacuation Coordinators for their assigned building and will perform duties pertaining thereto.

(1) You must report to the Baumholder Fire Department to receive the necessary training as Evacuation Coordinator. Training will be given at the Baumholder Fire Department building 8413. For scheduling and/or more information call 485-6629/7572.

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

(3) Fire extinguishers should remain in the fire extinguisher box or on the mounting bracket in each stairwell.

(4) Fire extinguishers are not to be used to prop open the building entrance doors.

6-2. Evacuation Plans.

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

(1) Your front door and walls are fire rated. If there is a fire below you stay in your home.

(2) The person discovering the fire will shout '**FIRE**' and alert all personnel in the area. If the facility

is equipped with a fire alarm system, push the button on the fire alarm box.

(3) In all cases, without delay, call the Baumholder Fire 115 or Military Police at 114, or the Fire Control Center at Mil 06783-6112. Remain calm and speak clearly. Give the exact location of the fire by building number, street address, type of fire, and your name and telephone number. The call will not be terminated until the operator at the Fire Control Center repeats all necessary information. For emergency medical services call 112.

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

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

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

b. Building Coordinators will ensure that the fire order is posted on the bulletin board of each stairwell. (See 2-5, chapter d, 11, Bulletin Boards)

c. Building Coordinators will update the fire order as needed or required.

d. Building Coordinators will ensure that an emergency evacuation plan is posted on the bulletin board and basement wall of each stairwell. (See Samples 2 and 3)

e. Building Coordinators will update that emergency evacuation plans as needed or required.

6-2. Evacuation Plans

See Sample 2

6-3. Safety Precautions for BBQ Grills.

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

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

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

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

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

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

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

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

6-4. Storage of Gasoline Powered Equipment.

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

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

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

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

e. Motorcycles are not authorized to be parked on the sidewalls in the housing areas.

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

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

6-5. Lawnmower Shelters.

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

b. Building Coordinators will sign for the key to the lawn mower shelter from the Housing Manager or Inspection Branch in room number 5103 at the Housing Division Office building 8745.

CHAPTER 7 – HOME EMPLOYMENT AND BUSINESS POLICES

7-1. Home-Based Business.

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

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

7-2. Family Child Care.

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

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

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

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

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

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

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

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

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

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

CHAPTER 8 – COMMUNITY MEETINGS

8-1. Town Hall and Housing Chain of Command Meetings.

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

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

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

d. Building Coordinators quarterly meeting will be hosted by housing with BCs to discuss policy updates, issues and resolutions, and conduct training.

8-2. BC Biannual Clean Up Meeting.

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

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

8-3. BC Quarterly Meeting.

a. Housing will host a Quarterly BC meeting to discuss policy updates, issue and resolutions, conduct training.

APPENDIX A

TIPS AND THINGS TO KNOW

Brown Water

Brown Water is small minute mineral in your water. Its potable (drinkable but looks bad). Run your faucet for 30 seconds and if the water doesn't clear up you need to call in an emergency work order. Avoid washing clothes in brown water, run a rinse cycle to flush the lines is recommended.

Prevention of Mold and Mildew

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

Dishwasher

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

Dryer

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

Ceramic Stove Top

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

Automatic Sprinkler System

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

Floors

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

Doors

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

APPENDIX B

BE A "GOOD" NEIGHBOR

- Get along and always show respect to your neighbor
- Organize and hold events aimed at opening effective communication
- Offer realistic solutions to problems that may exist.
- Deal with problems in person

EXCESSIVE NOISE, MUSIC VOLUME AND OFFENSIVE LANGUAGE

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

DEFINITION OF LOUD MUSIC/NOISE:

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

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

Tips

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

PET CONTROL

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

Tips

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

APPENDIX B cont'd

AUTOMOBILE REPAIRS

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

CAR IDLING

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

SMOKING

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

GRILLING

Grilling or storage of grills on balconies is not permitted at any time. Grilling on balconies constitutes a fire hazard and/or causes smoke problems to upper floors. Lawns may be used for grilling provided the grill is located at least 30 feet away from the building and does not constitute a menace to others.

Security, policing, sanitation and maintenance of common areas are the joint responsibility of all residents. Damages to common areas will be reported to the Building Coordinator.

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

ENCLOSED STORAGE ROOMS AND CAGES

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

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

Storage Areas/Rooms are for the exclusive use of residents. Storage areas will be kept clean, neat and orderly at all times. Government furniture will not be stored in storage areas/rooms. Storage areas/rooms will be cleaned and cleared upon termination of quarters. Items stored in common storerooms will be identified with the owner's name. When there are more residents than available storage spaces the following will apply; storage rooms will be assigned on a seniority basis to those that do not already have an enclosed storage room. The basis for determining seniority is the date assigned to the present quarters, regardless of rank or number of dependents.

Under no circumstances is storage of any kind allowed in any portion of the building other than storage cages or the resident's apartment. Personal items stored in unauthorized areas such as attics, transformer, utility, boiler, maid or mechanical rooms will be removed without notice.

APPENDIX B cont'd

VISITORS/RESIDENTS IN GOVERNMENT QUARTERS

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

QUARTERS VENTILATION – MOLD

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

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

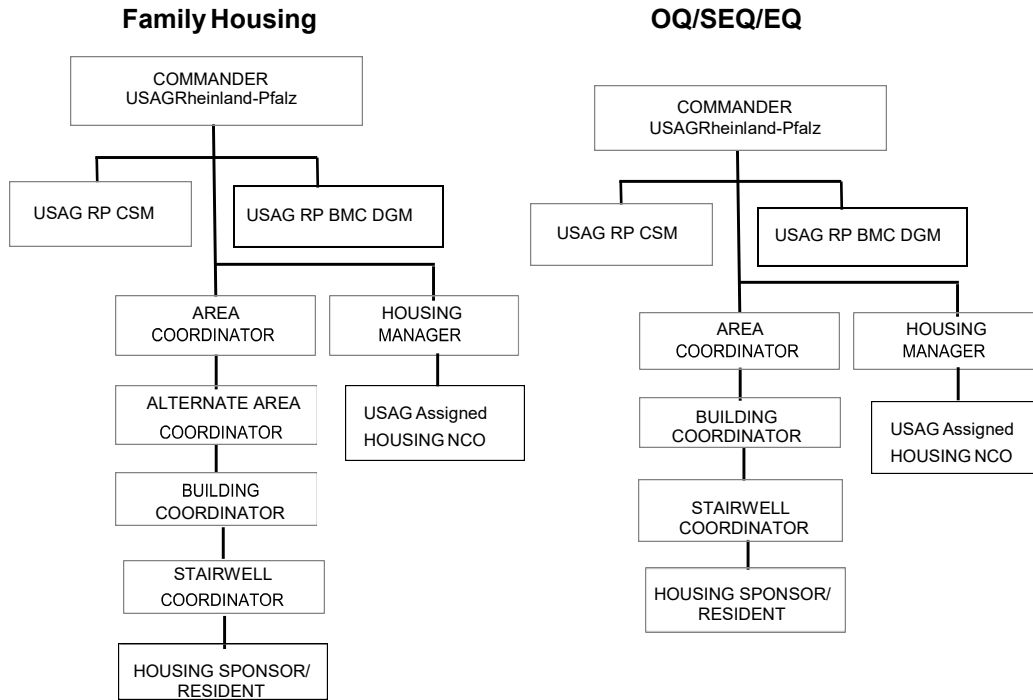
NOTE: IF MOLD IS LEFT UNATTENDED AND CONTINUES TO GROW, IT COULD POSE POSSIBLE HEALTH AND ALLERGEN PROBLEMS IN YOUNG CHILDREN.

ABANDONED — INOPERABLE VEHICLES

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

APPENDIX C

REPORTING PROCEDURES FOR COMPLAINTS/VIOLATION/CONSEQUENCES



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

APPENDIX D

SERVICE ORDER (SO) PRIORITIES

1. Emergency:

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

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

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

2. Urgent:

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

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

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

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

4. During normal duty hours call in work or service orders to DPW Baumholder Work Order Section at 0611-143-531-3060 or e-mail usarmy.rheinland-pfalz.usag.mbx.dpw-bmcsbmit4283@mail.mil. For Emergencies and after hours to Baumholder Fire 115 or Military Police at 114.

APPENDIX E

How can I prevent mold growth in the home?

1. Keep humidity levels below 60%. Using fans while cooking and showering helps. Of course, one of the best tools for reducing humidity levels is a dehumidifier.
2. Allow proper ventilation in your home. Even having a window open for 15 minutes a day helps reduce the potential for mold growth.
3. Keep bathrooms dry and ventilated (e.g., open a window). Remove mold growth using detergent or soap.
4. Clean, dry, or remove anything from your home that is water-damaged, particularly carpets and padding. Area rugs are preferred over wall-to-wall carpeting with respect to preventing mold.

References:

Environmental Protection Agency:
www.epa.gov/ebtpages/indoorairpollution.html and
www.epa.gov/iaq/biologic.html

Occupational Safety and Health Administration:
www.osha-slc.gov/SLTC/indoorairquality

The National Institute for Occupational Safety and Health:
www.cdc.gov/niosh/iaqpg.html

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

Contact numbers:

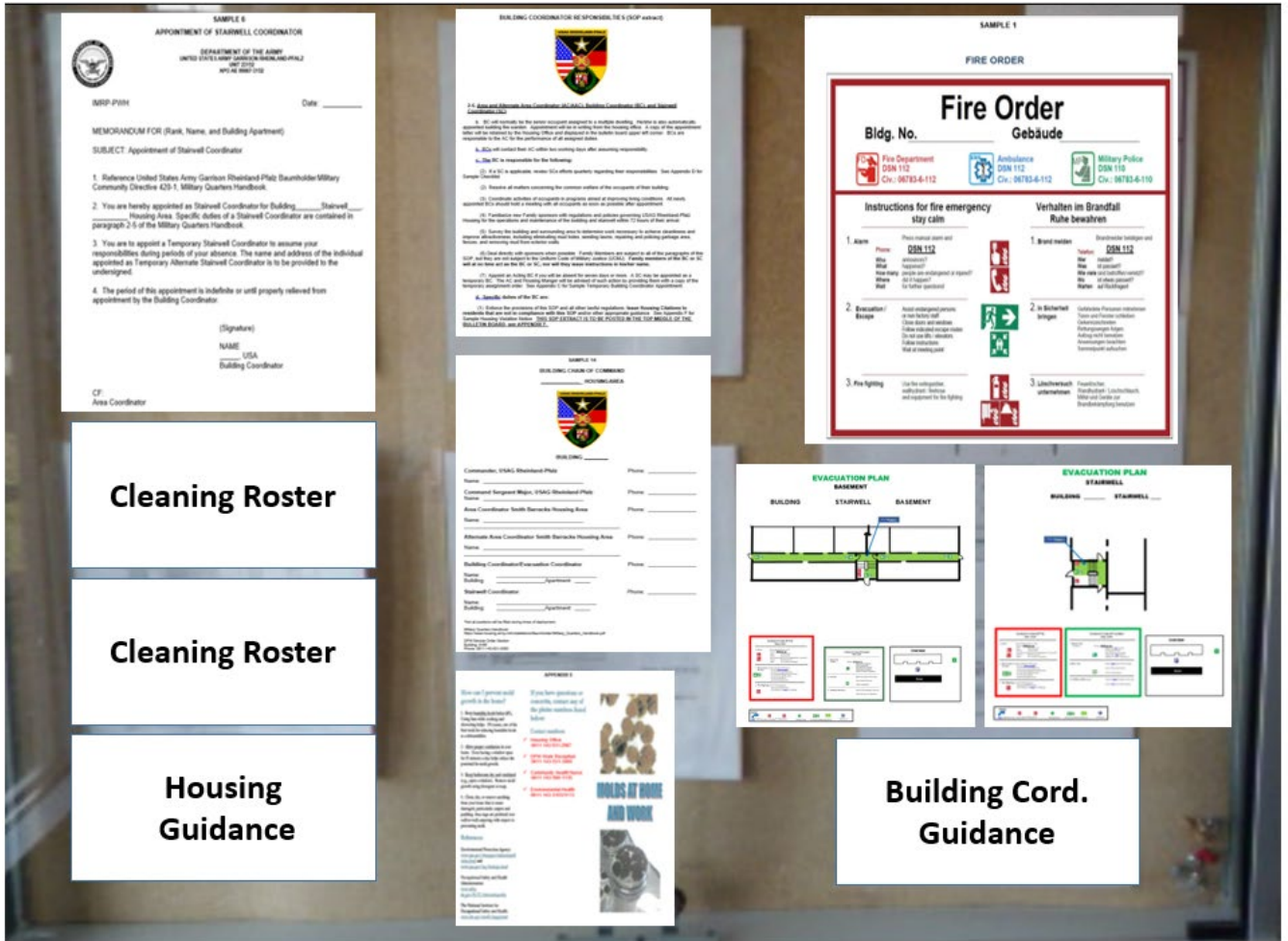
- ✓ Housing Office:
0611-143-531-2987
- ✓ DPW Work Reception:
0611-143-531-3060
- ✓ Community Health Nurse:
0611-143-590-1135
- ✓ Environmental Health:
0611-143-3103/3113



MOLDS AT HOME AND WORK



APPENDIX F



Maintain a Bulletin Board on the first floor landing and Post:

- (a) Stairwell Coordinator Assignment Orders from BC- see sample 6 (Top Left)
- (b) BC extract from Standard Operating Procedure (SOP) (Top Middle)
- (c) Fire Order and Emergency Plan- see sample 1 (Top Right)
- (d) Clean-up rosters eight weeks in advance- see samples 15-24 (Middle Left)
- (e) Chain of Command and Contact Information- see sample 14 (Middle Middle)
- (f) Evacuation Plan- see sample 2/3 (Middle Right)
- (g) Guidance from housing, if applicable (Bottom Left)
- (h) Mold at Home and Work flyer- see appendix E (Bottom Middle).
- (i) Guidance from Building Coordinator (Bottom Right or adjacent to display case)

APPENDIX G

SUPPLIES AVAILABLE THROUGH

SELF-HELP STORE BAUMHOLDER

Bldg.No. 8665

Phone DSN 531-3048/ 3049 or 0611-143-531-3048 or 3049

Please note that you must first attend our Self-Help Phase I class held every Monday in order to open an account to receive supplies. Those without valid accounts can only receive safety-related supplies.

The following listed items are available to all accounts.

HARDWARE

- Assorted nails
- Assorted nuts and bolts
- Assorted sand paper
- Assorted screws
- Cabinet knobs
- Caulking compound (white/clear)
- Door handles
- Door stoppers
- Hasps
- Hinges
- Humidifiers
- Picture frame holders
- Spackle (wall filler)
- Wall anchors
- Weather stripping
- Wood putty



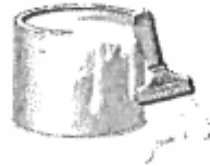
BATHROOM

- Assorted sink stoppers
- Bathroom grab bars
- Bathroom shelves
- Cup holders
- Faucet aerators
- Mirror clamps
- Plungers
- Shower curtain rods
- Shower head holder connectors
- Shower heads
- Shower hoses
- Soap dish holders
- Stopper chains
- Toilet paper rollers
- Toilet seats
- Towel holders



PAINTING

- Bucket Grills
- Drop Cloths
- Paint Rollers
- Paint Trays
- Paint, Enamel
- Paint Brushes
- Paint, Latex
- Stir sticks
- Tape
- Step ladders (temporary loan)



SAFETY

- Child safety outlet plugs (220V only)
- Overhead oven filters
- Rock salt snow
- Magnetic door catches



PEST CONTROL

- Ant Bait Traps
- Fly Swatters
- Mouse Traps
- Roach Bait Traps
- Silverfish Bait Traps



TOOLS (temporary loan)

- Electric drills
- Garden hoes
- Portable drills
- Angle grinders



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BUILDING COORDINATOR RESPONSIBILITIES (SOP extract)



2-5. Area and Alternate Area Coordinator (AC/AAC), Building Coordinator (BC), and Stairwell Coordinator (SC).

b. BC will normally be the senior occupant assigned to a multiple dwelling. He/she is also automatically appointed building fire warden. Appointment will be in writing from the housing office. A copy of the appointment letter will be retained by the Housing Office and displayed in the bulletin board upper left corner. BCs are responsible to the AC for the performance of all assigned duties.

b. BCs will contact their AC within two working days after assuming responsibility.

c. The BC is responsible for the following:

(2) If a SC is applicable, review SCs efforts quarterly regarding their responsibilities. See Appendix D for Sample Checklist.

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

(3) Coordinate activities of occupants in programs aimed at improving living conditions. All newly appointed BCs should hold a meeting with all occupants as soon as possible after appointment.

(4) Familiarize new Family sponsors with regulations and policies governing USAG Rheinland-Pfalz Housing for the operations and maintenance of the building and stairwell within 72 hours of their arrival.

(5) Survey the building and surrounding area to determine work necessary to achieve cleanliness and improve attractiveness, including eliminating mud holes, seeding lawns, repairing and policing garbage area, fences, and removing mud from exterior walls.

(6) Deal directly with sponsors when possible. Family Members are subject to all of the paragraphs of this SOP, but they are not subject to the Uniform Code of Military Justice (UCMJ). **Family members of the BC or SC will at no time act as the BC or SC, nor will they issue instructions in his/her name.**

(7) Appoint an Acting BC if you will be absent for seven days or more. A SC may be appointed as a temporary BC. The AC and Housing Manger will be advised of such action by providing them with a copy of the temporary assignment order. See Appendix C for Sample Temporary Building Coordinator Appointment.

d. Specific duties of the BC are:

(1) Enforce the provisions of this SOP and all other lawful regulations. **Issue Housing Citations to residents that are not in compliance with this SOP** and/or other appropriate guidance. See Appendix F for Sample Housing Violation Notice. **THIS SOP EXTRACT IS TO BE POSTED IN THE TOP MIDDLE OF THE BULLETIN BOARD- see APPENDIX F.**

FIRE ORDER

Fire Order

Bldg. No. _____

Gebäude _____



Fire Department
DSN 112
Civ.: 06783-6-112



Ambulance
DSN 112
Civ.: 06783-6-112



Military Police
DSN 110
Civ.: 06783-6-110

Instructions for fire emergency stay calm

Verhalten im Brandfall Ruhe bewahren

1. Alarm

Press manual alarm and

Phone: **DSN 112**

Who announces?
What happened?
How many people are endangered or injured?
Where did it happen?
Wait for further questions!



1. Brand melden

Brandmelder betätigen und

Telefon: **DSN 112**

Wer meldet?
Was ist passiert?
Wie viele sind betroffen/verletzt?
Wo ist etwas passiert?
Warten auf Rückfragen!

**2. Evacuation /
Escape**

Assist endangered persons
or non factory staff
Close doors and windows
Follow indicated escape routes
Do not use lifts / elevators
Follow instructions
Wait at meeting point



**2. In Sicherheit
bringen**

Gefährdete Personen mitnehmen
Türen und Fenster schließen
Gekennzeichneten
Rettungswegen folgen
Aufzug nicht benutzen
Anweisungen beachten
Sammelpunkt aufsuchen

3. Fire fighting

Use fire extinguisher,
wallhydrant / firehose
and equipment for fire fighting



**3. Löschversuch
unternehmen**

Feuerlöscher,
Wandhydrant / Löschschauch,
Mittel und Geräte zur
Brandbekämpfung benutzen

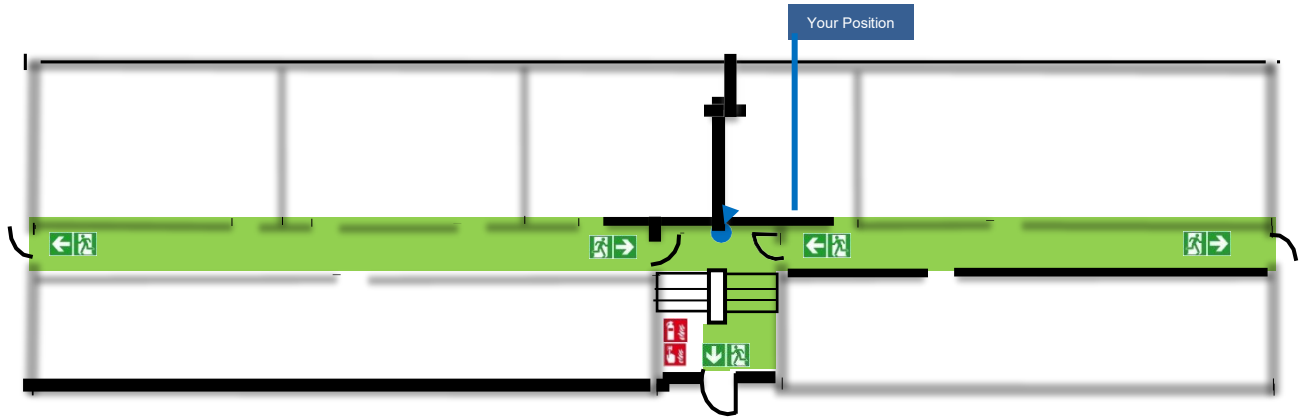
SAMPLE 2

EVACUATION PLAN
BASEMENT



BUILDING


STAIRWELL


BASEMENT




Conduct In Case Of Fire
Stay Calm


1. Alarm  Press Manual Alarm and Phone: **06783-6-112**
 Who Announces?
 What Happened?
 How Many People Are Endangered or injured?
 Where Did It Happen?
 Wait For Further Question!


2. Evacuation/Escape  Assist endangered Persons Or Non Factory Staff
 Close Doors And Windows
 Following Indicted Escape Routes
 Do Not Use Lifts/Elevators
 Follow Instructions
 Wait At Meeting Point

3. Fire Fighting  Use Fire Extinguisher, Wall Hydrant/Firehose And Equipment For Fire Fighting

Conduct In Case Of Accident
Stay Calm

1. Report The Accident  Phone: **06783-6-112**
 Where Did It happen?
 What Happened?
 How Many Are Injured?
 What Type Of Injuries?
 Wait For Further Questions!

2. First Aid  Make The Scene Of The Safe Care Of Injured Person
 Follow Instructions

3. Additional Measures  Instruct The Emergency Services
 Clear The Area Of Onlookers

Overview

The overview diagram shows a simplified layout of the basement level. A black bar at the bottom represents the 'Street'. Above it, a blue 'P' icon indicates a parking lot. To the right, a green square with a white arrow and a fire alarm icon indicates an escape route.

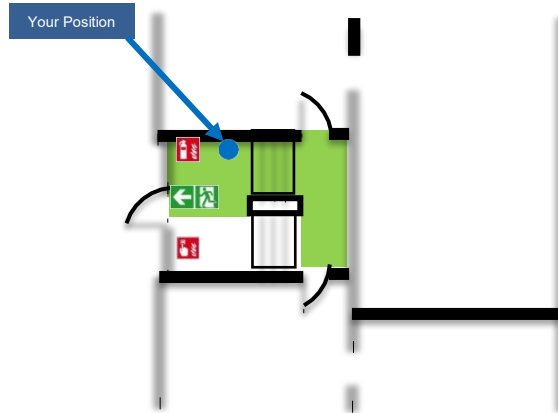
LEGEND

							
Your Position	Fire Alarm	Call Point	Fire Extinguisher	Meeting Point	Emergency Exit	Escape Route	Parking Lot




SAMPLE 3


EVACUATION PLAN STAIRWELL


BUILDING _____ STAIRWELL _____





**Conduct In Case Of Fire
Stay Calm**


1. Alarm Press Manual Alarm and
Phone: **06783-6-112**
 Who Announces?
 What Happened?
 How Many People Are Endangered or Injured?
 Where Did It Happen?
 Wait For Further Question!

2. Evacuation/ Escape Assist endangered Persons
 Or Non Factory Staff
 Close Doors And Windows
 Following Indicted Escape Routes
 Do Not Use Lifts/Elevators
 Follow Instructions
 Wait At Meeting Point

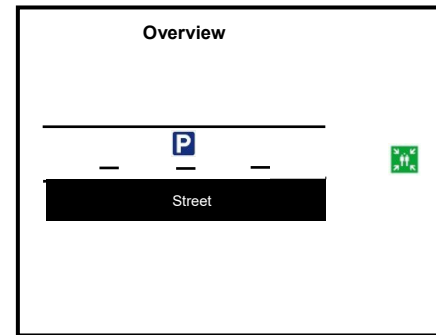
3. Fire Fighting Use Fire Extinguisher,
 Wait Hydrant/Firehose
 And Equipment For Fire Fighting

**Conduct In Case Of Accident
Stay Calm**





1. Report The Accident Phone: **06783-6-112**
 Where Did It happen?
 What Happened?
 How Many Are Injured?
 What Type Of Injuries?
 Wait For Further Questions!

2. First Aid Make The Scene Of The Safe
 Care Of Injured Person
 Follow Instructions

3. Additional Measures Instruct The Emergency Services
 Clear The Area Of Onlookers



LEGEND

 Your Position	 Fire Alarm Call Point	 Fire Extinguisher	 Meeting Point	 Emergency Exit/Escape Route	 Parking Lot
---	---	---	---	---	---

SAMPLE 4
EXCEPTION TO POLICY

Office Symbol

Date

MEMORANDUM FOR HOUSING DIVISION

SUBJECT: Exception to Policy

1. I John Doe, SSN, Unit, request (Be descriptive, so it is understood what you need. However, also be concise.)

2. Justification – Provide reason for request. Please be concise and include any additional paperwork, if applicable that supports or strengthens your request.

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

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

PRIVACY ACT STATEMENT: ARMY

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

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

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

DISCLOSURE: Voluntary.

SAMPLE 5

APPOINTMENT OF TEMPORARY BUILDING COORDINATOR



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

Date: _____

MEMORANDUM FOR _____, BUILDING # _____, APT# _____

SUBJECT: Appointment of Temporary Building Coordinator

1. Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook.
2. You are appointed as Temporary Building Coordinator for Building number _____, _____ Housing Area. You are representing the current Building Coordinator _____ during his/her absence from _____ until _____.
3. As Temporary Building Coordinator you will be responsible for the discipline, overall appearance, and sanitation in and around the building and those specific duties described the reference. A copy of this appointment along with other necessary information must be posted on the bulletin boards in each stairwell of the building.
4. The point of contact is the undersigned at _____.

(Signature)

NAME

_____, USA

Building Coordinator

CF:
Area Coordinator
Housing Manager

SAMPLE 6

APPOINTMENT OF STAIRWELL COORDINATOR



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

Date: _____

MEMORANDUM FOR (Rank, Name, and Building Apartment)

SUBJECT: Appointment of Stairwell Coordinator

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

(Signature)

NAME

_____, USA

Building Coordinator

CF:
Area Coordinator

SAMPLE 7

APPOINTMENT OF TEMPORARY STAIRWELL COORDINATOR



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

Date: _____

MEMORANDUM FOR (Rank, Name, and Building Apartment)

SUBJECT: Appointment of Temporary Stairwell Coordinator

1. Reference United States Army Garrison Rheinland-Pfalz Baumholder Military Community Directive 420-1, Military Quarters Handbook.
2. You are hereby appointed as Temporary Stairwell Coordinator for Building number _____, Stairwell number _____, _____ Housing Area. You are representing the current Stairwell Coordinator _____ during his/her absence from _____ until _____.
3. As Temporary Stairwell Coordinator you will be responsible for the discipline, overall appearance, and sanitation in the stairwell and around the building of the assigned stairwell and those specific duties described in the reference. A copy of this appointment along with other necessary information must be posted on the bulletin board in the stairwell.
4. Specific duties of a Stairwell Coordinator are contained in paragraph 2-5 of the Military Quarters Handbook.
5. The point of contact is the undersigned at _____.

(Signature)

NAME

_____, USA

Stairwell Coordinator

Building/Stairwell Number

CF:
Building Coordinator

SAMPLE 8

APPOINTMENT LETTER FOR POINT OF CONTACT FOR FAMILY QUARTERS

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

Sponsor: _____

Rank

Name

Unit

Quarters Address: _____

Dependents will depart the area approximately: _____

Dependents will return to the area approximately: _____

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

_____ Address Phone #

Point of Contact for the above listed quarters will be:

_____ Rank Name Unit

_____ Duty Phone Home Phone

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

_____ Date Signature of POC

_____ Date Signature of Tenant or Spouse

- Original to Housing Division
- Copy to Tenant
- Copy to POC
- Copy to Rear Detachment Commander
- Copy to Building Coordinator

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

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

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

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

DISCLOSURE: Voluntary.

SAMPLE 9

APPOINTMENT LETTER FOR POINT OF CONTACT FOR OQ/SEQ/EQ

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

Sponsor: _____
Rank Name Unit

Quarters Address:

Resident will depart the area approximately:

Resident will return to the area approximately:

Point of Contact for the above listed quarters will be:

Rank Name Unit

Duty Phone Home Phone

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

Date Signature of POC

Date Signature of Tenant

- Original to Housing Division
- Copy to Tenant
- Copy to POC
- Copy to Rear Detachment Commander
- Copy to Building Coordinator

PRIVACY ACT STATEMENT: ARMY HOUSING FILES

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

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

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

DISCLOSURE: Voluntary.

SAMPLE 10
HOUSING VIOLATION



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

Date: _____

MEMORANDUM FOR _____ BLDG _____ APT _____

SUBJECT: Housing Violation

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

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

Explanation: _____

2. The Military Quarters Handbook can be found at https://www.housing.army.mil/installations/Baumholder/Military_Quarters_Handbook.pdf.

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

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

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

6. The point of contact is the undersigned at _____.

(Signature)

NAME
_____, USA
Building Coordinator

SAMPLE 11

**BUILDING/STAIRWELL COORDINATOR
PERFORMANCE COUNSELING CHECKLIST**

NAME: _____ POSITION: _____ BLDG: _____ DATE: _____

CLEANINESS

EXC SAT NEEDS IMPROVEMENT

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

6. Comments:

(Signature)

NAME
_____, USA

Area/Building Coordinator

SAMPLE 12
INSPECTION OF FAMILY/OQ/SEQ/EQ BUILDINGS



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

MEMORANDUM FOR Building Coordinator _____ BLDG _____ APT _____

SUBJECT: Inspection of Family Housing/OQ/SEQ/EQ INSPECTION 1st _____ 2nd _____ 3rd _____

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

STAIRWELL

OUTSIDE

- 1 2 3 Grass Not Cut (Summer)/Snow not removed from sidewalks (Winter)
- 1 2 3 Trash outside of building
- 1 2 3 Dog feces not cleaned up (**Clean-up ASAP**)
- 1 2 3 Recyclables not in recycle containers/scattered around containers/not broken down
- 1 2 3 Bulk items in trash area before authorized (can only be put in area on the night before or morning of pickup)

STAIRWELLS

- 1 2 3 Bulletin Boards: Appointment orders, duty rosters, building chain of command not posted
- 1 2 3 Bulletin Boards: Fire Order, Fire plan not posted
- 1 2 3 Unauthorized items stored in the entryway of stairwell
- 1 2 3 Unclean stairwell or trash in stairwell
- 1 2 3 **Flammables/hazardous materials** stored in stairwell. (**Remove ASAP**)
- 1 2 3 Fire extinguishers overdue for inspection. (**Take to DPW Bldg.: 8154**)

BASEMENT

- 1 2 3 **Flammables/hazardous materials** stored in basement. (**Remove ASAP**)
- 1 2 3 Unclean basement floor or trash on basement floor
- 1 2 3 Unauthorized items stored in the basement or under the stairwell
- 1 2 3 Government furnishings stored in cage rooms/basement
- 1 2 3 Bicycle/Common Use room floor not clean and/or trash/furniture in area
- 1 2 3 Building with Laundry Room not clean and/or trash/furniture in area. Washer/Dryer/Sink not clean

2. Follow up inspection will be _____. **All deficiencies should be corrected by this date!**

3. The point of contact is the Area Coordinator at _____.

Signature

NAME
Rank, USA
Area Coordinator

SAMPLE 13

INSPECTION OF STAIRWELL



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON RHEINLAND-PFALZ
UNIT 23152
APO AE 09067-3152

IMRP-PWH

MEMORANDUM FOR STAIRWELL COORDINATOR _____ BLDG _____ APT _____

SUBJECT: Inspection of Stairwell INSPECTION 1st _____ 2nd _____ 3rd _____

1. The BC inspected your stairwell on _____ and the following deficiencies were noted:

STAIRWELL

OUTSIDE

- 1 2 3 Grass Not Cut (Summer)/Snow not removed from sidewalks (Winter)
1 2 3 Trash outside of building
1 2 3 Dog feces not cleaned up (Clean-up ASAP)
1 2 3 Recyclables not in recycle containers/scattered around containers/not broken down
1 2 3 Bulk items in trash area before authorized (can only be put in area on the night before or morning of pickup)

STAIRWELLS

- 1 2 3 Bulletin Boards: Appointment orders (BC), duty rosters, building chain of command (BC), fire plan (BC) not posted
1 2 3 Unauthorized items stored in the entryway of stairwell
1 2 3 Unclean stairwell or trash in stairwell
1 2 3 Flammables/hazardous materials stored in stairwell. (Remove ASAP)
1 2 3 Fire extinguishers overdue for inspection. (BC takes to DPW Bldg.: 8153)

BASEMENT

- 1 2 3 Flammables/hazardous materials stored in basement. (Remove ASAP)
1 2 3 Unclean basement floor or trash on basement floor
1 2 3 Unauthorized items stored in the basement or under the stairwell
1 2 3 Government furnishings stored in cage rooms/basement
1 2 3 Bicycle/Common Use room floor not clean and/or trash/furniture in area
1 2 3 Building with Laundry Room not clean and/or trash/furniture in area. Washer/Dryer/Sink not clean

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

3. The point of contact is the Building Coordinator at _____.

Signature

NAME
Rank, USA
Building Coordinator

SAMPLE 14

BUILDING CHAIN OF COMMAND

_____ **HOUSING AREA**



BUILDING _____

Commander, USAG Rheinland-Pfalz

Phone: _____

Name: _____

Command Sergeant Major, USAG Rheinland-Pfalz

Phone: _____

Name: _____

Area Coordinator Smith Barracks Housing Area

Phone: _____

Name: _____

Alternate Area Coordinator Smith Barracks Housing Area

Phone: _____

Name: _____

Building Coordinator/Evacuation Coordinator

Phone: _____

Name: _____

Building: _____ Apartment: _____

Stairwell Coordinator

Phone: _____

Name: _____

Building: _____ Apartment: _____

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

Military Quarters Handbook
https://www.housing.army.mil/installations/Baumholder/Military_Quarters_Handbook.pdf

DPW Service Order Section
Building: 8165
Phone: 0611-143-531-3060

SAMPLE 15

BUILDING CLEAN-UP ROSTER

3 Stairwells

APT: A-F

1 Bicycle Room/Laundry

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 16

BUILDING CLEAN-UP ROSTER

3 Stairwells

APT: A-F

1 Bicycle/2 Laundry Rooms

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 17

BUILDING CLEAN-UP ROSTER

3 Stairwells APT: A-F No Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 18
BUILDING CLEAN-UP ROSTER

3 Stairwells

APT: A-H

1 Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 19
BUILDING CLEAN-UP ROSTER

3 Stairwells APT: A-H Bicycle/2 Laundry Rooms

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 20
BUILDING CLEAN-UP ROSTER

3 Stairwells APT: A-H No Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 21
BUILDING CLEAN-UP ROSTER

2 Stairwells APT: A-H 1 Laundry/Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 22

BUILDING CLEAN-UP ROSTER

2 Stairwells APT: A-H No Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 23

BUILDING CLEAN-UP ROSTER

1 Stairwell APT: A-F 1 /Bicycle/Laundry Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

SAMPLE 24
BUILDING CLEAN-UP ROSTER
2A-2C-2E No Bicycle Room

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

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

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

Cut Grass/Snow Removal: Cut/weed eat grass in front, back, and side of your stairwell area. **Cut/weed eat grass around and inside trash container area.** Remove snow from sidewalks in your stairwell area.

Police Call/Trash Cage Area: Pick-up/Remove trash from outside of your stairwell area. Clean-up the trash from around the trash cage area.

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

Prepared by: _____

Useful Telephone List

Military Telephone

Civilian Telephone

DIRECTORATE OF PUBLIC WORKS

Office of the Director, ROB	Bldg. 164	541-4000	0611-143-541-4000
Senior Facilities Engineer ROB	Bldg. 164	541-4806	0611-143-541-4806
Lead Facilities Engineer	Bldg. 8165	531-3050	0611-143-531-3050
Service Order Section	Bldg. 8165	531-3060	0611-143-531-3060
Self-Help Store/Lawn Mower Shop	Bldg. 8665	531-3048	0611-143-531-3048
Entomology (Pest Control)	Bldg. 8149	531-3015	0611-143-531-3015
Sanitary Refuse Collection	Bldg. 8461	531-3043	0611-143-531-3043
Waste SORT Center	Bldg. 8461	531-3042	0611-143-531-3042
Hazardous Waste Management	Bldg. 8464	531-3044	0611-143-531-3044

HOUSING DIVISION NUMBERS

Housing Division, Chief	Bldg. 8745	531-2970	0611-143-531-2970
Housing Division, Deputy Chief,	Bldg. 8745	531-3008	0611-143-531-3008
Customer Service	Bldg. 8745	531-2978	0611-143-531-2978
Private Rental	Bldg. 8745	531-2996	0611-143-531-2996
Chief, Facilities Management	Bldg. 8745	531-2997	0611-143-531-2997
Facilities Management	Bldg. 8745	531-2998	0611-143-531-2998
Unaccompanied Personnel Housing	Bldg. 8745	531-3005	0611-143-531-3005
AC/BC Program Manager	Bldg. 8745	531-2993	0611-143-531-2993
Chief, Facilities Management	Bldg. 8745	531-2997	0611-143-531-2997
Furniture Branch	Bldg. 8745	531-3009	0611-143-531-3009

EMERGENCY NUMBERS

FIRE	112	06783-6112
AMBULANCE	112	06783-6112
EMERGENCY SERVICE ORDERS	115	06783-6115
RED CROSS (AFTER HOURS)	485-7533/6150	06783-7533/6150
MILITARY POLICE	114	06783-6114
Non-EMERGENCY	531-2677	0611-143-531-2677
GERMAN POLICE (EMERGENCY)	110	110
GERMAN POLICE		06783-9910

USAG RP BAUMHOLDER MILITARY COMM	531-2707	0611-143-531-2707
TRANSIENT (LAGERHOF)	531-2900	0611-143-531-2900
IN and OUT PROCESSING CENTER	485-7762/7574	06783-67762/67574

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

ALL BUILDING LOCATIONS ARE SMITH BARRACKS, UNLESS OTHERWISE NOTED.