



Training Center Petaluma Housing Manual



CG TRACENPETINST M11101.1I

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U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Training Center Petaluma

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CG TRACENPETINST M11101.1I
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COAST GUARD TRAINING CENTER PETALUMA INSTRUCTION M11101.1I

Subj: TRAINING CENTER PETALUMA HOUSING MANUAL

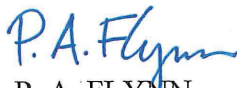
- Ref: (a) U.S. Coast Guard Housing Manual, COMDTINST M11101.3 (series)
(b) Migratory Mud Swallow Mitigation Procedures, CG TRACENPETINST 11015.1 (series)
(c) Privately Owned Firearms, Weapons, and Ammunition, TRACENPETINST 8000.1 (series)
1. PURPOSE. This Manual promulgates instruction, information and guidance for the management and administration of government owned housing specific to Coast Guard Training Center Petaluma.
 2. ACTION. This Manual is a source of information and guidance to promote uniform and coordinated administration of Government housing facilities and programs. Its provisions are mandatory for all personnel involved with the Government housing program at Coast Guard Training Center Petaluma. Deviations from the requirements of the Manual shall not be made without the approval of the Commanding Officer. Personnel shall comply with the policies, procedures and instructions as set forth in this Manual.
 3. DIRECTIVES AFFECTED. CG TRACENPETINST M11101.1H is cancelled.
 4. DISCUSSION. TRACEN Petaluma provides family quarters to eligible enlisted and officer personnel assigned to TRACEN Petaluma, CPO Academy, ESD Petaluma, PACAREA Armory North, USCGC SOCKEYE, CG Station Bodega Bay and all other tenant commands or detachments co-located at TRACEN Petaluma. TRACEN Petaluma is the housing point of contact for all incoming accompanied and unaccompanied personnel reporting to the above units.
 5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.
 6. MAJOR CHANGES. See Summary of Major Changes page. This Manual is a revised local housing instruction. It does not supersede housing policy in accordance with reference (a), but serves to provide supplemental instruction, information, and guidance for management and administration of government owned housing specific to Coast Guard Training Center Petaluma; however, the scope and intent of this Manual remains the same.
 7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this notice and have been determined to be not applicable.

8. DISTRIBUTION. A paper copy of this Manual will be printed for issuance upon check-in of new tenants. An electronic copy will be located on TRACEN Petaluma's Command Directive Coast Guard Portal at <https://cg.portal.uscg.mil/units/tracenetpetaluma/Command/SitePages/Directives.aspx>

9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.

10. FORMS/REPORTS. None.

11. REQUESTS FOR CHANGES. Units and individuals may recommend changes via the chain of command to Commanding Officer, U.S. Coast Guard Training Center Petaluma.



P. A. FLYNN
Commanding Officer
Coast Guard Training Officer Petaluma

TABLE OF CONTENTS

CHAPTER	1	REGULATIONS AND POLICIES	
		A. Welcome	1-1
		B. Hours of Operation	1-1
		C. Phone Listing	1-1
		D. Basic Allowance for Housing	1-2
		E. Assignment to Housing	1-2
		F. Check-In Inspection	1-2
		G. Moving into Quarters	1-2
		H. Renter Liability Insurance	1-3
		I. Damages or Loss to Personal Property	1-3
		J. Waterbed Insurance	1-3
		K. Play Structures, Trampolines, etc.	1-3
		L. Neighborhood Advisory Board	1-3
		M. Lockouts	1-3
		N. Environmental Health Hazards	1-4
CHAPTER	2	OCCUPANCY, TERMINATION AND INSPECTION	
		A. Purpose	2-1
		B. Occupancy	2-1
		C. Loss of Eligibility for Government Quarters	2-2
		D. Procedures for Vacating Quarters	2-3
		E. Extension in Quarters	2-4
		F. Inspection of Quarters	2-4
		G. Paying to Clean Quarters	2-6
		H. Correcting a Discrepancy	2-6
		I. Damage to Coast Guard Quarters	2-6
CHAPTER	3	SAFETY AND SECURITY	
		A. Safety	3-1
		B. Reporting Emergencies	3-1
		C. Fire Extinguishers and Smoke Detectors	3-2
		D. Fire Evacuation Planning	3-2
		E. Fire Prevention	3-2
		F. Construction Areas	3-4
		G. Traffic Safety	3-4
		H. Earthquakes and Natural Disasters	3-5
		I. Quarters Security	3-5
		J. Vandalism	3-5
		K. Theft, Break-ins and Burglary	3-6
		L. Firearms, Weapons and Explosives	3-6

	M.	Fireworks	3-6
	N.	Bicyclists, Skateboarders, Scooters and Rollerblades	3-6
	O.	Motorized Skate Boards/Motorized Scooters	3-7
	P.	Violence, Family Violence and Resident Disputes	3-7
CHAPTER	4	NEIGHBORHOOD REGULATIONS AND RESPONSIBILITIES	
	A.	Purpose	4-1
	B.	Pets	4-1
	C.	Motor Vehicles	4-6
	D.	Businesses and Yard Sales	4-8
	E.	Operation of Family Day Care	4-8
	F.	Waterbeds	4-9
	G.	Holiday Lighting and Decorations	4-9
	H.	Pools, Spas and Hot Tubs	4-10
	I.	Personally Owned Play Equipment	4-10
	J.	Resident and Government Responsibilities	4-10
	K.	Discrepancies	4-23
	L.	Child Supervision Standards	4-23
	M.	Courtesy Rules	4-23
	N.	Resident Relations, Behavior and Complaints	4-24
CHAPTER	5	MAINTENANCE AND IMPROVEMENTS	
	A.	Purpose	5-1
	B.	Changes to Quarters or Grounds	5-1
	C.	Maintenance Personnel and Access	5-1
	D.	Maintenance of Housing	5-2
	E.	Maintenance Request Priorities	5-3
	F.	Self-Help Improvement Projects and Maintenance	5-4
	G.	Practical Energy Savings Tips	5-7
CHAPTER	6	TRACEN PETALUMA HOUSING ASSIGNMENT PROCESS	
	A.	Housing Objectives	6-1
	B.	Incoming Personnel Tracking	6-1
	C.	Government Housing Eligibility	6-1
	D.	Request for Release from Housing	6-1
	E.	Leased Housing Eligibility	6-2
	F.	Application	6-2
	G.	Bedroom Qualification	6-2
	H.	Waiting List Priority	6-3
	I.	Multiple Waiting List	6-3
	J.	Housing Priorities	6-3
	K.	Vacant Waiting List	6-4

L.	Accepting Family Quarters	6-4
M.	Housing Relocation	6-5
N.	Addresses	6-6
O.	Mid-tour Housing Application	6-6
P.	Cost of Moves into Housing	6-6
Q.	Geographic Bachelors	6-6
R.	Overseas Restricted Duty	6-6
S.	Follow-on PCS Orders	6-7
T.	Housing Referrals	6-7
U.	Fair Housing	6-7

APPENDIXES

A	Training Center Petaluma Housing Organization	A-1
B	Household Goods Storage Policy	B-1
C	Household Cleaning Supply and Propane Tank Policy	C-1
D	Training Center Petaluma Garden Plot Instruction	D-1
E	TRACEN Petaluma Garden Paver Self-Help Instructions	E-1
F	Earthquake Preparedness	F-1
G	Mold Growth in Coast Guard Housing	G-1

ENCLOSURES

(1)	Housing Storage Unit Agreement Form
(2)	Occupant Responsibilities Form
(3)	Self-Help Project Request Form
(4)	Guest Authorization Form
(5)	Housing Complaint Form
(6)	Housing Preliminary Checkout Inspection Sheet
(7)	Cleaning Agent and/or Propane Tank Acceptance Form
(8)	Garden Plot Sign-Up Sheet
(9)	Notice of Violation Form
(10)	Home Business Request
(11)	Owned Housing Bedroom Waiver Form
(12)	Pet Agreement Form
(13)	Notice of Intent to Vacate Quarters Form
(14)	Receipt of Tenant Occupancy Agreement Form

SUMMARY OF MAJOR CHANGES

Section:

Chapter 1

N.3. Updated website links for Asbestos, Lead and Radon pamphlets.

Chapter 2

B.2. Clarified requirement to report change in status if absent from quarters for 14 days or more.
C.3. Changed number of days to vacate from 30 to 45 to align with Reference (a).
C.6. Added federal restrictions on controlled substance possession to align with Reference (a).
C.7. Added compliance with federal/state Registered Sex Offender residency restrictions to align with Reference (a).
E. Changed policy for extension in quarters to align with Reference (a).
F.4.c. Changed the carpet cleaning and replacement process when checking out of housing.
I.3.c. Added “children” to blinds damaged or destroyed by pets, negligence or accident.

Chapter 3

E.2.b. Added annual inspection of Dryer vents by Housing Office to align with Reference (a).
E.7. Changed requirement to obtain Housing Officer approval for guest visits of 14 days to 21 consecutive days. Any request for guest visits beyond 30 days or 45 cumulative days requires Training Center Housing Authority approval.
3.L. Changed registration of Firearms to “shall” be registered with CGPD.

Chapter 4

B.3. Updated prohibited dog breeds to align with Reference (a).
B.4.a. Changed control of pets policy while outside.
B.8. Changed bites and aggressive acts.
B.13. Updated Dead Animal policy.
C.3. Changed parking policy.
C.3.i. Changed inoperable “project” vehicle policy.
C.4. Changed recreational vehicles and equipment control policy. Reduced maximum amount of a recreational vehicle can be parked in front of a unit from 72 hours to 48 hours.
D. Change Housing Office to Commanding Officer for approval of Home Based Businesses
D.2. Added clarification on door-to-door solicitations.
J.2. Changed the carpet cleaning and replacement process when checking out of housing.
J.6.a. Added government provided utilities are not to be used to charge personal vehicles to align with Reference (a).
J.10.a. Added requirement to obtain approval from the Housing Office prior to the planting of any trees or shrubs.
J.11. Changed maximum lawn height from three to four inches. Changed name of Housing Self-Help Shed to Mower Shed.
J.11.a.(1). Changed watering time to fifteen minutes.
J.11.b. Changed named of Housing Self-Help Shed to Mower Shed
J.14.a. Updated lighting/light fixtures to reflect LED lighting.
J.15.a. Updated interior painting to reflect touch up painting only.
J.16.a. Updated pest control measures. Self-Help Program is now Routine Housing Maintenance Program.
K.2.c. Updated third discrepancy notification.
H. Replaced “Kiddie” with miniature.

- M.1. Updated policy for quiet hours.
- N.3.c.(3). Updated third complaint notification.
- N.4. Updated smoking policy to align with Reference (a).

Chapter 5.

- F. Changed title to Self-Help Improvement Projects.
- G. Changed title to Routine Housing Maintenance Program.
- H. Created section H, titled, “Practical Energy Saving Tips.
- H.5.c. Changed watering time to fifteen minutes.

Chapter 6

- F. Updated Housing Application Form DD-1746 to align with Reference (a).
- H. Updated Housing Waiting List Priority to align with Reference (a).
- J.2. Updated Table 6-5 to reflect correct number of housing units.
- Q. Added requirement to ensure “Approved” PCS Orders do not reflect authorization of Dependent Travel Entitlements prior to approval of a conditional release.
- S. Changed title to “Postponement of Termination” and authority to authorize postponement of termination of government owned quarters in excess of 90 days to CG-PSC-PSD-FS-Housing.

Appendixes

- B. Removed appendix for RV Storage Lot and Changed title to, “Household Goods Storage Area Policy”.
- C. Changed title to, “Household Cleaning Supply and Propane Tank Policy”.
- D. Changed title to, “TRACEN Petaluma Garden Plot Instruction”.
- E. Changed title to, “TRACEN Petaluma Paver Instructions”.
- F. Changed title to, “Earthquake Preparedness”.
- G. Changed title to, “Mold Growth in Coast Guard Housing”.

Enclosures

- (1) Changed title to, “Housing Storage Agreement Form”.
- (2) Changed title to, “Occupant Responsibilities Form”.
- (3) Changed title to, “Self-Help Project Request Form”.
- (4) Changed title to, “Guest Authorization Request Form”.
- (5) Changed title to, “Housing Complaint Form”.
- (6) Changed title to, “Housing Preliminary Checkout Inspection Sheet”.
- (7) Changed title to, “Cleaning Agent and/or Propane Tank Acceptance Form”.
- (8) Changed title to, “Garden Plot Sign-Up Sheet”.
- (9) Created Notice of Violation Form
- (10) Changes title to, “Home Business Request”.
- (11) Changed title to, “Owned Housing Bedroom Waiver Form”.
- (12) Changed title to, “Pet Agreement Form”.
- (13) Changed title to, “Notice of Intent to Vacate Quarters Form”
- (14) Changed title to, “Receipt of Tenant Occupancy Agreement Form”

CHAPTER 1. ASSIGNMENT AND GENERAL INFORMATION

- A. Welcome. Congratulations on your assignment to your new home at Training Center (TRACEN) Petaluma. In most cases, you have already met with a representative from the Housing Office during your check-in inspection and received a familiarization brief. The purpose of this chapter is to provide you with additional information upon your assignment to Coast Guard owned housing.
- B. Hours of Operation. Not all services are available during lunch hours. Reduced staffing may occur Monday through Friday, 1130 – 1300.
1. Petaluma Housing Office:
 - a. 0730 – 1600 Monday through Friday, closed weekends/ holidays
 - b. Housing Officer: (707) 765-7238
 - c. Housing Manager: (707) 765-7145
 - d. Housing Assistant: (707) 765-7372
 2. Facilities Engineering Customer Service Desk (maintenance issues):
 - a. 0700 – 1530 Monday through Friday, closed weekends/holidays
 - b. Housing Maintenance: (707) 765-7301
 - c. For after hours and weekend urgent work request contact the Engineer on Watch (EOW) at (707) 765-7215
- C. Phone Listings. A phone listing of important numbers can be found at:
<http://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/TraCen-Petaluma/Information/Phone-Book/>

Listing	Number
EMERGENCY	911
Bowling Alley	(707) 765-7351
Chapel	(707) 765-7330
Child Development Center	(707) 765-7334
Clinic (TRACEN)	(707) 765-7200
Consolidated Club: Two Rock Pizza	(707) 765-7247
Exchange	(707) 765-7256
Facility Engineering Customer Service Desk	(707) 765-7301
Fire Department (non-emergency)	(707) 765-7355
Guest Housing	(707) 765-7248

Gymnasium	(707) 765-7349
Housing Office	(707) 765-7145
Library (TRACEN)	(707) 765-7580
Lower Galley	(707) 765-7150
MWR Ticket Office	(707) 765-7341
Police Department (TRACEN)	(707) 765-7215
Sea West Credit Union	(707) 765-1075
Theater	(707) 765-7346

Table 1-1: TRACEN Petaluma phone listings

- D. Basic Allowance for Housing (BAH). Your BAH entitlement will stop upon assignment to Coast Guard owned housing (the date you accept the keys). Your BAH will start again on the date you pass and complete your final checkout inspection. In both instances, it is the military member’s responsibility to ensure that the BAH stop and start documents have been processed.
 - 1. Verify your LES. Pay close attention to your Leave and Earnings Statement (LES). Notify your Servicing Personnel Office immediately if you continue to draw BAH for more than one pay period after assignment to government quarters.

- E. Assignment to Housing. Assignment precedence, procedures and policies are set forth in Chapter 6 of this manual.

- F. Check-In Inspection. Upon assignment to quarters, all residents are required to complete an initial check-in inspection with a representative from the Housing Office. The Housing Office retains a complete report of the current conditions of your housing unit.
 - 1. Additional Discrepancies. Within the first two weeks of assignment, you may provide the Housing Office with a list of any additional discrepancies that were not noted during the initial inspection. After 30 days, no changes will be made to the initial check-in inspection report and you may be held liable for damages upon termination of quarters.

- G. Moving into Quarters. The Training Center Petaluma Personal Property Shipping Office (PPSO), located at the Customer Support Center (CSC), will provide information to make arrangements and have your household goods moved to your new quarters.
 - 1. Moving Company Responsibilities. The moving company handling your personal property is required to reassemble any items they took apart for moving and unpack any items they packed according to your instructions.
 - 2. Packing Material. It is your responsibility to ensure that all packing material is properly disposed of. It is recommended that you have the moving company take the packing materials from the premises before they depart or make arrangements directly with the moving company to come back after you have unpacked. Contact the Housing Office if you have any questions regarding disposal of any additional packing material left behind by the movers.

- H. Damages or Loss to Personal Property. The following procedures apply.
1. Mover's Damage. If damage to your quarters occurs during the movement of household goods, it is your responsibility to immediately notify the Housing Office and the servicing Personal Property Shipping Office.
 2. Failure to report damage. Failure to report damage may result in you being held responsible.
 3. Claims by Sponsors for Loss or Damage. While assigned to government quarters, you may file claims for loss or damage to your personal property located at such quarters, provided such damage or loss is not caused by your own negligence or property. Refer to Chapter 6, Coast Guard Claims and Litigation Manual, COMDTINST 5890.9.
 4. Contact Numbers. The contact number for the Personal Property Shipping Office is (707) 765-7550. Alternatively, you may contact the Customer Support Center Front Desk at (707) 765-7394 for additional assistance.
- I. Renter's Liability Insurance. While in family housing, residents are not required to carry renter's liability insurance; however, it is strongly recommended that you do so for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to the dwelling and loss or damage to personal property in situations where the government is not liable. Insurance will also cover your losses in the case of theft or vandalism. Talk to your insurance provider, as pet damage may not be covered.
- J. Waterbed Insurance. Waterbeds are authorized in government quarters; however, you shall be held financially responsible for any damages. Prior to installation, you must obtain written approval from the Housing Office and provide proof of renter's insurance that covers waterbeds.
- K. Play Structures, Trampolines, etc. Commercially procured personal play structures are authorized upon approval of the Housing Office. Trampolines are prohibited in housing.
- L. Neighborhood Advisory Board (NAB). The Neighborhood Advisory Board is a collective body of residents in government-owned housing, dependents, the Housing Office, Facilities Engineering, Fire and Police Departments, the Morale, Well-Being & Recreation Community Services Section and the Ombudsman. Housing Residents are highly encouraged to volunteer as a Housing Zone Representative or informally participate as an ad-hoc member of the community. The NAB is a great venue to communicate your concerns about the community or available services. Residents interested in the NAB may contact any member of the Housing Office staff to obtain additional information.
- M. Lockouts. If you are locked out of your quarters during normal working hours (Monday through Friday), contact the Housing Office at (707) 765-7145. If you are locked out on a weekend, holiday, or after hours, contact the Police Dispatch at (707) 765-7215. If you cannot reach

the Police Dispatch for any reason, contact the Officer of the Day (OOD) at (707) 775-5863. You may be charged for additional/lost keys, if applicable.

- N. Environmental Health Hazards. To comply with the Department of Housing and Urban Development (HUD) and the Environmental Protection Agency (EPA) lead paint, asbestos and radon disclosure regulations, the Coast Guard is required to notify residents who occupy pre-1981 Coast Guard owned housing of known or suspected asbestos, lead and radon environmental health hazards.

Based on the date of construction and Environmental Risk Assessments (ERA) conducted in 1999 of family housing, the 300 and 400 series housing units are assumed to contain some type of environmental health risk. However, recurring maintenance and abatement activities over the years have either removed or remediated any potential exposure to materials. The information provided below and the handouts you received as part of your check-in are in response to Federal Notification Mandate requirements. If you have any further questions or concerns regarding this issue, please contact the Housing Office.

1. Notification/Disclosure Letters: As part of the check in procedures, each resident will be issued disclosure letters indicating that their assigned quarters have been assessed for environmental health risks, whether or not the quarters currently contain environmental health risks and the location and type of environmental health risks. Residents will also be issued the appropriate EPA pamphlets. In addition, disclosure of past and future planned remediation efforts with specific dates of remediation will be provided, if known.
2. Environmental Protection Agency Pamphlets. If environmental health risks are present, appropriate pamphlets will be issued as enclosures to the disclosure letter. The precautionary measures outlined in these EPA pamphlets should be followed:
 - a. Protect Your Family from Lead in Your Home;
 - b. Lead in Your Home;
 - c. Asbestos in the Home;
 - d. Reducing Radon Risk; and
 - e. Renovate Right.
3. Electronic Version: The pamphlets described above are available at your local Housing Office or electronic versions can be downloaded from the Internet at:
 - a. <https://www.epa.gov/lead>
 - b. <https://www.epa.gov/asbestos>
 - c. <https://www.epa.gov/radon>

4. ERA Reports. All ERA reports and records are accessible and maintained at Training Center Petaluma's Housing Office.
5. Exposure. If lead based paint or asbestos containing material is present in your quarters and it becomes damaged and/or exposed, you should immediately contact the Housing Office.
6. Mold. Mold spores are everywhere, both indoors and outdoors. Mold spores deposited in locations with sufficient moisture, organic material and temperatures will result in a bloom of new mold growth. Eliminating excess moisture will prevent the growth of mold. Refer to Appendix H for detailed information concerning mold.

CHAPTER 2. OCCUPANCY, TERMINATION AND INSPECTION OF FAMILY QUARTERS

- A. Purpose. The purpose of this chapter is to provide basic information concerning occupancy, termination and inspections of Coast Guard owned family housing at Training Center Petaluma.
- B. Occupancy. By accepting assignment to government quarters, you are expected to remain in military family housing for a minimum of 12 months. Refer to the procedures later in this chapter for terminating quarters if you desire to vacate your housing after 12 months.
1. Changes in Family Composition. You are required to notify the Housing Office of any change in the number of family members. If your qualification for government quarters increases (for instance, you acquire an additional family member qualifying you for larger government quarters), the Housing Office will attempt to meet your additional requirements. However, this is considered a convenience move and the cost of moving will be at your own expense.
 2. Reporting Changes in Status. You are required to notify the Housing Office of any changes in your status that might affect your eligibility to occupy government quarters. Examples include:
 - a. Separation from active duty;
 - b. Changes in rank or grade;
 - c. Receipt of PCS orders;
 - d. Family separation (greater than 182 nonconsecutive days), divorce, legal separation; and
 - e. Extended absence from the quarters (14 or more days).
 3. Temporary Absences. You must notify the Housing Office in writing if you and/or your family members will leave your quarters vacant for more than 14 days. Depending on the circumstances, periods of absence exceeding 60 days may lead to termination of quarters. You are responsible for maintaining the quarters during your absence including making sure all utilities are adjusted to the low settings or turned off and care of the grounds. Grounds care is mandatory; the name and phone number of the caretaker must be provided to the Housing Office in writing.
 4. Relocation. Voluntary relocation within government quarters (e.g., move to a different size unit due to a change in family size), will be at the member's expense and will only occur when excess housing is available and with approval from the Area Housing Authority (AHA). See Chapter 6 for more details. Any relocation must be completed within 14 days of assignment to the new quarters.
 5. Live-in Dependent Care. A live-in dependent care provider is permitted in government quarters providing you meet the criteria set forth under current regulations. Please refer to

Chapter 4-C of the Coast Guard Housing Manual, COMDTINST M11101.13 (series). Submit all requests in writing to the Housing Office (A member does not qualify for a larger unit based on the presence of a live-in aide.)

6. Foster Care. Having foster children in family housing is permitted as long as the living conditions in the unit remain reasonable. The presence of foster children will not increase your bedroom entitlement. Notify the Housing Office in writing if you intend to become a foster parent.
 7. Guests/Visitors. Guests of members who live in government housing are authorized. Members assigned to housing shall obtain the Housing Officer's written approval for all visits of more than 21 consecutive days by submitting a Guest Authorization Request Form to the Housing Office, see enclosure (4). Guest visitation beyond 30 days or exceeding 45 cumulative days requires AHA approval. If other active duty members and/or their dependents reside as guests for more than 30 consecutive days in housing assigned to another person, the Housing Officer must report this fact to the Servicing Personnel Office to determine the visiting member's housing allowance and entitlements.
- C. Loss of Eligibility for Government Quarters. There are a number of circumstances that will result in the loss of eligibility for government quarters, which are explained below.
1. Permanent Change of Station (PCS) Orders. If your new command is other than Training Center Petaluma, Station Bodega Bay, CGC SOCKEYE, or PACAREA Armory North, you must vacate quarters on or before the date, you depart your current command. Contact the Housing Office if you have received PCS orders to determine if you are eligible to remain in your current quarters. Requests to remain in quarters will be considered based on availability and can only be approved by the Commanding Officer.
 2. Discharge or Retirement. Eligibility for housing expires on the date of discharge or retirement. You must vacate government quarters on or before that date. The Commanding Officer of Training Center Petaluma may authorize minor delays in vacating quarters if extenuating circumstances exist, but must be requested in writing prior to your last day on active duty.
 3. Family Member No Longer Resides with Sponsor. You are responsible for notifying the Housing Office when you or a family member no longer resides in the quarters for any reason, including voluntary or legal separation, divorce or court order, or child departs for college. If required, you will have 45 days to vacate quarters upon written notification from the Housing Office, except in cases in which the AHA determines fewer than 45 days notice is justified for extenuating circumstances.
 4. Unauthorized Absence. Dependents may remain in government owned housing up to 60 days from the date the sponsor is placed in a UA status.

5. Misconduct. Failure to follow regulations by you, your spouse, family member(s) and/or guest(s) can result in the loss of housing privileges. Unacceptable behavior includes that which is destructive to morale, such as disturbing the peace and harmony of the neighborhood, threatening other residents or their property, involvement with gangs or gang related activities, providing alcohol to minors, the use or sale of illegal substances, any violence or disturbance involving a weapon, involvement of graffiti, intentionally littering, fighting and any behavior not consistent with the core values of the Coast Guard.
6. Illicit Drugs. Use, possession, distribution, or cultivation of any Schedule I drugs listed in The Controlled Substances Act, 21 U.S.C. §, et seq., even with a prescription, in Coast Guard housing is illegal. This also includes marijuana and any derivative of industrial hemp such as cannabidiol (CBD) oil. Residents are subject to all applicable federal laws regardless of state laws to the contrary.
7. Registered Sex Offenders. TRACEN Petaluma Housing shall comply with federal and state laws to impose registered sex offender residency restrictions.
8. Eviction. Eviction may be recommended when conditions for termination of occupancy exist and you refuse to vacate government quarters. If eviction becomes necessary, justification for this action will be recommended by the Housing Officer and approved by the Commanding Officer.

D. Procedures for Vacating Quarters. Only the sponsor may submit the intent to vacate unless a designee (usually the spouse) has a valid power of attorney. Written notification of intent to vacate quarters shall be made to the Housing Office upon receipt of orders and at least 45 days prior to the estimated date of termination (departure). If official orders for a military directed move are received within 45 days of the transfer date, the Housing Office must be notified immediately. The Household Goods (HHG) pack out date should be set prior to the termination date to allow for pick up of your HHGs and cleaning of your quarters.

The below steps shall be followed when a resident is preparing to terminate government owned quarters:

MOVING OUT OF GOVERNMENT QUARTERS	
Step	What Happens
1	Sponsor receives PCS, separation, or authorized relocation orders.
2	Sponsor notifies Housing Office 45 days in advance of termination/departure to schedule a preliminary inspection.
3	Housing Office (HO) conducts pre-termination inspection with sponsor and Command Maintenance Coordinator.
4	Sponsor schedules final inspection date with HO.
5	Sponsor thoroughly cleans quarters in accordance with this manual.
6	HO and sponsor perform final inspection.
If	Then
Passes Inspection	HO notifies servicing SPO via e-mail to start sponsor's BAH

	entitlement.	
Fails Inspection	A	HO notifies servicing SPO via e-mail to start sponsor's BAH entitlement.
	B	Sponsor does not correct discrepancies. HO submits a Pay Adjustment Authorization (PAA) Form, DD-139, to charge the sponsor for <u>cleaning and/or minor damages</u> ; then notifies servicing SPO via e-mail to start sponsor's BAH entitlement.
Major Damages Noted	Sponsor acknowledges damages via signature on the Check Out Sheet. HO shall counsel sponsor on rights and options in accordance with the Damage Claim process; then notifies servicing SPO via e-mail to start sponsor's BAH entitlement.	

Table 2-1: Steps for moving out of government quarters

- E. Extension in Quarters. Extensions in quarters may be made under certain conditions. Contact the Housing Office for details and procedures. Authorization to remain in quarters after retirement or release from active duty is at the discretion of the Local Housing Authority for up to 30 days beyond the effective date of release or retirement. Members permitted to remain in housing will be charged a rental fee in accordance with Chapter 3.C. of reference (a).
- F. Inspection of Quarters. Under certain conditions, the Executive Officer may direct members of the housing staff to enter a home without the sponsor's consent.
1. Conditions for entering without consent.
 - a. Suspect quarters are abandoned;
 - b. Suspect quarters are damaged;
 - c. Suspect unsanitary conditions, which threatens health of occupants;
 - d. Emergency situations that may cause damage to the quarters or disruption to neighbors;
 - e. Unable to contact the occupant for emergency repairs or preventative maintenance;
 - f. In order to avoid delays of contracts for work being conducted to housing units by a government contractor; or
 - g. Failure to appear at scheduled inspections, after two attempts.
 2. What is inspected? Depending on the type of inspection, all rooms, carports/garages, storage areas and exterior grounds of any housing unit may be inspected. Additionally, fire extinguishers, carbon monoxide and smoke detectors, fire escape ladder, safety and environmental health hazards are checked.

3. Sponsor Presence. If the sponsor is not available, then another resident, normally the spouse or a family member over the age of 18 may act as the sponsor's representative during annual and pre-inspections.
4. Types of Inspections. The various types of inspections conducted by the Housing Office are explained below.
 - a. Check-In Inspection. Upon acceptance of quarters, the Housing Representative will conduct the inspection with you. You should notify the Housing Office within 14 days after initial occupancy if you discover additional discrepancies that were not noted during the initial inspection. After 30 days, no changes will be made to the initial check in inspection report.
 - b. Annual Fire Prevention/Safety Inspections. As required by the Coast Guard Housing Manual, an annual fire prevention/safety inspection will be conducted for all units in October/November. This inspection focuses on fire prevention measures, cleanliness, appearance and upkeep of assigned quarters. The Housing Office will set up a scheduled appointment with you. If you are unable to be present for scheduled inspections, you will be afforded the opportunity to reschedule. The Housing Officer and a Housing Representative may complete an inspection without your presence if you fail to be present for the rescheduled inspection.
 - c. Pre-Inspection (Check out). You are required to set up a preliminary (pre-inspection) inspection with the Housing Office 30 – 45 days prior to the date of termination. The following is what occurs at the pre-inspection:
 - (1) A pre-inspection checklist will be provided by the Housing Representative to list special instructions/circumstances, advisory opinions and damage corrections (if necessary as guidance for the final inspection, see enclosure (6)).
 - (2) The Change of Occupancy Maintenance (COM) Coordinator will determine whether the carpet will be replaced or professionally cleaned under the COM contract after each check out. You are responsible for vacuuming carpet and preventing abuse or neglect to your assigned housing residence. Failure to do so may result in liability for any damage beyond normal wear and tear. A pre-inspection checklist will be completed by the COM Maintenance Coordinator to determine scope of work for the rehab. The purpose of the inspection is to determine the overall condition of the quarters (including the yard), set expectations and provide guidance for the final inspection. The Pre-Inspection checklist indicates specifically what items will be inspected during the final inspection.
 - d. Final Checkout. The final inspection is conducted on your date of termination. There shall be no household goods or personal items in the quarters during this inspection. The sponsor (or legal representative) must be present during the final inspection. To pass the final inspection, there must be zero discrepancies other than those listed on your original check-in Owned Housing Inspection Report. When quarters are found acceptable, you

will be cleared of government quarters and the Housing Office will notify the servicing SPO via e-mail. Should you fail the final inspection, you will be expected to rectify the discrepancy on the spot, schedule a re-inspection, or reimburse the government for damages or cleaning prior to clearing quarters.

- e. “Just Cause.” The Housing Office may inspect assigned quarters for “Just Cause” only when there is a valid reason to check safety, health and welfare of the housing unit and occupants. “Just Cause” inspections are normally unannounced and may be conducted at any time by the Housing Representatives at the discretion of the Housing Officer, your Commanding Officer, or the Commanding Officer of TRACEN Petaluma. The Housing Officer, CGIS, Sponsor’s Executive Officer or command representative may conduct the inspection. Such inspections may be conducted with or without your presence.
 - f. Grounds. Housing representatives will frequently inspect exterior grounds of the housing area. If a discrepancy is noted, a violation notice will be issued. This notice will indicate what discrepancies exist and what type of corrective action must be taken. You must reply to the Housing Office by the date directed confirming the corrective action.
- G. Paying to Clean Quarters. Should you desire to have your quarters cleaned by a professional contractor, the Housing Office may provide a list of personnel available for this work, which will be done at your expense. The contract is between you and the contractor, not the Coast Guard. The responsibility for meeting termination standards and requirements is yours, not the contractors.
- H. Correcting a Discrepancy. You are responsible for correcting discrepancies noted on all inspection forms. Your supervisor and/or Commanding Officer will be advised of any discrepancy that is not rectified in a reasonable amount of time. Repeated and/or un-rectified discrepancies may lead to administrative/disciplinary action, involuntary deduction from pay for damages and/or eviction.
- I. Damage to Coast Guard Quarters. Members assigned to Coast Guard owned or leased quarters will be held financially responsible for any damages they cause to the unit beyond reasonable wear as determined by the Housing Office.
- 1. Clarification of Reasonable Wear. The home will be cared for as if owned by the resident. Appropriate periodic cleaning (shampooing) of the carpet is recommended during a normal “tour” of residence. Reasonable wear and tear means damage because of gradual deterioration from use, lapse of time and the effects of the elements, despite the tenant’s care.
 - 2. Damage or Loss. You are responsible for damage to government quarters or loss of government property arising from intentional or unintentional acts of negligence or abuse caused by you, your family members, visitors/guests, or pets. You may be held financially responsible for the cost of repair, replacement, or restoration in kind for damages. For determining liability, extent of damage and settlement procedures, contact the Housing Office.
 - 3. General Types of Damage. The following are examples of the types of general damages that might be found:

- a. Shelves on the walls hung with large screws or molly brackets pulled directly out of the wall causing more than a normal patching/preparation for painting contractors;
 - b. Holes in the walls caused by negligence or accident which causes more than a small patching/preparation for painting contractors;
 - c. Blinds damaged or destroyed by pets, children, negligence, or accident which causes the need for replacement;
 - d. Counter tops that have been burned by hot pans or excessively marred with cut marks; and/or
 - e. Scratched doors/walls (caused by pets or children) that would require extra attention/cost by the contractor to repair.
4. Pet Damage. The definition of pet damage typically includes fleas in a unit after termination of quarters, urine stains, and physical damage resulting from chewing or scratching, or strong or lingering pet odors continuing into the next resident's occupancy of the unit. You may be held financially responsible for pet damage to a housing unit.
 5. Action under the UCMJ. The Housing Officer may recommend action under the UCMJ whenever damage is beyond what can reasonably be termed normal wear and tear, and is caused negligently or willfully to government quarters, equipment, furnishings, or grounds.
 6. Denial of Future Quarters Assignment. Where restitution for damage to quarters remains unsettled upon your transfer, the Housing Office shall notify the new command of all damage claims outstanding against the member. You may be denied government quarters (leased or owned) until outstanding claims have been resolved.
 7. Appealing Damage Claims. Guidance on appealing damage claims can be found in Chapter 4 of the Coast Guard Housing Manual, COMDTINST M11101.13 (series).

CHAPTER 3. SAFETY AND SECURITY

- A. Safety. Fires, injuries and natural disaster are unexpected and can happen at any time. Your safety is of the utmost importance. It is recommended that all residents and family members be involved in the planning for necessary actions taken during emergencies. The first step is to become familiar with the contents of this chapter. Remember that the safety and security of human life should always be the most important priority in any emergency.
- B. Reporting Emergencies. Residents should call 911 for fire, medical and other emergencies. Refer to the Emergency Information list below for emergency numbers. Post emergency numbers, especially those different from 911, by or on each telephone in your home. If you have children, practice dialing the numbers on a play phone or by holding down the receiver button while dialing on a real phone. Teach children that 911 is for emergencies only. **BE PREPARED!**
1. Your 911 call from your home phone will connect you with the Sonoma County Central Dispatch, also known as REDCOM. REDCOM will then notify and direct appropriate emergency services to respond, in most medical and fire emergencies this will be the USCG TRACEN Fire Department.
 2. Please note that 911 calls made on cell phones in California are received by the California Highway Patrol's dispatch in Vallejo, CA. There may be a delay in response as the call is re-routed to REDCOM.

Service	Address and Phone Number
Fire	USCG Fire Department 599 Tomales Road Petaluma, CA Phone: (707) 765-7355 Emergency: 911
Hospital	Petaluma Valley Hospital 400 N. McDowell Blvd Petaluma, CA Phone: (707) 778-1111 Emergency: 911
Police	USCG Police Department 599 Tomales Road Petaluma, CA Phone: (707) 765-7215 Emergency: 911

Table 3-1: Emergency contact information

- C. Fire Extinguishers and Detectors. Fire protection is provided by the Training Center Petaluma Fire Department. In the event of a fire - call 911. For general fire department information, call TRACEN Fire Department at (707) 765-7355.
1. Fire Extinguishers. All government quarters are equipped with fire extinguishers. Residents should familiarize themselves with the operating instructions and periodically check the fire extinguisher(s) to ensure they are properly charged. If no fire extinguisher is provided, residents should immediately notify the Housing Office.
 2. Smoke Detectors. All housing units are equipped with one or more smoke detectors to protect occupants from the threat of a fire. Take this alarm seriously, whenever it goes off – get out of the house and call the Fire Department. The Fire Department conducts fire prevention inspections of quarters annually in October/November. During the inspection, the battery in the smoke detectors may be changed and the device will be tested. Make sure you perform routine maintenance on the smoke detector. (Test it every time you set your clock for daylight saving time and replace the battery at that time to ensure its effective operation.) If at any time the smoke detector malfunctions by giving false signals such as a low battery alarm or continual activation from cooking, or shower steam, notify the Fire Department at (707) 765-7355 for inspection. **Note:** In 2017, new detectors phased in with a 10-year battery.
 3. Carbon Monoxide (CO) Detectors. All housing units shall be equipped with CO detectors on all living levels. Do not remove, unplug or alter these units in any way. Homes that have the combination smoke detector & Carbon Monoxide detectors are not to be switched out with a solo smoke detector that is located in every bedroom. The Fire Department may change the batteries in these units when they change the batteries for the rest of the smoke detectors.
- D. Fire Evacuation Planning. Have a method of alerting all members of your home and your neighbors in case of a fire.
1. Escape Plan. Plan ahead! Each family member must know where to go and how to behave in case of fire. Draw a floor plan of your home indicating each member's escape routes that includes two escape routes from each bedroom. (Do not use basements as sleeping areas because of the proximity to the heating system and a lack of two distinct exits in an emergency.) Always keep these routes free from obstruction.
 2. Predetermined Meeting Place. Practice escaping to the outdoors and meeting at a point away from the house.
 3. Exit Drill in the Home. A pre-planning and practicing drill, commonly referred to by the Fire Department as "Operation EDITH", is a nationally recognized fire safety program. The Fire Department may be contacted for advice on fire prevention and evacuation plans for your family. Contact the Fire Department (707) 765-7355 for brochures and further information. Residents are highly encouraged to create personal plans for their families.
- E. Fire Prevention. The following guidance is provided to ensure housing residents maintain fire safety awareness at all times.

1. Kitchen. Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as four seconds, the amount of time it takes to answer the phone. Many fires occur when pans are left on burners to cool and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite. After placing the lid on the pan, carefully slide the pan off the burner to the stove surface. Keep baking soda or salt close by to apply to a fire. Most importantly, never use flour or water and never attempt to carry a burning pan outside. Many serious injuries could occur to both the person carrying flaming pans and others, especially children, who might be in the way.
 - a. On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward in the cabinet spaces and other parts of the home. When cooking, keep pan handles pointed inward and not left hanging over the edge of the stove where they can be grabbed by small children or caught by clothing and pulled off the stove.
 - b. Electric cooking appliances (toasters, electric skillets, crock-pots, waffle irons, etc.) should never be left on when you leave the house. Electric appliances should be stored unplugged. Even when not “on”, electric current flows through the power cords when plugged in and can melt and catch fire. If your stove is not working properly or appears to be overheating, place a call to the Housing Office immediately.
2. Living Areas. Electrical cords should never run under carpets or in areas where they may be damaged. Wall outlets should not be overloaded. The use of “octopuses” (i.e., outlet plugs designed to allow multiple appliances to be plugged into a single wall outlet), is not allowed in government owned housing. Wall outlets that are broken (including the cover), arcing, or not holding plugs securely should be reported to Facilities Engineering’s Customer Service Desk at (707) 765-7301. The use of oil or gas space heaters is strictly forbidden in government owned housing including the carport/garage area. Candles should be used carefully and never left unattended.
 - a. Live flame. Matches, lighters and other flame producing devices should be stored in areas that are not accessible to children. Children or teens playing with flame producing devices or smoking cigarettes are the second major cause of fires and related injuries in family housing.
 - b. Laundry Rooms. Dryer vents (interior and exterior) should be cleaned regularly to prevent build up of lint, which can be a fire hazard. Dryer vents are to be inspected annually by the Housing Office to ensure they are cleaned as necessary to prevent buildup of lint. Contact the Facilities Engineering’s Customer Service Desk at (707) 765-7301 to place a work order to clean exterior dryer vents above ground level and interior vents, which may be too long for access.
 - c. Proper Storage. Do not store newspaper, cartons, old furniture, or oil soaked rags in enclosed areas like the basement, carport, or closets. Keep all items at least three feet

away from the boiler or hot water heater. Dispose in a solid plastic or metal trash container, not plastic or paper bags, or cardboard boxes. Empty daily. Do not store combustible or flammable liquids in the home.

- d. Barbecues. Never use an outdoor barbecue indoors. Use outdoor barbecues at least five feet from any structure. Do not leave flames or embers unattended and have an extinguishing agent nearby (water or a fire extinguisher).
 - e. Flammable Liquids. Gasoline and other flammable liquids like paint, kerosene and alcohol vaporize easily and the vapor can ignite from a single spark. Never smoke near flammable liquids. Store flammable liquids in a cool ventilated area in commercially approved containers away from any potential ignition source.
 - f. Fuel Powered Machinery. Lawn mowers, motorcycles, trail bikes, jet skis, mopeds and other fuel-powered machinery are to be stored in a well-ventilated area away from combustible materials.
 - g. Carports/Garages. Carport areas and enclosed garages can become a severe fire hazard if not kept clean and organized. The following requirements will be strictly adhered to:
 - (1) Storage of flammable liquid, such as gasoline is restricted to five gallons;
 - (2) Welding is prohibited;
 - (3) Automotive repairs and bodywork (sanding and painting) are prohibited in family housing; and
 - (4) Carports and garages are not to be used for living spaces and may not be altered or modified for such use:
 - (a) Do not block or barricade carport doors; and/or
 - (b) Do not store items near or block water heaters, if applicable.
- F. Construction Areas. Residents must stay away from potential danger areas such as excavations, ditches, streets or other areas where construction or repair work is in progress. Parents must counsel their children to stay away from machinery and construction vehicles for their safety. Military members are financially and legally responsible for damages to material and equipment caused by their children at construction sites.
- G. Traffic Safety. Residents must observe the posted speed limits and stop at all stop signs when driving in housing areas. Failure to adhere to posted speed limits and stop signs may result in loss of housing privileges.
- 1. Children. Parents should constantly supervise small children and not allow them to play in the streets. Streets are not playgrounds and should be impressed upon the children. Stay with

children when they cross the street until they are old enough to “Stop, Look and Listen” for traffic.

- H. Earthquakes and Natural Disasters. Training Center Petaluma does not have emergency supplies to support residents in the event of a natural disaster. Therefore, it is strongly recommended that each family maintain an Emergency Preparedness Kit.
1. Getting Prepared. Appendix G provides guidance on the preparation to take before, during and after an earthquake.
 2. Additional Information. Detailed instructions on what to do if an earthquake occurs can be found in the front of your local telephone book, on the internet or by contacting the American Red Cross.
 3. Local Authorities. In the event of an emergency, residents shall cooperate with local authorities (military and civilian).
- I. Quarters Security. The TRACEN Police Department is available to respond to any emergency. Always report suspicious persons and questionable or dangerous actions to the proper authorities. Always close and lock all doors and windows when no one is home. Anytime your unit will be vacant for more than 14 days, residents should follow the below procedures before leaving:
1. Cancel all daily deliveries (newspaper, mail, etc.) or arrange pickup by a neighbor;
 2. Notify the Housing Office if you are going to be absent for more than 14 days. We also recommend that you notify a neighbor;
 3. Arrange to have your lawn cut;
 4. Leave shades in normal position (not completely closed); and
 5. Leave a small light on using an automatic timer.
- J. Vandalism. Vandalism, malicious damage to government property and other such crimes will not be tolerated.
1. Residents can assist in curtailing and preventing such acts by doing the following:
 - a. Reporting any incidents to TRACEN Police Department and the Housing Office;
 - b. Cooperating in all investigations;
 - c. Knowing where your children are and what they are doing; and
 - d. Educating your children on the need for law and order and the serious consequences of involvement in destructive behavior.
 2. TRACEN Petaluma’s policy on vandalism:

- a. Arrest. TRACEN Police Department will be notified and is authorized to apprehend/detain and prosecute anyone committing vandalism.
 - b. Loss of Housing Privilege. All residents caught vandalizing will be subject to eviction from housing. Incidents will result in financial restitution and may lead to eviction from Coast Guard quarters. Major offenses may be cause for immediate termination of quarters after one occurrence.
- K. Theft, Break-ins and Burglary. While most residents of family housing are conscious of the possibility of theft, a few feel they are immune to theft or vandalism because they live in military housing. Although the chances of burglary or vandalism may be lower, it is still a possibility. For your protection, be sure your home is locked and all personal items such as bicycles and toys are secured within your quarters. All personal property should always be adequately insured for protection against possible loss. Report any theft, break-ins and burglary to the police immediately. Any sponsor or family member found to have committed theft or burglary will be evicted.
- L. Firearms, Weapons and Explosives. Personal firearms (rifles, pistols, shotguns, including BB guns, air pistols and air rifles) are authorized in government owned housing providing the owner complies with all applicable Federal, State and local laws, ordinances and regulations. Personal firearms may not be fired or discharged aboard TRACEN Petaluma. **All firearms in your possession shall be registered at the Police Department within 72 hours upon purchase or arrival at TRACEN Petaluma in accordance with reference (c).**
1. Black Powder. Black powder is prohibited in government owned housing. However, up to 20 pounds of smokeless powder/Pyrodex may be permitted in government housing if stored in accordance with NFPA requirements.
 2. Misuse of Weapons. Misuse, discharging, brandishing, etc. of any firearm (e.g., air rifles, BB guns, handguns, rifles, shotguns, or other similar weapons), within a family housing area will result in immediate termination of quarters, UCMJ prosecution and possible arrest by civilian authorities.
- M. Fireworks. The possession of explosives and fireworks (for sale, storage or use) is prohibited aboard TRACEN Petaluma. Fireworks do not include paper caps or highway flares.
- N. Bicyclists, Skate Boarders, Scooters and Roller Bladders. All residents (including children in bike seats) must wear an approved bicycle helmet (or suitable equivalent) while operating a bicycle or skating (including skate boards/in-line skates) aboard TRACEN Petaluma. Furthermore, all residents shall observe the following rules:
1. Do not interfere with the normal traffic flow;
 2. During evening/night/periods of low visibility, wear reflective tape on your clothing;
 3. Joggers and walkers should use running paths and sidewalks not the street;

4. Do not slide (grind) on handrails (or any government property) using in-line skates and/or skateboards; and
 5. Helmets and elbow pads are required on the skateboard ramps on board TRACEN Petaluma.
- O. Motorized Skate Boards/Motorized Scooters. Use of motorized skateboards/motorized scooters in the Coast Guard Housing area is not authorized. California vehicle code 21968 prohibits the use of a motorized skateboard on any sidewalks, roadways, or any other part of a highway or on any bikeway, bicycle path or trail, hiking or recreational trail.
- P. Violence, Family Violence and Resident Disputes. Residents should try to resolve disputes by communicating their concerns with each other. However, in some situations this does not always happen. If a “situation” becomes violent (verbal or physical), residents shall call 911. Minor disputes can be reported by submitting a written complaint per the procedures contained in Chapter 4 of this manual. Any acts of domestic violence shall be immediately reported to TRACEN Police and to Coast Guard Work-life staff.

CHAPTER 4. NEIGHBORHOOD REGULATIONS AND RESIDENT RESPONSIBILITIES

- A. Purpose. This chapter provides basic information on housing policies, regulations and procedures within the housing community. Refer to the Coast Guard Housing Manual, COMDTINST M11101.13 (series) for additional or specific guidance on family housing.
- B. Pets. Only domesticated animals such as dogs, cats, hamsters, fish, etc., are allowed in family housing. Barnyard or exotic species are strictly prohibited. The keeping of pets is a conditional privilege extended to families who exhibit responsible behavior and control of their pets. Residents are financially and legally responsible for their pets. Pet owners must control their animals at all times to maintain a safe and pleasant community for everyone. This is particularly true in the case of dogs. Unattended dogs can constitute a public hazard and will not be tolerated.
1. Owner Responsibilities. The following list contains those responsibilities all pet owners incur:
 - a. Accept responsibility for all of their pet's actions and keep their pets under control at all times.
 - b. All domestic pets, regardless of age, must be registered at the Housing Office within seven days of being brought onboard TRACEN Petaluma. Residents who have, or acquire, a pet must submit a signed Pet Agreement Form to the Housing Office, see enclosure (12). Pets do not have to be present at the time of registration. Vaccination certificates are required.
 - (1) Owners not possessing a vaccination certificate will be given 10 days to get one. Owners are to report registration changes to the Housing Office within 48 hours. Changes include loss, sale, and change of ownership, death or disposal of the pet.
 - c. Keep all pets properly vaccinated. A copy of the vaccination certificate is to be kept on file in the Housing Office.
 - d. Keep the pet's living area in a sanitary and odor free condition. Clean pet feces from housing unit area (back yard, front yard, etc.) daily. This does not mean tossing feces over the fence. All pet feces must be bagged and disposed of in your trashcan.
 - e. When walking pets, clean up all pet feces immediately. Failure to do so may result in revocation of the owner's privilege to keep pets and repeated violations may result in the loss of housing privileges.
 - f. Make necessary arrangements for "pet sitters" when on leave or absent for extended periods. The designated pet sitter will be responsible for all regulations contained within this manual. The pet will be kept either at the owner's home or at the home of the pet sitter with "positive control" maintained at all times. Positive control is defined as the pet being restrained by a leash in the presence of the pet sitter at all times when outside

of the sitter's or the pet's unit. The Housing Office will be notified of all such arrangements prior to the departure of the pet's owner.

g. Abandonment of pets is prohibited and may result in adverse administrative action.

2. Maximum number of pets. The absolute maximum number of dogs and cats that may be kept in a housing unit is two dogs or two cats or one of each. A reasonable number of other pets, such as caged birds, fish, hamsters, etc., may be maintained.

3. Prohibited dog breeds. Dogs will not be prohibited from housing based on breed, but may be removed for demonstrated instances of aggressive behavior such as unprovoked barking, growling, or snarling at people approaching the animal, aggressively running along fence line when people are present, biting or scratching people, and escaping confinement or restriction to chase people.

4. Control of Pets. Pet owners have sole responsibility to maintain control over their pets. Failure to maintain positive control may result in the loss of privilege to keep pets within housing.

a. All dogs must wear an identification tag and be registered with the Housing Office.

(1) Dogs may be exercised off leash in the owner's fenced yard. Common use areas, such as the playgrounds, the skate park, the teen center and athletic fields are allowed provided the dog is leashed, under positive control of the owner, and all pet waste is picked up and properly disposed of.

(2) Dogs shall not be exercised in someone else's fenced yard without permission from current occupant.

(3) If a dog is exercised in the owner's front yard, a leash will always be in use. At no point is a dog authorized without a leash while in housing regardless of the owner's ability to control the dog using only voice commands. This means pets are not authorized to be on a run or leash outside of the owners residence without the owner actually maintaining physical contact with the leash.

(4) Dogs tied to a stationary object outside a fenced yard shall not be able to reach sidewalks, streets, neighbor's yards, any common areas, or any areas outside that which the resident is not required to maintain.

b. Cats without tags may be impounded by local animal control officers. If the Housing Office receives three complaints about a cat, the cat must be confined to the resident's quarters or pet privileges will be revoked.

c. Unsupervised pets, uncontrolled pets, unregistered pets, pets that create a disturbance or nuisance and those not currently vaccinated per this instruction may be turned over to

Sonoma County Animal Control after a reasonable effort has been made to locate the owner.

- d. After two verified complaints about a pet, the owner will receive a letter from the Housing Office stating that the owner must take immediate action to correct the pet's actions or the pet will be removed from the Training Center.
5. Removal by Authorities. TRACEN Police Department, with concurrence of the Executive Officer, is authorized to remove pets that are in violation of this instruction. In cases of loose or stray animals and after reasonable efforts have been made to identify the pet and locate and/or counsel the owner concerning the pet, the TRACEN Police Department is also authorized to remove the animal. If no owner can ultimately be identified, the animal will be surrendered to the Sonoma County Animal Control.
- a. Any pet(s) picked up two times in a six-month period shall be removed from the housing area and the pet owner will lose the privilege to have another pet while a resident in government quarters at TRACEN Petaluma. In all cases, when a pet is picked up, owners are responsible for fines, kennel fees and any fee for emergency treatment.
 - b. TRACEN Police Department shall advise the Commanding Officer by memorandum of the facts and circumstances in each case where a pet is being considered for surrendering to the Sonoma County Animal Control.
 - c. In the case of feral or stray animals, such as cats or dogs that are not registered with the Training Center, or do not have a collar to identify the owner, the Command Security Officer has the authority to surrender the animal to the Sonoma County Animal Control.
6. Registration/Inoculations. Residents shall supply a copy of current pet shot records to the Housing Office within 10 days of the arrival of the pet. Registration or licensing of all pets will be in accordance with local animal control authorities and the Housing Office.
- a. All dogs/cats over four months of age shall be inoculated in accordance with local laws. Inoculations shall be kept current with a copy on file in the Housing Office.
 - b. Pet owners are responsible for vaccinations. Any registered veterinarian or military veterinarian may vaccinate a pet. A copy of the current vaccination certificate must be presented to the Housing Office for each pet's rabies vaccination.
 - c. Veterinary services are available at the veterinary section, Travis AFB, Fairfield, CA, by appointment only during the week at (707) 424-3010. Pet owners may seek civilian veterinary services at one of the many veterinary clinics in the local area.
7. Pet Complaints. No pet shall be a public hazard or nuisance. If you feel your rights are being infringed upon by another person's animal (by noise, the creation of unsanitary conditions,

property damage or otherwise) and have been unable to arrive at an amenable solution with the animal's owner, file a complaint as outlined below:

- a. Verbal complaints or reports of loose, stray, or unauthorized pets should be made to the TRACEN Police Department. The member must give his/her name, the description of the pet, its location and if known, the owner's name. Upon receiving a verbal complaint or report, TRACEN Police Department will send a patrol officer to investigate or capture the offending pet. The patrol officer will then take the member's name, details of the incident and identity of the owner to fill out an incident report.
 - b. Formal complaints concerning pets must be in writing and sent to the TRACEN Petaluma Police Department with a copy sent to the Housing Office. Formal complaints should contain a full description of the pet, the complainant's name, and details of the incident and identity of the owner.
 - c. Complaints that have been verified by the patrol officer will be recorded on an incident report and logged in the Patrol Activities Report. A copy of the incident report will be sent to the Housing Office, which will then issue a warning notice. A copy of the warning notice will be placed in the owner's housing file.
8. Bites and Aggressive Acts. Any animal that menaces or bites a person or another animal may be permanently removed from the housing area within five days of the incident as determined by the Commanding Officer. Failure to remove an aggressive pet may result in the loss of the privilege to live in government quarters.
- a. Sonoma County is considered a rabies-endemic area. The major carriers in the area are skunks. Other possible carriers are cats, dogs, raccoons and opossums.
 - b. All animal bites that occur onboard TRACEN Petaluma that are from a "known animal with Rabies," or an animal suspected of or displaying the characteristics of having rabies, shall be handled in the following manner:
 - (1) Notify the Police Department as soon as possible. Security personnel will notify Sonoma County Animal Control. Notification should include the type of animal, location of animal and severity of bite.
 - (2) Personnel witnessing bites of this nature should attempt to keep the animal in sight until the TRACEN Police arrive. Personnel are instructed not to approach the animal any closer than absolutely necessary.
 - (3) If possible, the animal will be trapped and placed in quarantine. If the animal is known and located and is a pet, it may be quarantined at home for 10 days, provided that the animal is registered on base and its vaccinations are current. If it is determined that the pet cannot be controlled, it will be quarantined at the owner's expense at a local kennel, veterinarian, or the county shelter.

- (4) If the animal is not known, it will be placed in 10-day quarantine. If the animal cannot be located, Rabies Vaccine series must be considered. The Senior Medical Officer, TRACEN Petaluma, (707) 765-7200, and Sonoma County Animal Control (707) 565-7100 should be consulted in such an instance.
 - (5) Incidents concerning pets bitten by wild animals must be reported to the TRACEN Police Department immediately. Further action required concerning the pet will be decided by the Chief, Security Branch.
 9. Pet Damage: Residents are responsible for all acts of their animal, including damage to government or personal property and clean up of feces deposited on property or streets. When the government is required to correct damages of this nature, you will be held financially responsible and billed at current hourly labor and material costs.
 10. Breeding: Breeding/raising animals of any species in Coast Guard housing is prohibited. Accidental litters must be removed from the housing area by age 10 weeks.
 11. Spaying/Neutering: It is recommended that all pets be spayed/neutered unless intended for breeding after termination of quarters. Contact the local animal control authorities for low cost clinics.
 12. Animal Mistreatment: The tormenting or inhumane treatment of domestic or wild animals by residents will not be tolerated. If detected, the violator(s) will be reported to the Housing Office and the local animal control authorities.
 13. Dead Animals: Dead animals will be disposed of in accordance with local animal control regulations. Residents should contact the TRACEN Police Department (707) 765-7215.
 14. Violations: Violations of these regulations may result in the loss of the privilege to maintain pets. In addition, violations may also result in the loss of the privilege to live in government quarters.
- C. Motor Vehicles. All motor vehicles in Coast Guard housing areas must have valid state registration and carry liability insurance in accordance with state laws. Unregistered, abandoned, improperly parked, inoperable motor vehicles are not allowed in the housing area. Violators will be notified in writing to remove the vehicle. If the vehicle is not removed within the time directed by the Housing Office, it will be towed at owner expense.
 1. Speed Limits: Posted speed limits shall be observed. Repeated violations of speeding by residents, guests or family members can lead to loss of driving privileges within Coast Guard TRACEN Petaluma or eviction from TRACEN Housing.

2. Road Use: Only licensed motorized vehicles may be used by residents in the housing area. When operating motorized scooters California Vehicle Code Section (407.5(a)) describes a motor scooter as follows:
 - a. Any two-wheeled device that has handlebars has a floorboard that is designed to be stood upon when riding and is powered by an electric motor. This device may also have a driver seat that does not interfere with the ability of the rider to stand and ride and may also be designed to be powered by human propulsion.
 - b. For purposes of this section, a motorcycle, as defined in Section 400, a motor-driven cycle, as defined in Section 405, a motorized bicycle or moped, as defined in Section 406 is not a motorized scooter. A device meeting the definition in subdivision (a) that is powered by a source other than electrical power is also a motorized scooter. For more information, refer to the California DMV at <https://www.dmv.ca.gov/portal/dmv/detail/motorcycles/motorcycles> about motorized scooters.
 - c. The use of go-carts, motorized scooters, motorized skateboards, off road motorcycles, ATVs, etc., is strictly prohibited in the housing area.
3. Parking: Housing units that do not have carports or garages have two assigned parking spaces, which are to be used only by the residents assigned to that unit. Residents shall not clutter the area by storing items other than vehicles in parking areas.
 - a. Residents should not allow guests to park in a neighbor's assigned parking space.
 - b. Residents having more than two vehicles shall park excess vehicles in the open spaces located in the overflow lot behind building 404 or in the lot west of the Child Development Center.
 - c. Residents are responsible for keeping assigned parking areas/carports/garages clean of oil and debris.
 - d. When a unit is vacant, the assigned parking space is reserved for contractors working on that unit.
 - e. Open spaces will be utilized on a "first-come-first-serve" basis; however, cars must be moved on a regular basis and not parked in the same unmarked spaces habitually.
 - f. Do not park within 10 feet of any fire hydrant or crosswalk. Do not park on grass areas, dirt areas, sidewalks, or pedestrian walks. Vehicles shall not block driveways, crosswalks, alleys and mailboxes or obstruct traffic. Vehicles shall not, at any time, be driven or parked on other than paved roads and parking areas.

- g. Designated visitor parking (by signage or street markings) may be used on a first-come-first-serve basis.
 - h. Vehicles habitually left parked and unmoved on the street, and unregistered vehicles, are subject to towing at the owner's expense. Residents are not permitted to store vehicles for other people or grant permission to others to park in their housing areas.
 - i. Inoperable "project" vehicles shall not be stored in housing or any TRACEN day-use parking area.
4. Recreational Vehicles and Equipment Control: Boats, jet skis, trailers, "pop-up" campers, camper bodies, motor homes, utility trailers, canoes, prams, rowboats, etc., may be parked in the housing area for a maximum of 48 hours for the purpose of loading and unloading.
- a. Guests: Guests may park such vehicles in the housing area for up to 72 hours. The Housing Office may authorize extensions if requested in writing.
 - b. Rules: Both guests and residents must park in accordance with the following regulations:
 - (1) Vehicle must not restrict normal vehicular traffic movement;
 - (2) Vehicle must be fully operational and have valid state registration and liability insurance;
 - (3) Vehicle must not damage landscape; and
 - (4) Vehicle must not be a safety hazard or eyesore.
 - c. Vehicle Maintenance: Minor maintenance of personal motor vehicles is authorized in the housing area and limited to oil changes, battery changes and/or tire and headlight repairs/changes. Waste oil must be disposed of in accordance with local environmental regulations. Contact the Motor Pool for local regulations and guidance.
 - (1) Major Maintenance: Major maintenance such as transmission repairs/removal, engine tune ups/overhauls/removal and bodywork (sanding and painting) are not permitted in the housing areas. Vehicles shall not be in an inoperable status in excess of 72 hours. All inoperable vehicles must be removed from the housing area.
 - (2) Vehicle Washing: Provided there is no restriction on water usage, vehicles may be washed in the vicinity of a resident's quarters. Select a paved site that will drain readily to prevent an unsightly muddy area or areas of standing water. CONSERVE WATER and be reasonable in the manner and frequency of your vehicle washing. Use a pail for washing and a hose with a nozzle for rinsing.

- D. Businesses and Yard Sales. The Commanding Officer must approve all home based businesses. To submit a request, complete a Home Business Request Form and send it to the Housing Office, see enclosure (10). Normal home enterprises such as Avon, Tupperware, cookware sales, jewelry sales/parties, etc., are acceptable. Computer websites are authorized providing they do not incur excessive utility charges, meet local, state, federal regulations and do not bring discredit to the Coast Guard or U.S. Government. You are responsible for any costs, alterations, damages or repairs necessary to government property caused by, or for, this business.
1. Yard Sales: Residents may have yard sales. Residents are limited to two yard sales per year. Each yard sale is limited to two consecutive days. Items are not to be left outside the residence overnight.
 2. Soliciting: Door to door solicitations are prohibited in TRACEN Housing to include sales, canvassing and fund raising. Flyers or advertisements of any kind are not to be placed on doors, mailboxes or mailbox shelters, with exception to Work-Life or MWR programs. Any other exception shall be forwarded to the Housing Officer for approval (Girl Scouts, Boy Scouts, etc.).
- E. Operation of Family Day Care. The Coast Guard does not regulate occasional childcare among families. However, if you receive children for temporary custody and care on a regular basis during part or all of the day in your home, your residence falls under the definition of a Family Day Care home.
1. Approval. Residents of Coast Guard owned housing must get prior written authorization to operate a Family Day Care Home. Contact the TRACEN Housing Office at (707) 765-7145 for guidance if you intend to provide childcare on a regular basis. If you are providing more than 10 hours a week of childcare, then the Coast Guard must certify you as a Family Child Care (FCC) Provider. Please contact the Health Service Work Life (HSWL) Field Office Alameda at (510) 437-5378 to request a FCC provider application packet or for any questions about the FCC program and policies.
 2. Clarification of the 10 Hour Rule: The Coast Guard requires certification as a FCC provider when childcare is provided by programs or individuals more than 10 hours per week on a regular basis. Both the “10-hour” and the “regular basis” conditions must be met for this requirement to be applied. The Coast Guard must balance the ability of families to rely on one another to meet their short-term childcare needs while protecting the safety and well-being of children. The “10 hour” policy is the standard most frequently used by state, county and other comparable licensing authorities to determine whether an individual who provides childcare should be monitored by an outside agency.
 - a. Is a reasonable “parameter” that differentiates between occasional neighborly “baby sitting” and child care conducted as a business;
 - b. Protects children from being in unregulated child care settings;

- c. Reduces the potential for neglectful accidents and child abuse; and
 - d. Provides consistency in policy throughout the Coast Guard. The “10 hour child care limit” is very flexible and accommodates most “occasional” or short-term childcare needs.
- F. Waterbeds. Waterbeds are authorized in government quarters. However, sponsors will be held responsible for any damage caused by the waterbed. Prior to installation you must obtain approval from the Housing Office and it is required that you purchase waterbed insurance. Submit a written request and insurance verification.
- G. Holiday Lighting and Decorations. Holiday lighting and decorations are authorized from Thanksgiving Day until the second weekend in January. Lighting should not be left on when no one is home. Lights and decorations must be attached to the quarters without causing damage. Gutter clips are the preferred means of hanging lights. For safety reasons, roof decorations and lighting above the first floor are not permitted. Residents will be held financially responsible for any damages to the housing unit from decorations. Canned “snow” must not be sprayed on siding or fences.
- 1. Halloween Decorations. Halloween decorations are authorized from the third week in October until the second weekend in November. The same restrictions as above apply to lighting and the affixing of decorations to the unit. Residents should take into consideration the “scariness” factor of some decorations, and be aware of the potential impact on young neighbors.
- H. Pools, Spas and Hot Tubs. Miniature pools are authorized in the housing areas providing the water level does not exceed 12 inches in depth. Swimming pools, spas and hot tubs are not authorized in government owned housing. The following rules apply to the use of miniature pools:
- 1. Pools must be supervised by an adult at all times when in use;
 - 2. Pools may not be left in front yards or common areas when not in use and must be drained when not in use; and/or
 - 3. Residents are fully responsible for any incidents involving pools, including replacing dead grass.
- I. Personally Owned Play Equipment. All family housing areas have age appropriate play areas for resident use. Therefore, the use of personally owned play equipment is discouraged. Resident owned play sets must be commercially purchased. The equipment shall not be anchored in cement. Home built play sets (e.g., swing sets, jungle gyms, playhouses, tree houses, etc., and trampolines are prohibited in housing).

1. Insurance: It is encouraged that residents with personally owned play equipment have renter's liability insurance.
 2. Portable Play Equipment: Portable equipment such as basketball hoops and tetherball poles are permitted, but shall be located out of the main flow of street traffic.
- J. Resident and Government Responsibilities. The following section outlines both the resident and government responsibilities for TRACEN Petaluma government owned housing.
1. Carbon Monoxide (CO) Detector. CO detectors are government property and will be replaced by the sponsor if missing. See the Housing Office for details on the correct make/model.
 - a. Resident shall: Test unit every month and notify the Housing Office (707) 765-7145 or Facilities Engineering Customer Service Desk (707) 765-7301 if device is not working properly. Do not remove from installed location, alter, cover up, make inoperable, or remove battery.
 - b. Government shall: Install CO detectors in quarters as appropriate and replace if broken.
 2. Carpet.
 - a. Resident shall: Vacuum carpet as needed. Spot clean and deodorize carpet with water when possible (never use bleach). Commercially obtained cleaners can be used for stain removal. Clean all carpets as necessary during occupancy and vacuum prior to time of checkout.
 - b. Government shall: Determine whether the carpet will be replaced or professionally cleaned under the Change of Occupancy Maintenance (COM) contract after each check out. Determine if liability exists for repair/replacement damage beyond normal wear and tear due to abuse or negligence.
 3. Dishwasher.
 - a. Resident shall: Routinely clean housing unit inside and out. If broken, contact Facilities Engineering.
 - b. Government shall: perform maintenance as necessary.
 4. Door care (interior).
 - a. Resident shall: Wipe down interior doors with mild household cleaner as necessary. Normally, interior doors are hollow-core type covered with plywood. Care should be exercised so as not to puncture, scratch or otherwise damage the wood on these doors. Damage considered in excess of normal wear and tear will require resident repair/replacement or reimbursement.

- b. Government shall: Repair/replace as necessary. Charge sponsor for repair/replacement if damage is beyond normal wear and tear.
5. Parking Spaces, Garages/Carports, Catch Basins and Storm Drains. Residents are responsible for cleaning and maintaining carports and parking spaces.
 - a. Resident shall: Pick up and clean any auto fluid or oil spots on driveway, garage or carport floor. Keep driveways, carports and parking spaces neat and orderly. These areas should not be used for general storage. Carports may be used to store portable items, such as bikes and similar toys, and up to two small storage lockers/cabinets that are neat, and in serviceable condition.
 - (1) A good rule of thumb is, if it has wheels and is used frequently, it can be stored in the carport.
 - (2) Keep debris from getting into storm drains and catch basins in areas adjacent to your unit. Debris includes rubbish, leaves, grass cuttings, paper, rags, wood, etc.
 - b. Government shall: Check during all inspections. Perform maintenance as necessary.
6. Electrical Service.
 - a. Resident shall: Use electric service responsibly, not to be used to charge personal vehicles. Notify Facility Engineering (707) 765-7301 or the EOW at (707) 765-7215 (after hours) of power outages, and/or persistent electrical problems. Purchase surge suppressors to protect electronic equipment (e.g., computers, TV, VCR/DVD, or stereos).
 - b. Government shall: Provide electric service. Provide troubleshooting when appropriate. Repair electrical systems as necessary.
 - c. Resetting a Circuit Breaker. Circuit breakers or fuses in the electric distribution panel protect electric circuits. An electrical short will trip the circuit breaker or burn out the fuse, causing an outage. Usually, a short or an electric overload causes the outage. Disconnecting an appliance(s) and resetting the circuit breaker (it works like a light switch) will normally restore the electrical power. Switch the tripped circuit breaker from the neutral position to the “off” position, wait five seconds, then reset to “on.”
 - (1) If the circuit breaker or fuse trips a second time, do not reset it. Call Facilities Engineering (707) 765-7301 or the Engineer of the Watch (EOW) (707) 765-7215 after hours. Never replace a fuse or breaker yourself.
7. Fire Extinguishers. Fire Extinguishers are government property, usually installed in an accessible area in the kitchen, and will be replaced by the sponsor if missing or discharged due

to improper or unauthorized use. Contact the Housing Office (707) 765-7145 for additional guidance or to report a missing or spent fire extinguisher.

- a. Resident shall: Check charge on a monthly basis. Familiarize themselves with the operating instructions and periodically check the fire extinguisher(s) to ensure they are properly charged. Operating instructions can be found on the extinguisher or by contacting the TRACEN Fire Department at (707) 765-7355. If no fire extinguisher is provided, residents should immediately notify the Housing Office at (707) 765-7145.
 - b. Government shall: Replace or recharge spent or faulty fire extinguishers. Check during all inspections.
8. Fireplace and Fire Pit Use. If a fireplace is located in your unit, special care should be taken whenever you use your fireplace. Contact the Housing Office (707) 765-7145 for guidance or instruction on use.
- a. Resident shall: (Fireplace) Always ensure the fireplace flue is in the open position before starting a fire. Never burn anything but the gas already hooked up to the unit. (Fire Pit) No wood burning or ash producing fire pits or chimineas are permitted in Housing.
 - (1) Fireplaces shall not be used on “Spare the Air” days as determined by the Bay Area Air Quality Management District (see www.sparetheair.com for details and to see if restrictions are in place).
 - b. Government shall: Inspect fireplaces during all inspections. Periodically, have fireplace chimneys professionally swept. Repair fireplaces as necessary.
9. Floor Maintenance. In any house, the floors receive the greatest wear. It is important to frequently and properly clean and take care of carpet and/or resilient (wood laminate, sheet vinyl, or tile) floors in your unit. Excessive water spillage on resilient floors may cause severe damage.
- a. Resident shall: Dust mop and spot mop regularly. Never flood floor with water or use excessive amounts of water when cleaning; use a slightly damp, clean cotton string mop. (Sponge mops are not recommended.) Mop a 10-foot-by-10-foot area and change the water out once it becomes cloudy (soiled).
 - (1) Do not use harsh or abrasive cleaners, steel wool or soap based detergents. Use mild cleaner to spot clean. Mineral spirits or acetone may be used to remove spots caused by crayons, markers, asphalt, dried foods, shoe polish, nail polish and paint. Gum or candle wax should be allowed to harden and then removed with the blunt edge of a knife. If sheet vinyl floors exist, dust mop and spot mop regularly. Periodically damp mop as necessary. Clean with mild detergent. Avoid high alkaline cleaners/detergents and ammoniated cleaners. Keep wet cleaning frequencies to a minimum. Do not wax flooring.

- b. Government shall: Repair and replace flooring as necessary. Charge sponsor for any damage beyond normal wear and tear.
10. Gardens. All gardens are considered “Self-Help” projects. You are encouraged, where permitted, to plant flowers and plants to beautify and brighten up the landscape inside your yard and around your unit. No climbing vines, such as ivy, shall be planted, except when supported solely by a lattice that is not attached to the fence or unit. Additional garden plots are also available on base below the softball fields. Contact the Housing Office (707) 765-7145 for information on how to acquire such a plot.
- a. Resident shall: Obtain Housing Office approval prior to planting or removing any trees or shrubs. Do not remove existing topsoil or grass from around the foundation without prior approval. Removal of the grass and topsoil prevents drainage away from the house foundation.
 - b. Government shall: Maintain common area landscaping within the specifications of arranged contracts.
11. Grass Mowing/Lawn Care. All residents are required to mow their lawns as needed. The grounds maintenance contractor performs common area lawn maintenance. If there is a question on what area you are responsible for maintaining contact the Housing Office (707) 765-7145. Lawn mowers, weed trimmers, grass edgers and some garden tools are available at Mower Sheds located in housing areas. Gasoline is not available and is the responsibility of the resident.
- a. Resident shall: Ensure that lawn height does not exceed four inches. Edge half inch from all sidewalks and driveways with no grass or weeds growing up through any cracks or crevices. Watering the lawn is not required, but this is not an excuse for not mowing and maintaining the yard.
 - (1) Over watering your lawn is wasteful, fifteen minutes in any one spot is sufficient. To reduce evaporation, the most effective time for watering is before 0800 and after 1800. Care should be exercised to ensure that sprinklers water the lawn, not the sidewalk or street.
 - b. Government shall: Maintain all common area lawns within the specifications of arranged contracts. Make available safe and operable lawn mowers, weed trimmers and grass edgers in Mower Sheds located within housing areas.
12. Heater Filter Replacement. The maintenance staff replaces the furnace filters semi-annually. Most units have an exterior access that requires little or no advance notice for filter replacement. Generally, maintenance staff will attempt to give 24 hours notice for those residents with interior furnace access. Please note: if you fail to make an appointment, the Housing Office may escort the maintenance worker into the unit.

- a. Resident shall: Allow access to your unit for filter replacement (Note: filter replacement can be a self-help maintenance project, if resident would like it replaced more frequently than every six months.)
 - b. Government shall: Replace heater filter semi-annually.
13. Keys.
- a. Resident shall: Notify the Housing Office of any lost keys. You may be charged for additional/lost keys. Return all keys upon checkout of housing.
 - b. Government shall: Provide two keys for each unit. Replace lost keys. Provide locksmith services as needed.
14. Lighting/Light Fixtures.
- a. Resident shall: Purchase and replace burned out incandescent light bulbs. As of January 1, 2009, the federal government was mandated to cease the use of incandescent light bulbs. As incandescent lighting fixtures are replaced, they will be replaced with CFL or LED fixtures where possible. If residents are unsure on the type of fixtures in their unit, they should contact the Housing Office for clarification and/or identification.
 - (1) Disposal of CFL bulbs requires special care. If a light breaks, the EPA recommends following the clean up and disposal guidelines that are outlined on the following website: http://www.energystar.gov/index.cfm?c=cfls.pr_cfls_mercury). Residents shall regularly remove and wash light fixture covers (shades, reflectors, and globes) with water and mild detergent. Dry thoroughly and reinstall.
 - b. Government shall: Perform troubleshooting as necessary. Provide shades, specialty bulbs and fluorescent, including CFLs, reflectors and globes as necessary. Receive burned out fluorescent bulbs/lamps from residents and properly dispose of them.
15. Painting. Normally, all exterior and interior painting is accomplished by government contract.
- a. Interior Painting. Most units will be painted during change of occupancy maintenance. Painting does not need to be done if the walls, ceiling and other surfaces can be restored to a satisfactory appearance by cleaning and touchup. You may be authorized to touch up paint interior walls/ceilings using paint provided by Facilities Engineering if you desire by requesting in writing to the Housing Office.
 - b. Exterior Painting. Done as needed (normally every 10 years) in order to maintain water tightness and to prevent metal and wood surfaces from deterioration.
 - c. Resident shall: Receive approval from the Housing Office in writing prior to starting any project. Ensure paint is of the same type and brand used by Facilities Engineering for

conformity of color, texture and quality. Reimburse the government for any and all damage to painted surfaces if determined to be beyond normal wear and tear. Report any paint failure to Facilities Engineering at (707) 765-7301.

- d. Government shall: Perform all scheduled interior and exterior painting as necessary and as scheduled.
16. Pest Control. Excluding termites, you are expected to perform all routine pest control. You can control many varieties of pests with minimum expense and effort. Routine pest control means controlling normal household pests (including mice), along with keeping pets free from fleas and ticks. The use of non-residual insecticides for safe application by the general public, such as household spray insecticides, is expected of each resident.
- a. Supplies. Some products are available at Facilities Engineering at (707) 765-7301 through the Routine Housing Maintenance Program. Contact the Housing Office at (707) 765-7145 for additional guidance on availability and use of the Routine Housing Maintenance Program. If you feel you have an infestation beyond your capabilities and require professional control measures, contact the Facility Engineering or the Housing Office who will visually inspect your quarters to validate the presence of the infestation.
 - b. Resident shall: Use safe pesticides and traps that are available in local stores or through Facilities Engineering. Carefully follow instructions for all pesticides and traps and avoid exposing children and pets to any fumes from pesticides. Contact Facilities Engineering or Housing Office to schedule treatment that is beyond resident capabilities and requires professional control measures. Reimburse the government for all pest control costs due to neglect or poor housekeeping practices.
 - c. Government shall: Upon resident's request inspect for severe infestation during all inspections. If neglect can be determined charge sponsor for all pest control costs. Exterminate termites. Provide traps and/or poison for ants, bees, mice and other pests.
 - d. Infestation Cases. You shall notify the Housing Office in cases where normal pest control measures have not been effective. If infested quarters are a part of a multi-unit building, it may be necessary to inspect and commercially treat the entire building.
 - e. Ants. Throughout the year, ants may periodically invade your home. The best way to prevent this is to treat your home immediately upon occupying quarters and semi-annually or when needed, thereafter. Facilities Engineering has a supply of ant spray and poison traps for resident use. You may need to purchase a barrier spray to treat all possible access points in the home, specifically along the base of every interior wall, door and window.
 - f. Termites. Termites are small, ant-like insects that feed on and live in wood. They are very destructive to the wood found in house structures. Evidence of large numbers of winged termites emerging or swarming from the soil or wood may be the first indication

of the presence of a termite colony. Even if the actual flight of the termites is not observed, the presence of discarded wings is very good evidence of a well established colony nearby. The presence of thin, flattened tubes over the surface of foundation walls is another sign of termite infestation.

- (1) Call the Housing Office if you suspect a termite infestation. If termites are found, immediate treatment will be completed under government contract.
- (2) Residents will be advised of the treatment schedule and their responsibilities. Every reasonable effort will be made to give residents as much advance notice as possible before entry of quarters.

g. Fumigation. The Housing Office will notify all affected residents if it is necessary to fumigate a housing unit or entire building.

17. Plumbing. You can prevent most plumbing issues by using your own good judgment. If you have a leak or overflow try to secure the water to prevent further damage.

- a. Resident shall: Routinely remove hair and other debris from sink, bathtub and shower drain traps. Do not wash anything down the drains such as petroleum products, paint, insecticides, fish tank rocks, debris, etc.
 - (1) Garbage disposals are meant to handle limited amounts of wet garbage with the exception of bones, rice, grease and fibrous materials such as celery, carrots, or banana peels. If your garbage disposal does not work, push the reset button located on its base and try the switch again. If it still does not work, contact Facilities Engineering at (707) 765-7301.
 - (2) Use a plunger if a drain is clogged. Do not use Drano or other similar drain cleaners. These items will mix with starches that may be trapped in your kitchen drain to create a glue-like paste. You may be charged for any damages caused in this manner. Have a plunger on hand to assist in reducing sluggishness in drains.
 - (3) Purchase, install and maintain shower curtain(s) on all showers that require them. Always have your shower curtain inside the tub when showering; this will avoid floor and other structural damage that may be charged to you.
 - (4) Contact Facilities Engineering at (707) 765-7301 for any leaks or plumbing problems that you cannot repair. Clean up overflows immediately. Be aware that all basements are susceptible to water seepage. It is recommended that you place all items stored in the basement and carport areas on pallets, blocks, etc., to protect them from water damage.
- b. Government shall: Provide troubleshooting services and repairs. The Government is not responsible for any damage caused by water seepage.

18. Refrigerator. Your refrigerator/freezer has a life expectancy of 15 years; with proper cleaning and care, you will assure carefree operation of this kitchen appliance for many years. Government furnished refrigerators are considered installed property and will not usually be replaced with personal refrigerators.
 - a. Resident shall: Clean the refrigerator and freezer sections at least twice a year. Do not use abrasives. Wash ice trays in lukewarm water only. The water evaporation pan located under the refrigerator should be cleaned periodically.
 - b. Government shall: Provide troubleshooting services and repairs.

19. Refuse Removal and Recycling. Trash and recycling pickup service is provided weekly on Tuesday. Service will occur on the Wednesday when Tuesday is a holiday. Recycling is typically picked up before 0800, and trash is typically picked up before 1330. Contact the Housing Office for the location and availability of a dumpster for disposal of excess yard waste and other items, or if your trash can or recycling can needs replacing.
 - a. Move-ins. New residents are responsible for disposing of empty packing boxes/materials if the mover does not take them.
 - b. Furniture. Furniture to be disposed of should be taken to the Sonoma County Recycling/Refuse Center at 500 Mecham Road. (This is just 10 minutes from TRACEN.)
 - c. Resident shall: Use only the trashcans and recycling bins that were provided to you by the Housing Office. Clean garbage cans and recycling containers regularly to prevent pest infestation and odor. Keep lids secured at all times. Keep your cans in your designated trash area and off the street until waste pickup day.
 - (1) Trashcans and recycling bins should be placed on the concrete pads on pickup day, and then removed within 24 hours of waste pickup. Report contractor failure to empty your container(s) on the scheduled date of pickup to the Housing Office at (707) 765-7145.
 - d. Government shall: Provide refuse and recycling service and appropriate containers.

20. Smoke Detectors.
 - a. Residents shall: Test the smoke detector monthly to ensure batteries do not need replacing. Follow the instructions outlined below. Obtain and replace batteries as necessary. Do not remove smoke detectors.
 - (1) Resident Inspection Instructions: Push the test button on the detector. If the detector does not make a sound, replace the batteries. If the battery power is low,

the detector will produce an audible click or beep every few seconds for about seven days.

- b. Government shall: Install smoke detectors in quarters as appropriate; replace if broken. Provide batteries and test during all inspections.
21. Street Maintenance. The maintenance and repair of streets within the housing areas is the government's responsibility.
- a. Resident shall: During road maintenance, residents are required to remove all vehicles from the street. Instructions will be issued prior to any parking restrictions.
 - b. Government shall: Provide street maintenance and issue resident instructions.
22. Stove/Range. Your kitchen range has a life expectancy of 10 years; with proper cleaning and care, you will guarantee carefree operation of this kitchen appliance.
- a. Resident shall: Report malfunctions to Facility Engineering. Clean the range on a frequent basis. Remove all dirt, grease and spills promptly. If allowed to remain on the finish, grease or spills on parts of the range subject to high heat will turn to hard carbon and be difficult to remove. Immediately wipe up any acidic food (e.g., vinegar, fruit juices, tomato, milk, fruit pie filling), spilled on porcelain to avoid permanent stains. Clean enamel parts using warm soapy water or cleaning powder that will not scratch the surface.
 - (1) Upon quarters termination, and when necessary, ranges and adjoining areas must be thoroughly cleaned – to include behind and underneath the range unit.
 - b. Government shall: Perform troubleshooting services and repairs.
23. Telephone Service. Telephone service is the responsibility of each resident. You are responsible for all costs associated with initial activation. In order to acquire a phone number and activate your phone service, call AT&T at 1-800-310-2355. Once this is complete, contact TRACEN Petaluma Electronic Support Detachment (ESD). The ESD manages the telephone system on base. There are two means of doing so:
- a. Call (707) 765-7396 to speak with a technician or leave a service call message; and
 - b. Once you have access to CG-SWIII, open the Start Menu, open the Programs Menu, open the USCG Local Apps Menu and click on Remedy Tickets for ESD Petaluma. When the login window appears, enter "webguest" as the user and "webguest" as the password. Click on "Accounts", select the server listed and click "OK". Fill out the service request completely using your military e-mail.
 - (1) Once complete, you will see a message and later you will receive an e-mail with the request number. To exit the program, click the Exit button on the bottom right side

of the request form. Make sure you enter your housing unit, your new phone number and the date of activation given to you by AT&T.

- b. Resident shall: Arrange and pay for telephone service.
 - c. Government shall: Provide two operable phone jacks (kitchen and master bedroom). Approve all additional installations. Repair all phone problems inside the unit.
 - d. Phone Problems. If you have a phone problem, the first step is to call AT&T to have them test your number remotely. If AT&T informs you that their lines are good then you need to contact ESD to have them check the wiring inside your unit for proper operation.
 - (2) All existing phone wiring and hardware in each unit belongs to the government and AT&T should never be allowed to perform any repair work on these items if it will result in a charge. Residents are responsible for all costs and will not be reimbursed for expenses incurred if they allow the phone company to fix problems inside the housing unit.
 - (3) Complete failure of your phone service is considered an emergency. If AT&T has determined the failure is inside your unit, call the Facilities Engineering Customer Service Desk at (707) 765-7301 or the Housing Office at (707) 765-7145.
24. Cable TV Service. Cable TV service is the responsibility of each resident. You are responsible for all costs associated with initial activation. In order to set up cable service, call MWR at (707) 765-7341. Activation will occur within a few days. Contact MWR for any problems with cable services.
25. Satellite Dish Installation. You are responsible for all costs associated with initial activation, installation, monthly service, and, if required, removal of the dish. Direct TV dishes are already installed on most of the housing buildings; use of existing dishes shall be explored prior to seeking approval for installation of an additional satellite dish.
- a. Approval for installation. Prior to installation of another dish or any additional cable runs, residents must obtain written approval from the Housing Office. To seek approval residents shall submit a written Self-Help project work request to the Housing Office with a detailed proposal of the satellite dish's installation, including drawings/diagrams of how and where the dish will be mounted and grounded and where and how the cable will be run. If you need guidance with the written proposal, contact the Housing Office at (707) 765-7145.
 - (1) The Housing Office staff can meet with you and the Direct TV dish installer to discuss the installation of a dish on your particular unit. Give the Housing Office at least a 24 hour notice for a meeting with the resident and the dish installer.

- (2) In general, mounting satellite dishes shall not compromise the building's envelope; cable runs shall be neat and orderly in appearance, eq. Hidden under eaves and follow architectural features of the building. No new cable penetrations of the building's envelope will be allowed.
 - (3) Unauthorized satellite dish installations, will be required to be removed at the resident's expense. Residents may be required to have the satellite dishes removed upon vacating their units. This section also applies to the installation of internet satellite dishes.
- b. Resident shall: Prior to installation, obtain approval from the Housing Office. To seek approval, residents shall submit a written Self-Help project work request to the Housing Office with a detailed proposal of the satellite dish's installation, including: drawings/diagrams of how and where the dish will be mounted and grounded and where and how the cable will be run.
- (1) If possible, using an existing dish will be the preferred method of obtaining satellite TV service. This can usually be done by running cables from the switch for the existing dish, and may require upgrading the cable switch. If you need guidance with the written proposal, contact the Housing Office (707) 765-7145. The Housing Office staff can meet with you and the Direct TV dish installer to discuss the installation of a dish on your particular unit. Give the Housing Office at least a 24-hour notice for the meeting with you and the dish installer.
 - (2) Residents will be expected to pay for all costs for removal of unauthorized satellite dish installations, and, if required, removal of the installed dish upon vacating the unit. Residents will be held financially liable for any damages caused by the installation or removal of any unauthorized satellite materials.
- b. Government shall: Given 24-hour notice, the Housing Office staff shall meet with the resident and the Direct TV dish installer to discuss installation. Provide a written response to written requests for satellite dish installations within two business days.
26. Walls, Cabinets and Trim Care. A fully washable paint has been used to paint walls and trim surfaces. Follow instructions below for cleaning and care.
- a. Resident Shall: Clean all kitchen/bathroom walls, trim and cabinets as needed. All walls must be cleaned prior to termination of quarters, even if quarters are scheduled for repainting. Washing is necessary to ensure a proper bond, texture and color when repainting. If the resident desires to paint the interior of a house, they must obtain prior approval from the Housing Office per the Self-Help instructions in Chapter 5.
 - b. Government shall: Check for cleanliness during all inspections.

- (1) Cleaning Instructions. Never use any harsh cleansers, abrasives, automotive/marine/aircraft degreasers or steel wool. Test compatibility of cleaning agents in an inconspicuous place. Wash walls and cabinets using a mild detergent applied with a sponge or soft cloth. After washing, rinse with a sponge and clean water. Never install molly bolts in walls, as removal is impossible without causing serious damage to the drywall. Any type of wall mounts, screws, nails, etc., must be removed prior to vacating quarters. Do not fill in any holes. Patching of holes will be completed during the change of occupancy maintenance.
 - (a) Damages beyond normal usage will be identified and addressed during the final inspection, and may be subject to financial liability on the part of the resident.
27. Window Screens. Unless you are cleaning a window or the screen, window screens should remain in place at all times.
 - a. Resident shall: Carefully remove screens and use a mild detergent and water to spray clean. Repair, replace, or reimburse the government for any damaged window screens.
 - b. Government shall: Determine if sponsor is responsible for repair or replacement of screens. Repair or replace worn out screens as necessary.
28. Window Blinds. Mini blinds have an expected life of several years. Blinds that become unusable because of abuse or are missing after a check-in inspection will be replaced at your expense.
 - a. Resident shall: Periodically clean all mini-blinds. Repair, replace, or reimburse the government for any damaged mini-blinds.
 - b. Government shall: Determine if sponsor is responsible for repair or replacement of shades or blinds. Repair or replace worn out blinds as necessary.
29. Window Cleaning and Replacement. You are responsible for cleaning all windows inside and out and replacing glass if broken through negligence or misuse.
 - a. Resident Shall: Periodically clean all windows inside and out. See instructions below for removal of certain types of windows. Notify Housing Maintenance within 24 hours of a broken or cracked window (including from storms). Temporarily seal window breaks or cracks with suitable material such as heavy cardboard, vinyl sheeting or wood until repairs are made.
 - (1) If the break or crack was caused by a resident or a guest due to misuse or negligence, you will be responsible for reimbursing the government for labor and material costs to repair/replace broken or cracked window or door glass. The

Housing Office will instruct you of the replacement procedures. Residents will not be allowed to replace windows as a Self-Help project.

- b. Government shall: Determine responsibility of broken/cracked windows and charge the sponsor if appropriate. Replace/repair broken windows.
 - (1) Instructions for Removal. There are two main types of windows, a slider latch and a window with a spring. The following instructions should be utilized when removing/cleaning these types of windows.
 - (2) Slider Latch. Open the window completely to the side, lift up and pull out. Most of these windows will come out quite easily. Other types of windows require you to loosen a screw at the top and bottom of the windowpane before allowing you to lift it out. If you have any questions concerning the type installed in your unit, contact the Housing Office or Facilities Engineering Customer Service.
 - (3) Spring Latch. To remove windows with a spring, locate the clips on the inside of the vertical window jam while the window is closed. Using your finger, pry the lower portion of the clip up $\frac{1}{4}$ of an inch. Lift window four inches and work out of frame. For installation, work window back into frame, ensuring that the plastic guides are squarely inserted in the window frame. Close window, push the clips back in, then open and close window and test for proper operation.

30. Window Well Cleaning. Residents with basements are responsible for cleaning window wells. Thorough cleaning will ensure satisfactory drainage and prevents water from building up and entering your basement through the window area. Cleaning window wells also eliminates breeding areas for insects and mold.

- a. Resident shall: Keep basement window wells clean and free of rubbish, leaves, grass cuttings, paper, rags, wood, etc.
- b. Government shall: Inspect window wells during all inspections. Repair drains as needed.

K. Discrepancies. Discrepancies are defined as violation of the regulations and resident responsibilities as outlined in this manual and the Coast Guard Housing Manual, COMDTINST M11101.13 (series).

- 1. Originator of Discrepancies. Discrepancies will typically be identified by a member of the TRACEN Housing Office, but may originate from a complaint as defined in the Occupant Relations section of this manual.
- 2. Enforcement Policy. The Housing Office will enforce violations of housing regulations as follows. Violations of the same offense will be enforced in this four Step process; otherwise, each offense will be considered on an individual basis. Excessive violations, however, may result in the Housing Officer aggregating violations.

- a. Initial Discrepancy. The Housing Staff will issue a verbal warning and document via e-mail. The discrepancy and completion date will be annotated and then filed in the resident's folder.
 - b. Second Discrepancy. The Housing Officer will issue a written warning with the item to be corrected and an expected completion date. Then a copy of the warning will be sent to the TRACEN Executive Officer and a copy will be filed in the resident's folder.
 - c. Third Discrepancy. The TRACEN Executive Officer will issue written notification (warning letter or negative CG-3307) to the sponsor via their supervisor (if the sponsor is assigned to TRACEN), or the sponsor's Commanding Officer (if assigned to another unit.) A copy will be filed in the resident's folder.
 - d. Fourth Discrepancy. The TRACEN Commanding Officer will issue an eviction letter to the sponsor, via the sponsor's supervisor (if assigned to TRACEN), or to the sponsor's Commanding Officer (if assigned to another unit). A copy of the eviction letter will be sent to the TRACEN Police Department and a copy will be filed in the resident's folder.
- L. Child Supervision Standards. Providing proper, timely supervision of a child's activity both inside and outside the home is the parents and/or guardian's responsibility. Parents must assess the maturity and judgment of the child, his/her capacity for self-care in any given situation and accordingly set limits on the child's activity. Whereabouts, whom he/she associates with and when he/she will return home. Failure to provide adequate supervision and protection of a child may result in an allegation of child neglect under California Penal Code Section 11165.2(b), and at a minimum will be a violation of the TRACEN Housing Regulations and Responsibilities as outlined above.
- M. Courtesy Rules. Use the "Golden Rule" and "do unto others as you would have them do unto you" with all residents in your housing community. Keep noise to a minimum, keep your yard clean, pay attention to your children and if you have a party, do not let it get too loud or run too late.
1. Quiet Hours. Out of respect for your neighbors, exhaust noise, TV and stereo (this includes car stereos) volume should be kept to a minimum as not to be overheard by your neighbors. Quiet hours are designated between 2200 through 0700 weekdays (Sunday through Thursday) and between 2300 through 0800 weekends (Friday and Saturday) and proceeding day if a holiday.
 2. Playgrounds. Playground quiet hours are between 2100 through 0800. Basketball courts, Skateboard Park and other outdoor common areas will not be used during quiet hours. Smoking is not authorized in playground areas at any time.
 3. Curfew. Minors under age 18 shall not be loitering in the Coast Guard Housing area after 2400, unless a legal guardian accompanies them, or they are traveling to and/or from sanctioned functions (e.g., work, or movies).

4. Bands. Bands (musical groups) are not authorized in the housing area.
 5. Parties. Parties in a resident's home are permitted if they meet the guidelines listed below. Violation of guidelines can be grounds for loss of your housing privileges.
 - a. Quiet hours must be observed.
 - b. The rights of other residents shall not be violated.
 - c. No one under age 21 may consume alcohol.
- N. Resident Relations, Behavior and Complaints. A complaint is an allegation made by a resident of a violation of regulations, or discontent against another resident. A complaint is normally defined as infractions of the UCMJ, or other violations of Coast Guard and/or TRACEN Housing regulations, a person's civil rights and/or city, state and federal ordinances, laws and regulations.
1. Multiple or Recurring Complaints. Multiple or recurring complaints of the same nature can lead to eviction. Normally, sponsors will be given several warnings prior to eviction – dependent, of course, upon the nature of the offense. However, if the situation warrants, the Commanding Officer may evict any resident without prior complaints.
 2. Who Can Make a Complaint? A complaint may be made from a Sponsor, Spouse of a sponsor, Coast Guard active duty member, civilians and contracted employees or an authorized visitor/guest.
 3. How to Make a Complaint. Prior to submitting a complaint to the Housing Office, residents are strongly encouraged to resolve problems and differences without formal involvement. If informal resolution cannot be reached, the following steps may be taken:
 - a. Complainant submits complaint in a written format (e.g., email, memo, letter, or Housing Complaint Form), see enclosure (5), to the Housing Office. Resident personal information will only be released to authorized Coast Guard and/or law enforcement personnel.
 - b. Complainant delivers the signed written complaint to the Housing Officer/official or TRACEN Police Department.
 - c. The Housing Office investigates and determines validity of the complaint. If it is a valid complaint, then the Housing Office takes the following action.
 - (1) Initial Complaint. The Housing Staff will issue a verbal warning, document the complaint in an e-mail to the offending parties, and then file documentation in each resident's folder.

- (2) Second Complaint. The Housing Officer will issue written warning to the sponsor. A copy of the warning will be forwarded to the TRACEN Executive Officer and a copy filed in the resident's folder.
 - (3) Third Complaint. TRACEN Executive Officer will issue written notification letter (warning letter or negative CG-3307) to sponsor via their supervisor (if sponsor is assigned to TRACEN) or to sponsor's Commanding Officer (if assigned to another unit). A copy of the letter will be filed in the resident's folder.
 - (4) Fourth Complaint. The TRACEN Commanding Officer will issue an eviction letter to sponsor via the sponsor's supervisor (if assigned to TRACEN) or to the sponsor's Commanding Officer (if assigned to another unit). A copy of the eviction letter will be forwarded to the TRACEN Police Department and a copy of the letter will be filed in the resident's folder.
4. Smoking in Housing. Smoking is permitted in individually assigned family housing as long as the housing of smokers do not share a common heating/ventilation/air conditioning (HVAC) system with the housing of non-smokers. Tobacco use (smoking, smokeless, electronic cigarettes, electronic pipes, and electronic cigars) is prohibited in all common areas. Common area is defined as any space within a building that is common to occupants and visitors. These areas include, but are not limited to, corridors, playgrounds and storage areas. Outdoor smoking at multi-unit government-owned housing sites is restricted to command designated outdoor areas. Designated smoking areas must be located at least 50 feet from building entrances, exits, windows, HVAC intakes and combustible materials such as wood decks attached to buildings and wood mulched and grassed areas as well as 50 feet from areas where organized activities take place or people congregate. Areas not specifically designated as tobacco use areas, by default, are to be considered tobacco free. If smoke or odor from tobacco products from a designated tobacco use area (smoking and smokeless) seeps into common areas, the rights of the non-user will prevail. Cigarette butts will not be discarded by tossing in the grass, xeriscape, rock beds or in the street; all butts will be disposed of properly. Occupants will ensure smoke and nicotine residue is cleaned from all windows and overhead surfaces prior to vacating. Occupants will be held liable for any damage caused by smoking inside a housing unit, carport, or garage to include cleaning or painting to remove lingering odors.

CHAPTER 5. MAINTENANCE AND IMPROVEMENTS

- A. Purpose. The purpose of this chapter is to provide basic information on Coast Guard housing maintenance; self help projects and sponsor/resident responsibilities and procedures.
- B. Changes to Quarters or Grounds. Residents are not permitted to make any physical or structural changes to government quarters, or major changes to the grounds (e.g., add/remove trees, handrails, walkways, or painting), without prior authorization from the Housing Office. Alteration, construction, or tampering with electrical, plumbing, heating, smoke detectors or other utility equipment or system is strictly prohibited, and could be grounds for eviction from housing.
- C. Maintenance Personnel and Access. Periodically, maintenance personnel may need to enter government owned housing to perform contracted maintenance services/work orders, or may need to enter the premises for health and safety concerns. Except for emergencies (e.g., flooding, fire, and or gas leak), every effort will be made to notify the sponsor/resident at least 24 hours in advance of any scheduled and/or requested maintenance work. However, notification cannot be guaranteed and if an emergency exists, Maintenance Representatives will enter government quarters escorted by a Housing Representative. Residents who change entry locks, thereby prohibiting access, will be assessed any locksmith or entry and/or damage charges.
1. Access. You or your representative shall be present during the time of access. In emergencies, the Coast Guard and/or the contractor will not be responsible or liable for conditions, property, pets, or damages due to an emergency. The Executive Officer can authorize members of the Housing staff to enter a residence without the sponsor's consent when emergency situations exist that may cause damage to the quarters or disruption of service to neighbors, and in order to avoid delays of contracts for work being conducted to housing units by a government contractor. You may be held liable for any cost incurred from a delay of work.
 2. Missed Appointments. Work requests will be automatically cancelled if the maintenance staff attempts to contact a resident with no success three times, or if you miss two scheduled service call appointments. Furthermore, your supervisor will be informed of your failure to be present during a scheduled maintenance appointment. You may be held liable for any cost incurred from a contractor for missed appointments.
 3. Identification of Contract Maintenance Representatives. All contracted maintenance workers are required to possess a valid contractor identification card indicating their association with the Housing Maintenance Contractor.

Contracted maintenance personnel are issued an identification card by the ID card office to assist residents and base personnel with the identification. If you are in doubt of the validity of contracted personnel or vehicles, deny entry and contact the Housing Office and TRACEN Police Department prior to allowing access to your quarters.

- D. Maintenance of Housing. It is important that the value of the Coast Guard's property does not diminish because of poor maintenance. That is where you come in. Housing Office personnel are dedicated to providing clean, livable quarters for all residents. You are expected to maintain and return your quarters in the same condition when you leave, notwithstanding ordinary wear and tear. You are responsible for the quarters and equipment assigned to you. With regards to housing maintenance, treat your military housing as if you own it.
1. Mud Swallow Maintenance. Migratory cliff swallows annually migrate north to Central California, including Sonoma County. Immediately upon their arrival in the local area, they begin building nests for the breeding season. The nests are unsightly, unhealthy and destructive to our facilities.
 - a. Housing residents shall prevent the construction of new nests and remove all old nests from their residential structures. Residents should remain vigilant and use whatever means available (e.g., hoses, or brooms, to prevent mud swallows from establishing nests).
 - (1) Most standard hose spray nozzles can reach nests 20 to 25-feet away. For safety purposes, residents should not attempt to reach any nest higher than 10 feet above the ground by use of extension ladders or access from second-level windows. Residents should also use proper protective equipment (e.g., gloves, protective goggles, or respiratory gear), while handling nests and fecal debris.
 - b. According to Federal and State law, it is illegal to possess or destroy the nest of a migratory bird if occupied, contains eggs, or displays signs of continuing nest dependency. Nests under construction are not considered "occupied" until they are three-quarters complete. Mud swallows take 48 to 72 hours to fully construct a nest and occupy it.
 - (1) Swallows prefer to occupy existing nests rather than building them from scratch. It is important to remove previously occupied nests by the last day in February to prevent re-habitation during the new breeding season.
 - c. See reference (b) for additional information and procedures.
 2. Minor Repairs. While in quarters, you are responsible for minor maintenance and repairs. You are encouraged to make minor household repairs that do not require a skilled repairperson, such as replacing faucet washers, clearing minor plumbing stoppages, replacing doorstops and tightening loose screws.
 3. Damages. You, as the sponsor, are responsible for the acts of all family members, guests and pets. It is your responsibility to make certain any loss, or damage caused by abuse or negligence is corrected or that the government is reimbursed for the cost of repairing the damage. Renter's insurance will sometimes pay a portion of the repairs.

4. Maintenance Staff. A staff of civilian and military personnel in the Engineering Department maintains housing units and grounds on base through a combination of self-performed and contracted work. Improvements and larger maintenance projects are typically contracted out. Much of the maintenance of the interior of housing units is completed during changes of occupancy. A landscaping contractor separately handles any associated grounds maintenance as outlined in the grounds service contract.
 5. Calls for Maintenance Issues. Call the Housing Facilities Engineering Maintenance Services work request number at (707) 765-7301. Before calling for assistance please, review the Self-Help and Resident Responsibilities sections of this chapter. When you call the service desk, please be prepared to give your name, address, nature of problem and a phone number where you can be reached.
 6. Emergency Maintenance. Service is available 24 hours a day, seven days a week. Contact the TRACEN Quarterdeck Watch desk at (707) 765-7215 in order to call in a work request after 1530 Monday through Friday and anytime on weekends. The quarterdeck will then contact the EOW. Typically, only emergency priority items will be handled by the EOW.
- E. Maintenance Request Priorities. The following table outlines work request priorities, completion times and examples of each:

Work Request Priority	Completion Time	Examples
1 Emergency	Respond in 30 minutes Continue until alleviated	Work necessary to protect health and safety of personnel, to prevent damage to property, or preclude the interruption of operations, such as: propane leaks; electrical problems that could lead to personal harm, or power failure of occupied buildings; loss of heat during cold weather, water leaks causing damage to property or interruption of service; replacement of inoperable refrigerators and cooking ranges; and inoperable plumbing fixtures or drain lines (beyond self-help) where no alternate facilities are available in the housing unit (e.g., only toilet in housing unit is not working).
2 Urgent	Within 2 calendar days	Work necessary to correct a condition that could potentially become an emergency or work that could adversely affect morale, such as: Emergency work order that has been temporarily alleviated, but still requires definitive corrective measures to ensure safe, acceptable and stable performance; heating is not working (Priority 1), unable to fix on the spot, so space heaters are provided, (becomes a Priority 2); or secondary toilet not working, etc.

3 High	Within 20 calendar days	Minor electrical conditions that will not cause harm, damage, or power loss to occupied buildings; or minor water leaks where damage is not likely, etc.
4 Routine	Within 45 calendar days	Minor heating problems, heater not running at full capacity; lubricating squeaky door hinges; floor molding replacement; window screen replacement; and blind replacement, etc.

Table 5-1: Work request priority levels

1. Maintenance Request Status. Each service request is assigned a work order number. You may check on the status of your request by calling the Facilities Engineering Service Desk at (707) 765-7301 during normal working hours.
 2. Rescheduling Appointments. Residents may reschedule appointments by contacting Facilities Engineering Maintenance at (707) 765-7301 within 24 hours of notification of services to be performed. Depending on the type of maintenance to be performed appointments may only be rescheduled one time.
- F. Self-Help Improvement Projects. Self-Help projects are considered any alterations to the unit or grounds performed by the resident outside of normal maintenance.
1. Self-Help Improvement Project Approval. Self-help projects require written approval from the Housing Office prior to beginning work. Below is the process for seeking permission for a self-help improvement project.
 - a. Submit a written request via email, or Self-Help Project Request, see enclosure (3), to the Housing Office for consideration.
 - b. Provide the following specific information when submitting a request for approval of a self-help project:
 - (1) Name/work number of person who will be performing self-help work;
 - (2) What is being constructed and why;
 - (3) Description of work including drawings if necessary; and
 - (4) Materials necessary to complete the project.
 - c. All government property should be returned to its original condition unless written permission is given from the Housing Office to leave the work in place. Work that may be allowed to remain is quality work that, in the opinion of the Housing Officer, will be of benefit to future residents.

- d. All projects normally permitted as self help include:
 - (1) Gardens;
 - (2) Storage Sheds;
 - (3) Interior Painting (touch up only);
 - (4) Storage Shelving; and
 - (5) Non-permanent Pet/Cat doors.
- e. Unauthorized Items/Projects. Air conditioning window units and hot tub installations are not authorized.
- f. Who May Submit a Request? The sponsor may submit a request for, and complete, a self-help project with the understanding that they are fully responsible for the project, will be financially liable for restitution for damages if applicable, and must comply with the provisions of this section in its entirety.

G. Routine Housing Maintenance Program. Personnel requesting materials and supplies to perform routine housing maintenance should contact the Facilities Engineering Customer Service line at (707) 765-7301, or the Facilities Engineering Supply Room at (707) 765-7310, to check on availability. Hours of operation are 0700-1530. For after-hours service, contact the EOW via the TRACEN Quarterdeck Watch desk at (707) 765-7215. Tenants may check out non-expendable items for a maximum period of one week and will be held accountable for the condition of the item. Areas and items that are off limits to residents include, but are not limited to, all Facilities Engineering Shops and power tools (unless otherwise approved by the Maintenance Branch Chief). Supplies normally available for routine housing maintenance are:

- a. Walls, Doors and Interior Touch Up.
 - (1) Doorstops;
 - (2) Light and Socket covers;
 - (3) Drop Cloths;
 - (4) Paint Brushes;
 - (5) Paint;
 - (6) Spackle;
 - (7) Putty Knives; and

(8) Sand Paper.

b. Appliances.

- (1) CFL/LED Light Bulbs-must bring in old bulb for disposal;
- (2) CO and Smoke or COMBO Detectors-must bring old for disposal;
- (3) Refrigerator shelves and handles;
- (4) Refrigerator, Microwave and Stove bulbs;
- (5) Range stove knobs;
- (6) Range hood light; and
- (7) Faucet aerators and washers.

c. Bathroom Parts and Accessories.

- (1) Shower curtain rods/hardware
- (2) Toilet Seats

d. Lawn and Garden Equipment.

- (1) Fence Slats;
- (2) Fence/Trash Gate latches and hinges;
- (3) Grass Seed;
- (4) Lawn Fertilizer;
- (5) Lawn Mowers (available for 24 hour period);
- (6) Rototiller (available for 24 hour period);
- (7) Weed Trimmers (available for 24 hour period);
- (8) Shovels/Rakes/Assorted tools;
- (9) Weed Control Sprays; and
- (10) Insect/Rodent/Pest Control (ant/roach/wasp spray, mousetraps, etc.).

H. Practical Energy Saving Tips.

1. Heating.
 - a. Maintain inside temperatures in the 65 – 70 degree range.
 - b. Turn down your thermostat(s) at night before going to bed or when the house is unoccupied to at most 65 degrees. When you leave for an extended vacation you should turn your thermostats down to 60 degrees, but do not turn your heat off because this may cause your pipes to freeze and burst.
 - c. Humidifiers used during the winter enable you to lower the temperature and remain just as comfortable. They put moisture in the air and improve the comfort level. Do not leave humidifiers running while unattended.
 - d. Do not keep bathroom or stove ventilation fans running when not needed. These fans vent out heated air and draw cold outdoor air into your home.
 - e. During the winter months, pull down your shades, close your blinds and draw your drapes at night to keep in heat and open them during daylight hours to allow for radiant heating. During the summer months, units will remain cool throughout most of the day if you keep all shades, blinds and drapes drawn and only open them during the evening and nighttime hours.

2. Electricity. Reduce consumption of electricity during peak demand periods from 1100 to 1700 and observe the following conservation methods:
 - a. Avoid the use of washers and dryers during the peak use period;
 - b. Lighting intensities shall not exceed “UL” wattage recommendation for installed fixtures. This practice is also a fire safety precaution;
 - c. Turn off lights when you leave a room or the residence;
 - d. Refrigerator coils must be kept clean and at least two inches from wall. If there is an energy saver switch on the appliance, you should use it;
 - e. Stereos and televisions should be turned off when no one is home;
 - f. Turn off appliances when not in use.

3. Gas.

- a. Report any gas leaks immediately.
 - b. Gas furnaces and water heaters should burn with a blue flame. The presence of yellow flame could indicate an improperly functioning system, incomplete combustion and consequently a release of Carbon Monoxide; which is an odorless, colorless and deadly gas. If your furnace or water heater has a “pilot” light, and it goes out, call Facilities Engineering at (707) 765-7301 or contact the EOW through the TRACEN Quarterdeck Watch desk at (707) 765-7215. Do not attempt to re-light it yourself.
 - c. Do not use your range or oven to heat your quarters.
4. Appliances; Electric Clothes Dryer.
- a. Appliances not working properly can contribute greatly to high-energy bills. Dryers, hot water heaters, furnaces, etc., that seem to not be functioning properly should be serviced. If your furnace or range needs repair or adjustment contact Facilities Engineering.
 - b. Buy a front-loading, hi-efficiency washer and dryer set (saves electricity and water).
 - c. Do not overload the dryer. You must have adequate airflow for the clothes to dry properly.
 - d. Check the dryer exhaust hose for clogging or crimping.
 - e. Clear the dryer lint screen after each use.
 - f. Check the outside dryer vent exhaust, if possible. Make sure the flap is attached and working properly. The flap should shut closed when the dryer is not running.
5. Water.
- a. A leaking faucet can waste between 50 – 75 gallons of water per month. Faucets should be closed tightly to prevent dripping. It is your responsibility to report leaks immediately.
 - b. Water shall be conserved when bathing, laundering and doing dishes, etc. Do not remove water saving devices that are installed.
 - c. Over watering your lawn is wasteful, fifteen minutes in any one spot is sufficient. To reduce evaporation, the most effective time for watering is before 0800 or after 1800. Care should be exercised to ensure that sprinklers water the lawn, not the sidewalk or street.

- d. If car washing is permitted, use a pail when washing cars. Do not turn on your hose and leave it running. Use a shut off for the end of the hose to assure conservation of water.
- e. A poorly seated flapper valve or improperly adjusted tank float generally causes continuously running commodes. Report running commodes to Facilities Engineering immediately.
- f. Immediately report any water leaks that you cannot repair. Exterior leaks may occur around meters, sprinkler heads, water cutoff boxes and exterior water faucets.
- g. When you turn on your shower, check the lower faucet to ensure no hot water is going directly down the drain. If this is the case, have the leaky part tightened or replaced.
- h. Flow restricted showerheads can reduce the amount of water you use by half. Replacement of flow-restricted head with a non-restricted head is not allowed. Please leave them installed.

CHAPTER 6. TRACEN PETALUMA HOUSING ASSIGNMENT PROCESS

- A. Housing Objectives. The objective for Coast Guard owned housing at TRACEN Petaluma is to provide adequate housing for Coast Guard members. While this instruction, in supplement to reference (a), explains the local assignment procedures that will generally be followed, it is impossible to predict every circumstance and special situation. Therefore, the Commanding Officer, TRACEN Petaluma reserves the right to make exceptions at any time in order to meet this occupancy rate or in special circumstances.
- B. Incoming Personnel Tracking. In order to accurately track the flow of incoming personnel, the Housing Office will check regularly with both TRACEN Petaluma’s Customer Service Center (CSC) and Direct Access for PCS orders. Each member in receipt of orders will be sent an e-mail with information about Petaluma housing and the application process. The Housing Office will ensure all applications are received and processed in accordance with this Instruction.
- C. Government Housing Eligibility. Assignment to government quarters is not mandatory and a release is still required. To be eligible for Petaluma Coast Guard Family Housing a person must meet the following criteria:

Military Status	Active Duty Coast Guard
	Coast Guard reservist on active duty for at least one year Civilian government employees (GS/WG) are eligible but may only be considered when excess vacancies occur.
Assignment Location	Must be assigned PCS to a command located within a one-hour, one-way commute of CG Training Center Petaluma. Personnel assigned to Base Alameda, CG Station Golden Gate, D11, FORCECOM, CEU Oakland, and any of the Alameda-based Cutters may apply only after obtaining a release from the parent command’s Housing Office.
Family Status	Family housing: Must have at least one dependent that will live with the member for 183 days or more each year during the assignment to housing. CG members married to members without children are also eligible provided they are co-located (within 60 miles of each other).
Time remaining on tour	Must have at least 12 months remaining on the current tour or must have PCS orders to a local command before an application can be submitted.

Table 6-1: Government Housing Eligibility

- D. Request for Release from Housing. CG personnel stationed within TRACEN Petaluma’s area of Housing Authority wishing to obtain housing in the civilian sector must obtain a release from government housing prior to entering into an agreement to buy, lease, or rent local housing. Personnel wishing to obtain housing in other military housing must still obtain a release from TRACEN’s Housing Office prior to submitting an application to be placed on that housing waiting list.

E. Leased Housing Eligibility. Government leased housing is not available in the Petaluma area. Single Unaccompanied Personnel Housing (UPH) at TRACEN shall be utilized for USCGC SOCKEYE members E-3 and below.

F. Application. The following steps are used to apply for government housing:

Step	Action
1. Obtain a copy of your orders	Orders can be in the form of formal orders, a message, or an emailed copy of Direct Access orders. Orders must be in writing.
2. Prepare Housing Application	<ol style="list-style-type: none"> 1. Complete form DD-1746 (available on CG Standard Workstations). 2. Obtain a copy of your BAH/Dependency Data Form, CG-4170A, from your SPO. 3. Obtain a copy of your Direct Access PCS Orders from your SPO.
3. Submit the above forms to the TRACEN Petaluma Housing Office	<p>Either FAX to: (707) 765-7158, or;</p> <p>Mail to: USCG TRACEN Petaluma Housing Office 599 Tomales Rd., Petaluma, CA 94952</p> <p>Or scan and email to: PetalumaHousing@uscg.mil</p>
Confirm	The Housing Office will provide prompt replies within five (5) working days of receipt of a completed application package. You will either receive a signed Request for Housing Assignment Determination attached to an email or a phone call verifying your status. If you do not receive an email or phone call in this timeframe, call the Housing Office at (707) 765-7238 or (707) 765-7145 to ensure all items were received.

Table 6-2: Steps to apply for government housing

G. Bedroom Qualification. Bedroom eligibility is determined by family composition. Assignments are made in accordance with the factors detailed in Chapter 4 of reference (a). See the following table for the criteria used to determine bedroom eligibility. Deviations from these criteria may be made on a case-by-case basis. Approval by CG-PSC-PSD-FS-Housing is required prior to assignment to a unit with a greater number of bedrooms than the member's eligibility. AHAs may authorize persons not qualified as dependents, or who reside less than 50% of the year, to reside with an eligible member under certain exceptions (as outlined in Chapter 4.C.1. of reference (a)). However, only PSC-PSD-FS-Housing may authorize one additional bedroom for such persons. All requests must be fully documented and approved prior to assignment.

Number of Dependents (excluding spouse)	Number of Bedrooms
Zero or one	2
Two, except as follows: One 10 years or older	2 3
One 6 years or older and other or opposite sex	3
Three, except as follows: Two 10 years or older	3 4
One 10 years or older and other two of opposite sex with one 6 years or older	4
Four, except as follows: One 10 years or older	3 4
One 6 years or older and all three the opposite sex of the one	4
Two 6 years or older of opposite sex and both the both the same sex	4
Two 10 years or older and other two of opposite sex with one 6 years or older	4
Three 10 years or older	4
Five or more	4

Table 6-3: Bedroom eligibility

- H. Waiting List Priority. Assignments to housing will be made from the top of the waiting list. A member’s position on a waiting list is determined by need and estimated date of arrival. Members with the same arrival date will be positioned according to the order their application was received. A separate waiting list is maintained for each bedroom category. Special needs or Hardship cases are also considered and prioritized at the discretion of the Housing Officer working in conjunction with the HSWL Field Office Alameda Staff. The current waiting list may be viewed in the Housing Office or provided upon request.
- I. Multiple Waiting List. Per reference (a), no one may be on more than one government housing waiting list at any time (including DOD lists).
- J. Housing Priorities. Two waiting lists have been established for Petaluma housing. Special needs situations will be evaluated by HSWL Field Office Alameda office and may receive a higher assignment priority than other personnel; however, the final determination in these cases rests with the TRACEN Petaluma Commanding Officer.
 - 1. To ensure that these factors, as well as reasonable commuting distances/times, are considered in housing assignments, the following waiting lists are established:
 - a. The primary list is mainly for incoming PCS members and approved documented special needs cases.
 - b. The secondary list is used for any type of convenience move.

2. Usually a convenience move is defined as any type of move requested by a current resident not under PCS orders upon a change in dependency status. Though there are both senior and junior personnel housing units, and every attempt will be made to locate members appropriately, the Housing Authority reserves the right to place members wherever there is a vacancy and an appropriate bedroom match. Therefore, junior enlisted members may be assigned to senior personnel quarters and vice versa as needed to meet Coast Guard occupancy rate standards.

Type of Unit	Waiting List Status
2 Bedroom (22 units):	Primary Waiting List – CG Enlisted E-2 to E-8
3 Bedroom (74 units):	Secondary Waiting List – Convenience Moves
4 Bedroom (18 units):	
Senior Personnel 3 Bedroom (8 units)	Primary Waiting List – CG Officers and Enlisted E-9 Secondary Waiting List – Convenience Moves
Senior Personnel 4 Bedroom (4 units):	

Table 6-5: Waiting list priority by number of bedrooms

- K. Vacant Waiting List. If a unit is available with no one on that category’s waiting list, the Housing Officer will consider families on a lower category waiting list for assignment to that unit. The following table shows the first backup waiting list that will be considered for each type of unit:

Available Unit	Category
4 Bedroom	3 Bedroom
3 Bedroom	2 Bedroom
2 Bedroom	N/A

Table 6-6: Backup waiting list considerations

- L. Accepting Family Quarters. Upon assignment to on-base housing, an inspection of quarters will be made by the sponsor and a Housing Representative jointly. A USCG Training Center Owned Housing Inspection Report showing the condition of the unit will be filled out, signed by the resident and the Housing Office representative, and filed at the Housing Office. Residents will not be held responsible for damage noted on the inspection report. Upon completion of the inspection, the Housing Office representative will provide the tenants with a copy of TRACEN Petaluma Housing Manual, CGTRACENINST M11101.1 (series), instructions on general maintenance of the quarters and any additional information as needed. The Housing Office will notify the appropriate SPO via email within 24 hours of assignment to quarters to terminate BAH.

M. Housing Relocation. There must be 12 months remaining on the present tour for any relocation to be approved. All expenses incident to relocation will be borne by the member and a formal checkout inspection must be passed. While moving, the member may occupy two government quarters for no more than 14 days. New units will generally be assigned “as is”, meaning clean but without contractor’s rehabilitation. The following is a general guide for members currently assigned to government quarters who desire relocation within government housing:

IF	THEN	ACTION	ASSIGNMENT PRIORITY
Pregnancy occurs after occupancy of quarters and the additional child qualifies family for additional bedroom	Submit request for additional bedroom and expected delivery date of child.	Placed on waiting list effective date of approval by Housing Officer	Placed on secondary waiting list
Dependents are acquired through adoption, death, legal means (e.g., parents declared dependents, etc.)	Submit “new” housing application as of date of approval of dependency. Submit documents stating dependency.	Placed on waiting list effective date of receipt of approved application	Placed on secondary waiting list
Dependents from previous marriages were residing with previous spouse, but children relocated with member (more than 183 full days per year)	Submit “new” housing application as of date of arrival of dependents. Submit documents stating custody.	Placed on waiting list effective date of receipt of approved application	Placed on secondary waiting list
If medical conditions or special needs occur (other than routine conditions including pregnancy)	Register as a special needs case with the HSWL Field Office Alameda staff. When approved, submit relocation request	Placed on waiting list effective date of approval by the Housing Officer	Placed on primary waiting list
If dependent children reach age to be eligible for own room	Submit a request for additional bedroom. Relocation is not generally authorized before 12 months in the assigned unit	Placed on waiting list effective date of receipt of approved application	Placed on secondary waiting list
Member accepted quarters which are less than minimum size for family makeup (e.g., four bedroom qualified upon PCS arrival, but accepts three bedroom unit)	Submit a request for additional bedroom. Relocation is not generally authorized before 12 months in the assigned unit	Placed on waiting list effective date of receipt of approved application	Placed on secondary waiting list

Any other reason such as personal convenience (desire carport, better location, etc.)	Relocation is not generally authorized.	N/A	N/A
NOTE: Exceptions to these guidelines will be considered if it is determined to be in the interest of the government.			

Table 6-7: Conditions for housing relocation consideration

- N. Addresses. In most cases, an assigned address will not be given more than 30 days prior to reporting to the new command. No one will be permitted to remain on a waiting list after arrival in order to wait for a particular unit/area to become available. Aside from Command-designated quarters, assignments to units are made based solely on available inventory as determined by the applicant’s arrival date.

- O. Mid-tour Housing Applications. As long as there are at least 12 months remaining on the current tour, or if new orders to another local command have been received, applications for housing can be submitted mid-tour. If a member is in a lease on the economy and needs a specific date to move, submit the housing application and note that you will need to give notice to get out of your current lease. The Housing Office will work with you as much as possible to allow placement in adequate housing at a convenient time (within reason).

- P. Cost of Moves into Housing. Those moving into government housing are expected to use their PCS toner to fund the move. The Coast Guard cannot pay for any voluntary move.

- Q. Geographic Bachelors. Personnel who will be Geographic Bachelors do not qualify for family housing and therefore will be granted a “conditional” release. TRACEN Petaluma defines a Geographical Bachelor as someone who resides apart from their dependents four or more nights per week and whose dependents reside 100 miles or more from the Training Center. Those members whose situation or status subsequently changes after reporting aboard will be required to apply for housing based on their eligibility, as appropriate. Conditional releases will either be granted on a year-by-year basis, or for the full duration of the tour, based upon the member’s situation and the documentation provided. Approved PCS Orders must reflect dependents are not authorized travel entitlements prior to granting a conditional release from government owned housing.

- R. Overseas-Restricted Duty. Personnel who are residents in TRACEN Petaluma owned housing and who receive orders to an overseas-restricted duty station may request authorization for their families to remain in Coast Guard owned housing for the period of the overseas assignment.

- S. Postponement of Termination. Requests to postpone termination of assignment to housing to prevent a hardship will be considered on a case-by-case basis by the Local Housing Authority (LHA) or AHA in accordance with reference (a). Any request to postpone termination in excess of 90 days requires CG-PSC-PSD-FS-Housing approval under any circumstance. Examples of hardship conditions that may be considered by the LHA and AHA that do not exceed 90 days are outlined in accordance with Chapter 4.M.4 of reference (a). Personnel are also required to meet

any application requirements of their receiving command's housing authority. Approval to remain in TRACEN Petaluma housing will not supersede any receiving command's housing authority determination or requirement for mandatory assignment. Members will be required to submit documentation of release authorization to the TRACEN Petaluma Housing Office for official files.

- T. Housing Referrals. The TRACEN Petaluma Housing Office also acts as a housing referral office. Housing referral services are provided to assist those personnel granted releases in locating nearby private or government quarters. The referral does not constitute an endorsement of those quarters.

- U. Fair Housing. The 1968 Fair Housing Law, as amended by the Housing and Community Development Act of 1974, sets a national policy of providing fair housing throughout the United States. This law makes discrimination based on race, color, religion, sex, or national origin illegal in selling or renting most housing, extending to all real estate services, including advertising, multiple listing services, brokers' organizations, commercial lenders, or other services involved in buying or renting housing. The decision to report a housing discrimination incident rests entirely on the member. The Coast Guard will assist the member to report a housing discrimination complaint to the Department of Housing and Urban Development (HUD). Members should make complaints about discrimination in purchasing or renting housing to the TRACEN Housing Officer, or the TRACEN Staff Judge Advocate, as soon as possible after the incident occurs so it may be documented and reported. Members have one year after an alleged violation to file a complaint with HUD.

APPENDIX A - TRAINING CENTER PETALUMA HOUSING ORGANIZATION

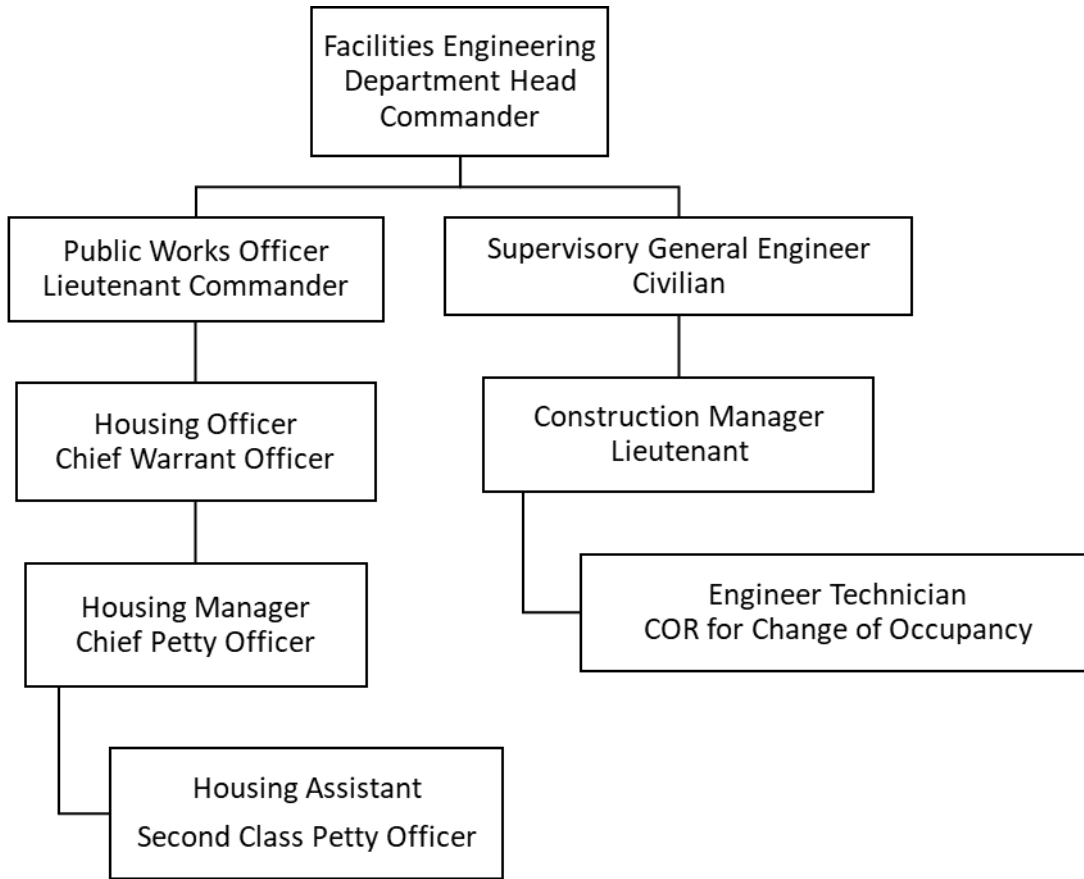


Table A-1: Training Center Petaluma housing personnel

APPENDIX B – HOUSEHOLD GOODS STORAGE AREA POLICY

- A. General. The Household Goods Storage Area is to store excess household goods. This storage area consists of Con-ex boxes located on the south side of the skeet range. The term House Hold Goods in this policy refers to traditional furniture, decorations, toys, yard tools, bicycles, and other items that will not fit in the assigned Government Owned housing. The storage units are offered to all eligible users at no cost.
- B. Authorized Users. Due to the limited number of Con-ex boxes available, only tenants of TRACEN Petaluma's family housing are eligible for these storage units. If additional space becomes available, it will be made available on a case-by-case basis.
- C. Policies and Procedures.
1. Personnel assigned a household storage box must complete and submit a Housing Storage Unit Agreement Form to the Housing Office, see enclosure (1).
 - a. Forms are to be submitted to the Housing Office.
 - b. By signing this form, you acknowledge and agree to the terms set forth in the Household Goods Storage Registration Form. Once assigned a storage unit you may put items into it. Your storage unit lock will be keyed to match your assigned residence.
 - c. Storage of Hazardous Materials is strictly prohibited!
 - d. If at anytime, you fail to meet the requirements outlined on the Household Goods Storage Registration Form," you will lose your privilege to occupy the household goods storage area and must remove all stored items immediately.
 - e. Con-ex boxes are not to be inhabited by people or animals.
 - f. If you no longer need the storage unit assigned to, you shall notify the Housing office immediately. Allowing unassigned personnel to utilize any Con-ex box assigned to you is strictly prohibited.
 2. Once your Registration form is completed, you will be assigned a storage unit based on your assigned housing unit.
 3. You must maintain your assigned storage unit and ensure it is clean at all times.
 4. Violations of this policy will be handled as follows:
 - a. First violation. Notified of violation via e-mail and/or phone call.
 - b. Second violation. Notified along with your Division Officer or Commanding Officer, (if stationed at a Command other than TRACEN).

- c. Third violation. Notified along with your Division Officer or Commanding Officer, (if stationed at a Command other than TRACEN) by the TRACEN XO terminating your privilege to utilize the household goods storage box. You must move all stored items immediately.

APPENDIX C– HOUSEHOLD CLEANING SUPPLY AND PROPANE TANK POLICY

- A. General. The Household Cleaning Supply and Propane Tank Policy (HHCSPT) are intended for all personnel including active duty and dependents residing in TRACEN Housing. The purpose of this policy is to maintain a ready supply of cleaning agents and propane tanks for incoming families as well as to provide a centralized drop off point for personnel who do not desire to carry these items with them when departing the unit. A completed Cleaning Agent and/or Propane Tank Acceptance Form, see enclosure (7), must accompany all cleaning products and propane tanks.

- B. Authorized Users. All personnel living onboard TRACEN Petaluma is authorized to use this program.

- C. Cleaning Products Policies and Procedures.
 - 1. By recycling cleaning products properly, you can help prevent the spread of cleaning chemicals into our ecosystems.
 - a. **Collection Point:** The TRACEN Housing Office has been designated as the collection point for all unwanted cleaning agents in original containers.

 - b. **Program Oversight:** The TRACEN Environmental Protection Specialist will provide program oversight and ensure that all cleaning agents accepted are not mixed or diluted with something else as well as free from any element that would spoil or detract from them. Items will be in their original container with the label in a readable condition.

 - c. **Labels:** The label on containers is extremely important for the following reasons:
 - (1) The label on cleaning products provides Material Safety Data Sheet (MSDS) information.
 - (2) First Aid information.
 - (3) Precautionary Statement.
 - (4) Company contact information as well as any website information.
 - (5) Information on how to dispose of empty container.
 - (6) Directions for use.

 - d. **Certification of Products:** Personnel delivering items to the collection point will sign a statement certifying that the product is unadulterated and in its original container with the label clearly readable.

 - e. **Non-Acceptable Items:** Any items not accepted by the Housing Office can be disposed of at the Sonoma County Recycle Center.

- (1) Sonoma County Recycle Center
500 Meham Road
Petaluma, CA 94952
- (2) Daily Hours of Operation: 0700 – 1530
Phone: (707) 565-3375
Website: <http://www.recyclenow.org>
- (3) This recycling center is five miles (10 minutes driving time) from the Training Center. They accept up to 15 gallons of liquid (with a maximum of five gallons per container) or 125 pounds of solid material.

D. Propane Tank Policies and Procedures.

- a. The dangers surrounding the 20-pound propane tanks used for home grilling have to do with disposal recycling of the cylinders or tanks that are no longer needed or serviceable. All previously used propane tanks have some amount of gas left in them. Because propane is a hazardous material, it must be handled or disposed of properly. Tanks containing fuel under pressure may explode if tank integrity is altered. This may cause severe injury or death. Tanks containing compressed gas may explode in waste-to-energy facilities.
- b. Do not put an obsolete tank into a dumpster or other disposal container. It can pose a serious safety concern if the trash truck compresses its load, as it could crush and rupture the cylinder, releasing the rest of the propane. This could create an explosion hazard.
 - (1) Collection Point. The TRACEN Housing Office has been designated as the collection point for unwanted propane tanks.
 - (2) Program Oversight. The TRACEN Environmental Protections Specialist will provide program oversight and ensure that all tanks received are in a good serviceable condition.
 - (3) Certification of Tanks. Personnel delivering propane tanks to the collection point will sign a statement certifying that the tank is in a good serviceable condition.
 - (4) Non-Acceptable Tanks. Tanks not accepted by the Housing Office can be disposed of at the Sonoma County Recycle Center located at the above address. They accept five-gallon cylinder and larger with the valves removed.

APPENDIX D – TRACEN PETALUMA GARDEN PLOT POLICY

- A. General. The garden plots have been established for Active Duty members and their families who reside in TRACEN housing.
- B. Policies and Procedures.
 - 1. Personnel desiring to utilize the garden plots must complete and submit a Garden Plot Sign-Up Sheet to the Housing Office, see enclosure (8).
 - a. Forms are to be submitted to the Housing Office.
 - b. By signing this form, you acknowledge and agree to the terms set forth on the sign-up form.
 - (1) If at any time you fail to meet the requirements of the sign-up form agreement, you will lose your privilege to utilize a garden plot.
 - (2) If you no longer need the plot assigned to you notify the Housing Office immediately so that the space can be reassigned.
 - 2. Once your sign-up form is completed, you will be assigned a plot.
 - a. If a space is available, you will be assigned a space number.
 - b. If no space is available, you will be placed on a waiting list for the next available space.
 - 3. You must maintain your assigned space and ensure it is free of trash and is well kept. Overgrown and trashy looking plots will take away from the quality of the other plots. Law prohibits the growing of illegal plant species.
 - 4. The Housing Office will complete a monthly inspection of the garden plots. Any violations will be handled as follows:
 - a. First violation. Notified of violation via e-mail and/or phone call.
 - b. Second violation. Notified along with your Division Officer.
 - c. Third violation. Notified by the TRACEN XO terminating your privilege to utilize the garden plot. You must leave the space clean and cultivated.

APPENDIX E - TRACEN PETALUMA PAVER INSTRUCTIONS

- A. General. This Garden Paver guide is intended for all personnel including active duty and dependents residing in TRACEN Petaluma government quarters. Pavers available through the Housing Office are made from concrete and come in red or gray. Paver installation can easily be accomplished by a “do-it-yourselfer” with just some general tips and guidelines.
- B. Policies and Procedures. Garden pavers require little maintenance, and repairs are relatively simple, making them a perfect addition to your garden or backyard. However, for safety reasons it is critical that they be properly installed. For this reason, the following policies and procedures are provided to assist you with this project.
1. Plan of Action. Personnel wishing to put down pavers must complete and submit a “Plan of Action” (POA). The purpose of the POA is to give the Housing Office a chance to review your plan and determine the amount of materials needed to complete your project. The POA may be typed or hand written and must be submitted along with a Self-Help Project Request to the Housing Office for approval, see enclosure (3).
 2. Pick Up Supplies. Once your POA has been reviewed, approved, and signed by the Housing Office Approving Official, you may make an appointment during normal working hours of 0730–1600 Monday through Friday to pick up the burlap sacks needed to transport the sand, mulch or topsoil to your work site.
 3. Sand, Pavers, Mulch and Topsoil. Upon receiving the burlap sacks, sand for pavers, mulch and topsoil can be obtained from the storage bins located behind the TRACEN Motor Pool. You must make an appointment through the Housing Office to schedule pick up of these materials.
 4. Responsibility. Each person submitting a POA for a garden paver project will be ultimately responsible for the quality of work completed.
- C. Planning. A good plan is essential to a successful paver project. Think about where you want your path and then use graph paper to make a scaled drawing of the immediate area. Draw in your paver project. You will have to play around with your design a bit, so be sure to use pencil and keep your drawing neat. Your project will need to have adequate drainage if you want it to be safe and durable. To ensure adequate drainage, you should have a slope of at least 1/8” per linear foot (1/4” slope per linear foot is often recommended).
1. In general, if your project area is not too irregularly shaped, you can safely calculate how many pavers you need by simply measuring the square footage of the footprint and adding five percent.

2. If your design has many curves, get an extra 10 percent over your best square footage estimate. You should order extra because you will almost certainly end up having to cut some of the pavers to get the right fit. The fancier your outline, the more pavers you will have to cut.
- D. Outline the Project Area. Use string or garden hose to outline your project. Drive stakes to hold the outline in place and to make clean corners.
- E. Scope your slope. To avoid water pooling on your pavers, they should be slightly above the surface of the surrounding ground at all points. Thus, when planning the slope, begin at what will be the highest point (typically the point at the bottom of the door or otherwise closest to the house).
1. Drive a stake at the high point, and mark the correct height where the pavers will meet the door or structure. Tie a string around the stake at that height.
 2. Drive a stake (if there is not already one) at the outer boundary of your project. This will be your lowest point. Attach a line level to your string and then tie the loose end of the string around the outer stake at the height at which the line level tells you the entire string is level. Now from that line move down the stake at least 1/8" per linear foot (e.g., if it is eight feet from your front door to the outer edge of your patio, move down the stake 1"), and draw a new line. Move your string down to this line. String cross-lines down the length of the project to ensure you mark the correct depth across the entire project.
 3. If your project area has a variety of slopes, or if your design is irregular, you will need to repeat this process in several points. It is absolutely critical that you get the slope right, so the more stakes the better.
- F. Excavate the Installation Area. Spaces which will be exposed only to foot traffic generally need 4"–6" of base material, while driveways or projects in very wet soil may need as much as 12" of base. Figure out how deep your base will need to be and add about 1"–1½" for the sand layer, plus the thickness of the pavers (typically 2 3/8" or 3 1/8").
1. The sum of the depth of the base, the sand, and the pavers will be how deep you need to excavate your project area. Be sure to excavate 6"–12" beyond the boundaries of the project to give you ample space to install your edge restraints.
- G. Measure. Measure the depth of your excavation frequently. Measure from the line, not from the surface of the ground.
- H. Lay the Base. The base material is usually coarse, crushed stone with sharp irregular edges. Add no more than 2" at a time to the entire excavated area, and then compact it with a hand tamper (for very small projects). It is essential that the base be well compacted. Repeat this process until you have a base of the correct depth. Now is your last chance to properly adjust the height of the finished project and to ensure you do not have any dips or bumps. Slightly increase or decrease the

thickness of the base as necessary, taking frequent measurements from your strings to the base. Laying the base outside the boundaries of the project will make your project ore stable.

- I. Install the Edge Restraints. Edge restraints will help hold the shape of your project over the years. Place these restraints, usually made of plastic, aluminum, or steel, around the perimeter of the project and secure them into the ground with 12” spikes. If your design is irregularly shaped, you will need to cut the restraints in order to follow the edges of the design.
- J. Laying the Sand. Put down a layer of sand. The sand is the glue that holds your pavers in place. Use coarse sand and screed it smooth to a standard uniform depth of 1”–1 ½” and no more. If your project is large, lay down 1” screed pipes and then pour the sand in between the pipes, screeding the sand in small sections (50–100 square feet each). Remove the pipes and then fill in the gaps with more sand.
- K. Lay the Pavers. Actually laying pavers is easy compared to all the work you have just done. Begin laying pavers at a 90-degree corner, preferably one that abuts the house or structure. Work out from there, keeping your pavers in straight lines. Lay pavers by placing them straight down in the sand – do not slide them along the ground or kick them into place and disturb the sand. Slide each paver straight down the edge of the adjacent paver. Do not worry about gaps: you generally want to leave a 1/16” to 1/8” gap between pavers. Periodically check to make sure the pavers are level, and use a string to check each row for straightness.
- L. Filling the Cracks. Dump sand liberally over the installed pavers and sweep it into the joints until all the cracks are filled. Sweep sand into the joints. Fill the joints between pavers with coarse sand like you used earlier, or use slightly finer sand. Pour it onto the pavers and sweep it into the cracks until they are completely filled. This sand “locks” the pavers in place. Make sure the sand is dry.

APPENDIX F – EARTHQUAKE PREPAREDNESS

<p>Before an Earthquake</p>	<p>Earthquakes can strike quickly and without warning. You may be forced to evacuate your neighborhood or you may be confined to your home. What would you do if basic services--water, gas, electricity or telephones--were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Therefore, the best way to make your family and your home safer is to be prepared before disaster strikes.</p>
<p>Identify Hazards</p>	<p>Identify potential hazards in your home ahead of time. Advance planning can reduce the danger of serious injury or loss of life from an earthquake.</p> <p>Fasten shelves securely to walls.</p> <p>Place large or heavy objects on lower shelves.</p> <p>Store breakable items such as bottled foods, glass, and china in low, closed cabinets with latches.</p> <p>Hang heavy items such as pictures and mirrors away from beds, couches, and anywhere people sit.</p> <p>Have defective electrical wiring and leaky gas connections repaired. These are potential fire risks. <i>Contact the Housing Office for any problems.</i></p> <p>Secure a water heater by strapping it to the wall studs and bolting it to the floor. <i>Contact the Housing Office if your water heater is not secured.</i></p> <p>Repair any deep cracks in ceilings or foundations. <i>Contact the Housing Office if you note any problems.</i></p> <p>Store weed killers, pesticides, and flammable products securely in closed cabinets with latches and on bottom shelves.</p>
<p>Supplies</p>	<p>When preparing for an earthquake, plan to have enough supplies to get you and your family through at least the first 72 hours. After a major earthquake, there is a good chance that traditional emergency response teams will be too busy to take care of you and your family. You need to prepare your home and neighborhood.</p> <p><u>Essentials</u> Water (2 gallons per person per day) Water purification kit First aid kit, freshly stocked & First Aid Book Flashlight and extra batteries Portable battery-operated radio and extra batteries</p>

Supplies, cont'd	<p>Non-perishable food Manual can opener Blankets or sleeping bags Essential medications Extra pair of eyeglasses Extra pair of house and car keys Fire extinguisher (A-B-C type) For pets, food, water and restraint (leash or carrier) Cash and change <i>Baby supplies:</i> formula, bottle, pacifier, soap and baby powder, clothing, blankets, baby wipes, disposable diapers, canned food and juices.</p> <p><u>Sanitation Supplies</u> Large plastic trash bags for waste; tarps and rain ponchos Large trash cans Bar soap and liquid detergent Shampoo Toothpaste and toothbrushes Feminine hygiene supplies Toilet paper Household bleach</p> <p><u>Safety and Comfort</u> Sturdy shoes Heavy gloves for clearing debris Candles and matches Put a security light in each room* Light sticks Change of clothing Knife or razor blades Garden hose for siphoning and firefighting Tent Paper, pen, stamps</p> <p><u>Cooking</u> Plastic knives, forks, spoons Paper plates and cups Paper towels Heavy-duty aluminum foil Non-electric can opener Camping stove for outdoor cooking (caution: before using fire to cook, make sure there are no gas leaks; never use charcoal indoors)</p> <p><u>Tools and Supplies</u> Axe, shovel, broom</p>
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Supplies, cont'd	Tool kit including a screwdriver, pliers and a hammer Coil of 1/2" rope Plastic tape, staple gun and vinyl sheeting for window replacement Bicycle * These lights plug into any outlet and light up automatically if there is a loss of electricity. They continue operating automatically for four to six hours and they can be turned off by hand in an emergency.
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Table G-1: Earthquake preparedness tips

APPENDIX G – MOLD GROWTH IN COAST GUARD HOUSING

- B. Sources. The following information is a compilation guidance provided by the EPA. The health effects of mold exposure are still being researched and therefore are changing. For the most updated information, see the following websites:
1. U.S. Environmental Protection Agency: <https://www.epa.gov/mold>
 2. Centers for Disease Control: <https://www.cdc.gov/mold/default.htm>
- C. Background. Mold spores are everywhere, both indoors and outdoors. Growth of mold inside a unit is not an indication of poor housekeeping but that moisture is present. Mold spores deposited in locations with sufficient moisture, organic material, and temperatures will result in a bloom of new mold growth. Eliminating the source of moisture will prevent the growth of mold. If mold growth is already present, identify the source(s) of moisture and repair prior to cleanup. If the mold is cleaned, but the source of moisture is not eliminated, the mold will most likely return.
1. Preventing Excessive Moisture. There are numerous potential sources of moisture that may result in mold growth in a home. Some possible sources include:
 - a. Leaking Roof. If you see evidence of a roof leak, contact FE Customer Service. Housing Maintenance personnel should repair the roofing system and dry the areas affected as soon as possible.
 - b. Leaking Pipes. If you see evidence of leaking pipes, contact FE Customer Service. Housing Maintenance personnel should repair the leaking pipes and dry the areas affected as soon as possible.
 - c. High Humidity. High humidity in a unit will result in condensation that may result in mold growth. If you observe condensation on the walls in your unit, there are several steps you can take to reduce the humidity and/or condensation.
 - d. Run exhaust fans in bathrooms and kitchens to remove moisture to the outside
 - e. Ensure the vent for your clothes dryer is not clogged.
 - f. Open the window in your bathroom while taking a shower. Do not take long, steamy showers.
 - g. Take steps to promote air circulation throughout the house, such as using fans, moving furniture out from walls and corners, and opening doors between rooms.
 - h. Do not have excessive plants in your unit.
 - i. Use a dehumidifier

2. Sweating Pipes. If you see evidence of sweating pipes, contact FE Customer Service. Housing Maintenance personnel should install insulation on cold water pipes to eliminate moisture damage potential.
3. Moisture in Bathroom. Mold growth can be expected in some areas such as bathrooms where excessive levels of moisture may exist. An appropriate measure to control moisture in bathrooms is to increase the level of air circulation. Exhaust fans in bathrooms should be run until all of the steam is gone from the bathroom.
4. Water Damage from Disasters. Moisture damage in a post-disaster scenario will not necessarily result in mold growth if addressed immediately. Moisture laden materials must be dried within 48 hours. Building materials such as drywall and porous ceiling tiles may be difficult to dry if completely saturated; these building materials might need to be replaced.
5. Water Intrusion from the Basement. Moisture found in basements could be entering through the foundation. Notify FE Customer Service if you have moisture intrusion in your basement. Installing a sump pump or “French Drain” may resolve the problem.

D. What to Do When Mold Is Found.

1. Perform visual inspection looking for signs of mold growth or visible moisture damage. Residents can clean the moldy area themselves if it is less than about 10 square feet (less than roughly a 3 ft. by 3 ft. patch).
2. In all other instances, contact the Housing Office or FE Customer Service. Sampling to identify the type(s) of mold can be performed, but is not recommended because, currently, there are no EPA regulations or standards concerning airborne mold contaminants. In most cases, identifying the type of mold will not alter the plan of action. In all cases, the actions will include fixing the source of water intrusion, repairing any building materials damaged, and cleaning the affected area. Housing occupant should contact the Housing Office.

E. “Hidden Mold.”

1. Growth of mold can occur in voids between walls, behind wallpaper, or other areas not clearly visible. Individuals may suspect they have a hidden mold problem if the air smells “musty” or if occupants are experiencing health problems commonly associated with mold. The destruction of building materials may be necessary for a thorough evaluation. Investigations of this type are best left to personnel with training and experience.

F. Cleanup.

1. All species of mold have the potential to cause health problems, particularly for individuals with allergies. Cleaning with common household cleaners is recommended; a solution of soap and water on most surfaces will be adequate. Utilizing a solution of bleach and water or biocides is not advised. Sanitizing the area with bleach will not prevent the re-introduction of

mold spores. If conditions favorable for growth remain, mold growth will recur. You may consider consulting a specialist if you are unsure how to properly clean an item or if the item is expensive and/or has sentimental value.

2. Cleanup crews should avoid exposing themselves and others to mold-laden dusts as they conduct their activities. Caution should be used to prevent mold and mold spores from being dispersed throughout the air where they can be inhaled by building occupants. Cleanup crews should wear respiratory protection (N-95 filter), eye protection, and gloves (if harsh chemicals are utilized for the cleanup).
3. When small areas are contaminated with mold resulting from water intrusion the project should include both repairing of water source and clean up of work area. The project should include an evaluation of substrate to determine if replacement is necessary. An example of this scenario: a leaking kitchen sink results in mold growth confined to under sink cabinet. Leaking pipe should be repaired and mold growth cleaned up by contractor.
4. When large areas are contaminated with mold resulting from water intrusion or high humidity the same principle applies. The source of water intrusion must be fixed and the mold must be removed. In the case of large mold removal projects, it is imperative that a qualified contractor perform the work. Improperly performed cleanup of excessive contamination could result in significantly worsening the situation. In addition, a qualified professional should make the determination whether to salvage or discard building materials damaged by water intrusion and/or mold.
5. For more guidance on Mold Clean up, see the EPA website: <https://www.epa.gov/mold/mold-cleanup-your-home>

Department of Homeland Security
U. S. Coast Guard
TCP-HSG FORM-001 (Rev. 01/19)

HOUSING STORAGE UNIT AGREEMENT

Section I – General Information (Please Print)

Resident's Name (Last, First, MI):

Housing Site or Barracks Name:

Storage Unit Assigned:

Section II – Storage Unit Regulations

HAZARDOUS MATERIALS: There will be **NO** storage of flammable solids, liquids or gasses inside or outside of the unit.

LIABILITIES: Training Center Petaluma and the Coast Guard are not responsible for any loss or damage to your personal property while in storage. Resident is responsible for procuring their own lock and keeping belongings locked at all times.

CLEANLINESS: You are responsible for keeping your storage unit clean at all times. There is to be no storage on top of or outside your unit. Upon check out from assigned housing, the interior will be cleaned.

MODIFICATIONS: Shelves may be installed inside the storage unit, however, they must be free standing.

INSURANCE: It is recommended that residents obtain renters insurance that will cover personal property while in authorized storage.

Section III – Statement of Understanding

"I have read and understand the above regulations regarding storage container usage. I also understand that Housing has the right to inspect my unit with at least 24 hours advance notice for compliance of the above rules. If I am found to be in violation of the above rules, Housing has the right to evict me from the storage unit. Finally, I understand that the Coast Guard has the right to enter my storage unit without permission if sufficient and reasonable grounds for a lawful search are established by the Commanding Officer in accordance with existing Coast Guard regulations."

Residents Signature:

Date:

Housing Representative Signature:

Date:

U.S. Department of Homeland Security U.S. Coast Guard TCP-HSG-002 (Rev.01-19)	<h2 style="margin: 0;">OCCUPANT RESPONSIBILITIES</h2>	
Section I: Service Member Information		
Service Member's Name (<i>Last, First, MI</i>):	Rank/Rate:	
Permanent Duty Station (<i>Include Work Phone #</i>):	Quarters Address (<i>Street, Apt#, City, State, Zip, Home Phone #</i>):	
<i>Please read each statement and <u>acknowledge by initialing in the preceding block.</u></i>		
	I understand my requirement to keep personnel at the Coast Guard Housing Office informed of any change in status, e.g., marital status, dependent status, transfer orders, family composition.	
	I have received a Lead Based Paint and/or Asbestos disclosure if applicable to my assigned housing unit.	
	I understand that I am required to provide a written 45-day Notice of Intent to Vacate. I understand that I must schedule pre and final inspections.	
	I understand if I have firearms I must notify CGPD within 3 days of occupying government quarters or after the purchase of additional firearms in accordance with local policy.	
	Coast Guard housing is government property yet the local law enforcement/fire department maintains jurisdiction. Therefore, in the event of an emergency I am directed to call 911.	
	I have received a copy of the Training Center Petaluma Housing Manual, TRACENPETINST M11101.1 (series), and will ensure my dependents, guests, and pets comply with this instruction.	
	I understand authorized personnel can inspect my quarters at any time. Reasonable notification will be given when appropriate (1-5 days), however, unannounced inspections for major violations (i.e. housekeeping violations, etc.) may receive no advanced notification.	
	I understand I am financially responsible for all damages due to negligence, unauthorized alterations and damaged or missing government property.	
	It is strongly encouraged that I carry renter's insurance. If I own a waterbed or play structure <u>I am required</u> to carry liability insurance. Trampolines, fire pits, and swimming pools are prohibited.	
	I understand that an Absence from Quarters form must be submitted when quarters are to be vacant 14 days or more. The Housing Office must approve any absence of 60 days or more, with the maximum time allowed for both the sponsor and family members to be away at 20 weeks. An exception to policy must be submitted, in advance, for periods exceeding 20 weeks.	
	I understand I must obtain the housing officer's written approval for individual guest visits of more than 21 days. Guest visits beyond 30 days or exceeding 45 cumulative days require approval from the AHA. Overnight guest visits in the UPH is strictly forbidden.	
	FAMILY HOUSING ONLY: I understand the pet policy for government housing. Any damage to quarters or flea infestation caused by my pet(s) will be my financial responsibility. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.	
	I understand I am responsible for the performance of routine maintenance (replacing light bulbs, repairing leaking faucets, broken electrical cover plates, loose door knobs, etc), housekeeping and, where appropriate, grounds care. I understand electrical repairs are restricted to changing of light bulbs, cover plates, and these types of minor repairs. No rewiring or repairing of circuits, switches, etc. is allowed. I am aware I must call maintenance for emergency and routine services.	
	I understand parking is restricted to streets, private driveways, garages, marked parking spaces and parking lots. Parking is on a first come, first served basis in all unassigned spaces. No vehicles may be parked on grass/landscaped areas at any time. Recreational vehicles such as trailers, campers, boats, jet skis, etc. are not permitted to be stored in the streets or driveways in any housing area. All vehicles must be licensed/registered and in operative condition or will be subject to towing.	

Please read each statement and acknowledge by initialing in the preceding block.

	I am aware pest control in my quarters is my responsibility. Sanitation is the most effective means for controlling many household pests, and it is my responsibility to properly clean and maintain my assigned quarters. If an infestation of pests is evident, I must contact maintenance for assistance.
	I understand there is zero tolerance concerning illegal drugs in military housing. Any incident with illegal drugs is cause for an immediate eviction.
	It is my responsibility to conserve our natural resources. I understand utility and water conservation is required. Repeated violations of excess utility usage could be the basis for termination of my assignment.
	In the event a family member is locked out of my quarters, I understand I may come to the Housing Office to borrow a key if during regular working hours. I understand the Housing Office will not, at any time, give a key to nor open a housing unit for a minor or guest. If the incident occurs outside normal working hours, it is my responsibility to call the Duty Officer. Additionally, at my final vacate inspection, I must return all keys checked out to the quarters or I may be charged for re-keying the quarters.
	Should problems arise with my neighbors, we will initially seek to resolve our differences privately and courteously.
	I will ensure my children have proper supervision at all times. I understand any children under 18 years of age will follow curfew regulations in accordance with the TRACEN Housing Manual.
	I understand it is my responsibility to dispose of all packing materials/boxes.
	I understand the unit assigned to me will have a "Check-In" inspection performed, with me present, by a government representative. The pre-existing condition of the unit will be noted on my "Quarters Inspection Checklist" form. I understand any further pre-existing conditions found after the Check-In inspection must be submitted to the Housing Office within two weeks of my move in or they will not be allowed.
	I understand I will be provided front door keys for my use. I understand I may not change any lock and may not duplicate any keys. I also understand I can be charged for any lost keys.
	I understand I am responsible for practicing good housekeeping and for keeping my quarters in a clean and sanitary condition.
	I understand I must get prior written approval from the Housing Office before making any modifications to my quarters. This includes any planting, painting or installation of a satellite dish. I further understand that upon termination of assignment to quarters I must return my unit to the original, or an approved, condition at my own expense.
	I understand I must obey all traffic regulations throughout all housing areas. I further understand repeated violations of traffic regulations can be the basis for termination of my assignment.
	I understand I am responsible for the care of my yard, which includes watering, and cutting of grass, small bush trimming and trimming of trees up to 6ft. Since many of the units have different size yards and configurations, my responsibility will be stated to me upon assignment to my housing unit.
	I understand all my personal items (boxes, tools, play toys, bikes, etc) need to be picked up and stored inside my unit, backyard, storage area or garage when not in use.
	I understand that auto maintenance is restricted to minor adjustments such as tire changes and changing of wiper blades. I understand the changing of motor oil, other automotive fluids and battery replacement is strictly prohibited. I will also be responsible for any oil or grease damage. I further understand I will be charged for any cleaning/restoration of government property. I also understand any work that causes a nuisance or safety hazard to neighbors is prohibited. Under no circumstances is commercial work or repairs allowed.
Service Member's Signature:	Date:
Housing Representative's Signature:	Date:

Department of Homeland Security U. S. Coast Guard TCP-HSG FORM-003 (Rev. 01/19)	SELF HELP PROJECT REQUEST
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Section I – General Information (Please Print)

Resident's Name (Last, First, MI):

Housing Site or Barracks Name:

Resident's Permanent Duty Station & Work Phone:

Section II – Description of Work

Explain what, where, how many, installer name, type, size, color. Provide drawing(s), sketches, measurements, etc as needed/requested. Use reverse if necessary.

Section III – Statement of Understanding

"I understand and agree I am subject to a Housing Office inspection of my project. Any corrections required, as directed by Housing, will be mine to bear. I understand and agree that upon termination of assignment to quarters I must return my unit to the original, or an approved, condition at my own expense."

Residents Signature:	Date:
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OFFICE USE ONLY

Approved	Disapproved	See Remarks
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Remarks:

Housing Representative Signature:	Date:
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Department of Homeland Security U. S. Coast Guard TCP-HSG FORM-004 (Rev. 01/19)	<h2 style="margin: 0;">GUEST AUTHORIZATION REQUEST</h2>			
Section I – General Information (Please Print)				
Resident's Name (Last, First, MI):				
Housing Site or Barracks Name:				
Resident's Permanent Duty Station & Work Phone:				
Section II – Guest Information				
This request is valid for up to 30 days. If you anticipate your guest(s) will remain beyond 30 days, a written request must be submitted to the TRACEN Petaluma Housing Office via your Commanding Officer, and must be approved prior to the expiration of this request.				
Name:	Age:	Relationship to Resident:	Arrival Date:	Departure Date:
Section III – Statement of Understanding				
<i>Jointly and individually, we hereby certify that no financial consideration is being paid to the resident or any member of this family by the guest(s) as rental for occupancy of the premises. Additionally, the assigned member is responsible for the conduct of his/her guest(s).</i>				
Guest Signature:			Date:	
Residents Signature:			Date:	
OFFICE USE ONLY				
Approved		Disapproved		See Remarks
Remarks:				
Housing Representative Signature:			Date:	

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TCP-HSG FORM-005 (Rev. 01/19)

HOUSING COMPLAINT

Section I – General Information (Please Print)

Complainant's Name (Last, First, MI):

Complainant's Housing Site or Barracks Name:

Complainant's Permanent Duty Station & Work Phone:

Section II – Nature of Complaint / Offender Information

Location of Offense:

Date & Time of Offense:

Offender's Name & Address (*if known*):

Offender Rank / Family Member:

How was Complaint Reported (*i.e., called OOD, Local Police, Housing Office, etc.*):

Description of Complaint/Offense: *Please provide detailed information regarding the nature of the complaint/offense, i.e., who, what where, when the offense occurred (use reverse or additional pages if necessary).*

Complainant's Signature:

Date:

OFFICE USE ONLY

Action Taken: *i.e., met with complainant/offender, dismissed, contacted command/WLS etc.*

Housing Representative Signature:

Time/Date Complaint Rcvd:

Department of Homeland Security
U. S. Coast Guard
TCP-HSG FORM-006 (Rev. 01/19)

Housing Check Out Inspection

Section I – General Information (Please Print)

Resident's Name (Last, First, MI):

Housing Site or Barracks Name:

Pre-Final Date:

Final Date:

Connex Box #:

Section II – Cleaning Check List

The items contained on this sheet must be accomplished prior to your Final Inspection. If you have not completed this cleaning checklist & you fail you will be asked to correct the discrepancies, or you may incur a damage claim. For this inspection we are looking for this list completed, and absolutely nothing will be present in the home. It is recommended to have a few cleaning supplies available.

Garage & Shed Area

Ceiling Must be free of cobwebs & any hanging hooks that were installed by resident.

Walls All nails and hooks must be removed. Wipe down walls ensuring to remove all dirt/smudge marks and all cobwebs. Remove any resident installed shelving or pegboards (unless prior approval is received to leave intact.)

Shelving Wipe down and clean off all shelves, leaving no debris, dirt or cobwebs present.

Concrete Floors All floors are to be swept and washed down. There are to be no fresh oil stains or debris present.

Light Fixtures Remove and clean light covers and replace burned out light bulbs.

Electric Outlets Ensure covers are not broken and are free of grime and fingerprints.

Doors Wash down doors, front and back including doorframes. Clean fingerprints and remove cobwebs.

Trash/Recycling Cans Garbage cans and recycling bins must be empty, washed out with disinfectant and placed in the storage area/garage. Bags, boxes, and discarded items are not to be left in garage, carport, or other common areas.

Exterior

Doors Wash down doors, front and back including doorframes. Clean fingerprints and remove cobwebs.

Screens Repair any holes that may be in screens. If you have damaged your frame it is advised you replace yourself to avoid a damage claim. Measure the existing first before purchasing a new one. If your frame is intact you can rescreen. Contact The Housing Office for possible supplies if we have them available. If not, most box stores sell a screen kit that include everything you will need.

Exterior Lights Take down & clean if needed. Replace all burned out light bulbs

Siding/Patio/Walkway Hose down siding to remove excess dirt and all cobwebs. Clean off all cement or paved areas around your home ensuring all dirt, chalk, gum or other debris is removed.

Please arrange with the Housing Office for the use of a pressure washer if needed.

Exterior Cont.

Yard Maintenance Lawns must be mowed, edged, and policed for paper or debris (including pet feces). Garden areas and flowerbeds must be cultivated and weeds removed. Remove any weeds/ grass that is growing in-between cracks of patio/sidewalk/pavers. Fill all holes and reseed bare areas.

Fencing All woodwork must be free of grease, dirt and swept for cobwebs. Any repairs to fencing/gates must be done prior to final inspection.

Laundry Room

Walls Remove all nails, picture hangers and hooks from walls. **Do not remove plastic anchors from walls or patch holes.** Walls that are visibly dirty from pets especially must be washed in preparation for painting. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse and wash walls thoroughly.

Fire Extinguisher Wipe off lint, dirt, or dust if present.

Baseboards All baseboards must be free of dust and scuff marks. Wipe down with soap and water.

Floors Floor tiles: remove all dirt, wax and scuff marks. Pay special attention to the corners and along metal strips. Clean grout thoroughly to match throughout the room.

Windows Wash all windows, inside and out, ledges and casings. Window tracks should be dirt free and wiped clean. All windows should be free of streaks.

Electric outlets Wipe off all dirt/dust, and smudge marks.

Door Remove all tape, decals and nails/tacks, etc. Wash down all doors, front, back and top, including doorframes.

Dryer Vent wipe/ vacuum out the area. Lint build should not be present. You should have packed up your connections and vent hose.

Living Room

Walls Remove all nails, picture hangers and hooks from walls. **Do not remove plastic anchors from walls or patch holes.** Walls that are visibly dirty from pets especially must be washed in preparation for painting. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse and wash walls thoroughly.

Baseboards All baseboards must be free of dust and scuff marks. Wipe down with soap and water. Magic Erasers work really well on your baseboards for more stubborn spots.

Floors remove all dirt, wax and scuff marks. Pay special attention to the corners. **DO NOT use Pledge/ Furniture polish on Flooring. If you are looking for a shine- Mop & Glo- Multi Surface cleaner (in blue bottle) works great & does not leave residue or slip to floor. Follow directions on bottle.**

Windows Wash all windows, inside and out, ledges and casings. Window tracks should be dirt free and wiped clean. All windows should be free of streaks.

Living Room Cont.

Light Fixtures Take down all light fixture covers. Wash, rinse, dry and replace in fixture

Blinds Take down all blinds. Rinse them off. Clean blinds with a degreaser. Hose down the blinds again. Allow them to dry completely before replacing. Once dry, replace blinds. If your blinds are not very dirty dust each side and spot clean as needed.

Electric outlets Wipe off all dirt/dust, and smudge marks.

Door Remove all tape, decals and nails/tacks, etc. Wash down all doors, front, back and top, including doorframes and hinges.

Stairs Vacuum and make sure carpet is free of debris. Carpet will be replaced after every resident.

Kitchen/Dining Area

Walls Remove all nails, picture hangers and hooks from walls. *Do not remove plastic anchors from walls or patch holes.* Walls that are visibly dirty from pets especially must be washed in preparation for painting. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse and wash walls thoroughly. No food splatter will be present.

Baseboards All baseboards must be free of dust and scuff marks. Wipe down with soap and water. Magic Erasers work really well on your baseboards for more stubborn spots.

Floors Floor tiles: remove all dirt, wax and scuff marks. Pay special attention to the corners. Clean grout thoroughly to match what is under your fridge/oven.

Windows Wash all windows, inside and out, ledges and casings. Window tracks should be dirt free and wiped clean. All windows should be free of streaks.

Light Fixtures Take down all light fixture covers. Wash, rinse, dry and replace in fixture

Blinds Take down all blinds. Rinse them off. Clean blinds with a degreaser. Hose down the blinds again. Allow them to dry completely before replacing. Once dry, replace blinds. If your blinds are not very dirty, dust each side and spot clean as needed.

Electric outlets Wipe off all dirt/dust, and smudge marks.

Door Remove all tape, decals and nails/tacks, etc. Wash down all doors, front, back and top, including doorframes.

Sink Area & Garbage Disposal Polish all chrome fixtures, removing hard water stains. Make sure garbage disposal does not have remains of food in it. Clean underneath, remove all cleaning supplies and items.

Dishwasher Clean the entire unit inside and out including rubber door gasket. Remove all food particles and soap residue. If your dishwasher has a filter please remove it.

Refrigerator/Freezer Carefully move the refrigerator away from the wall to clean the exterior of the unit, including top, and floor below. Remove all lint and dust from coils and screen by use of a vacuum or soft brush. Clean all trays and racks in warm water and detergent. Clean all interior surfaces, including rubber gasket, removing all trapped food particles, spills, hair or mildew. **Leave plugged in!** Pull away from wall for Final Inspection.

Kitchen/Dining Area Cont.

Fire extinguisher Wipe off grease and dirt if present.

Microwave & Vent Fan Clean Entire Microwave inside and out. Top vent should be completely free of grease (you may unscrew and remove to clean). Filter(s) underneath Microwave may be sprayed with degreaser and washed in the dishwasher. Please leave out on counter for Final Inspection. Underneath Microwave should be free of all grease and food debris. ***Do not use oven cleaner on hood or any aluminum parts as it will damage the enamel paint finish and ruin the parts.***

Range/Oven Carefully pull range away from wall and have it pulled out at the time of inspection. Clean sides and drawer of range. Clean inside with oven cleaner or other alternatives making sure you clean the oven racks. Inside oven must be residue free from any chemicals used. Stovetop must be cleaned with dried on residue on burners gently scrapped or other methods you have used to ensure a spot free appearance.

Cabinets Clean all cabinets and drawers thoroughly, inside and out. Remove all fingerprints, grease and sticky substances. Clean shelving, removing all dust, food crumbs, litter, etc. Remove all personal paper liners from drawers and shelves. Leave open for Final Inspection.

Bedrooms

Walls Remove all nails, picture hangers and hooks from walls. **Do not remove plastic anchors from walls or patch holes.** Walls that are visibly dirty from pets especially must be washed in preparation for painting. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse and wash walls thoroughly.

Baseboards All baseboards must be free of dust and scuff marks. Wipe down with soap and water. Magic Erasers work really well on your baseboards for more suborn spots.

Wood Floors Sweep and remove any marks as directed. Damp mop using a slightly damp cloth. Do not over wet flooring and there should be no debris, paw/foot prints or hair on flooring. **DO NOT use Pledge/ Furniture polish**

Windows Wash all windows, inside and out, ledges and casings. Window tracks should be dirt free and wiped clean. All windows should be free of streaks.

Light Fixtures Take down all light fixture covers. Wash, rinse, dry and replace in fixture

Blinds Take down all blinds. Rinse them off. Clean blinds with a degreaser. Hose down the blinds again. Allow them to dry completely before replacing. Once dry, replace blinds. If your blinds are not very dirty, dust each side and spot clean as needed.

Electric outlets Wipe off all dirt/dust, and smudge marks.

Door Remove all tape, decals and nails/tacks, etc. Wash down all doors, front, back and top, including doorframes.

Closets Ensure all shelves are clean and dust free. Remove scuffmarks and dirt from inside wall. Wipe down clothing rod. All doors must be on their tracks and cleaned thoroughly.

Bathrooms

Walls Remove all nails, picture hangers and hooks from walls. ***Do not remove plastic anchors from walls or patch holes.*** Walls that are visibly dirty from pets especially must be washed in preparation for painting. Some spray cleaners leave an invisible film to which paint cannot adhere. If using a spray cleaner, please rinse and wash walls thoroughly.

Light Fixtures/ Vent Fan Take down all light fixture covers. Wash, rinse, dry and replace in fixture.

Electric outlets Wipe off all dirt/dust, and smudge marks.

Door Remove all tape, decals and nails/tacks, etc. Wash down all doors, front, back and top, including doorframes.

Commode Clean and disinfect inside and outside of toilet bowl and tank removing all stains. Clean toilet seat, lid, underneath rim, and base all around. Replace toilet seat/lid if broken.

Tub / Shower Clean bathtub, tiles and shower doors and tracks. No soap film, mildew, sediment or stains can be left in the tub or on walls. Polish all chrome fixtures. No dirt buildup/ footprints should be present. Magic Eraser or a scrub brush will be your friend. It will clean it might just take some hard work.

Medicine cabinet Clean and disinfect inside and outside frame. Remove shelves, wash and reinstall. Clean mirror front to remove all stains, water spots and streaks. No product build up or lint will be present. Leave open for Final Inspection.

Sink Area Remove all fingerprints, stains and soap/ toothpaste residue. Polish all chrome fixtures. Clean out sink(s).

Cabinets Clean all cabinets and drawers thoroughly, inside and out. Remove all fingerprints, grease, soap residue and sticky substances. Clean shelving, removing all dust, litter, etc. Remove all personal paper liners from drawers and shelves. Leave open for Final Inspection

Floors Floor tiles: remove all dirt, wax and scuff marks. Pay special attention to the corners. Clean grout thoroughly. Hair and other debris will not be present.

Department of Homeland Security U. S. Coast Guard TCP-HSG FORM-007 (Rev. 01/19)	CLEANING AGENT AND/OR PROPANE TANK ACCEPTANCE
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Section I – General Information (Please Print)

Resident’s Name (Last, First, MI):

Resident’s Housing Site or Barracks Name:

Resident’s Permanent Duty Station & Work Phone:

Section II – Statement of Understanding

I certify that the cleaning products listed below which are being turned into the TRACEN Petaluma Housing Office are unadulterated and in their original container with the label clearly readable for SDS information and company contact information. Additionally, I certify that any Propane tanks turned into the Housing Office are in a good, serviceable condition. Any items not accepted will be turned into the Sonoma County Recycle Center at 500 Mecham Road, Petaluma, CA 94952.

Resident’s Signature: _____ Date: _____

ITEM	QUANTITY
<i>Example – 409 Glass and Surface Cleaner</i>	<i>1 ea.</i>

OFFICE USE ONLY

Accepted by Housing Office: Yes No

Housing Representative Signature: _____ Time/Date Complaint Rcvd: _____

Department of Homeland Security
U. S. Coast Guard
TCP-HSG FORM-008 (Rev. 01/19)

GARDEN PLOT REQUEST

Section I – General Information (Please Print)

Resident's Name (Last, First, MI):

Housing Site or Barracks Name:

Work Phone:

Home Phone:

Section II – Garden Plot Agreement

I agree to accept responsibility for keeping my garden plot clean at all times. The plot will be well maintained and free from litter. I will not allow the plot to become overgrown with weeds or other non-desired plants. Overgrown and trashy plots will diminish the overall appearance of the facility and will detract from the gardening experience for other TRACEN personnel. The growing of any illegal plants is prohibited by law and will not be tolerated. In the event I no longer desire to maintain my garden plot, I will ensure the plot is clean and cultivated then immediately notify the TRACEN Housing Office so the plot can be re-issued to another member. I understand that the Housing Office will conduct a monthly inspection of the garden plots and I will be notified of any violations to this policy. 1st violation will result in my notification via e-mail and phone call from the Housing Office. 2nd violation will result in my notification along with my Division Officer. 3rd violation will result in the revocation of my gardening privileges by the TRACEN Executive Officer.

Residents Signature:

Date:

Office Use Only

Comments:

Plot Number Assigned:

Housing Representative Signature:

Date:

Department of Homeland Security
 U. S. Coast Guard
 TCP-HSG FORM-009 (Rev. 01/19)

VIOLATION NOTICE

Section I – General Information (Please Print)

Resident's Name (Last, First, MI): _____

Resident's Housing Site or Barracks Name: _____

Resident's Permanent Duty Station & Work Phone: _____

Section II – Notice to Resident of Violation

Area in Violation:

Front Yard
 Front Porch
 Back Yard
 Patio Area
 Driveway
 Side Yard
 Other: _____

All residents are required to abide by the regulations outlined in the CG and TRACEN Petaluma Housing Manuals governing Military Family Housing. This form is being issued to notify you of a violation to housing policy. The following item(s) were found to be a violation of the housing policy. To assist us in maintaining the housing areas in a satisfactory and/or safe condition for everyone, it is requested you complete this form by specifying the actions you have taken to correct the described violation. **Sign the bottom of this form and return it to the Housing Office No Later Than:**

[] [] []
Day Month Year

Should your response not be received at the Housing Office by the date specified, a second violation notice will be sent to you with a copy to the TRACEN Petaluma Executive Officer (XO).

Clean up trash, Enclosure Area	Improperly stored personal items
Mow/Edge grass and/or bushes	Pet Violation
Vehicle Violation	Remove boat/trailer/camper/RV from Housing Area
Other: _____	

Your cooperation in maintaining the Housing Area and adhering to all mandated housing policies is greatly appreciated. You may contact a Housing Representative if you have questions regarding this violation notice.

Housing Representative Signature: _____	Date: _____
Resident's Signature: _____	Date: _____

OFFICE USE ONLY

Action Taken:

Violation Rectified Violation Not Rectified

Housing Representative Signature: _____	Date: _____
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Comments: _____

Department of Homeland Security
U.S. Coast Guard
TCP-HSG FORM-010 (Rev. 01/19)

HOME BUSINESS REQUEST

Section I Service Member Information: Please print. This agreement to operate a home business is issued by the Area Housing Authority (AHA) and granted to the Service Member identified below. By execution of this agreement, the Service Member agrees to comply with all terms, conditions and provisions specified.

Service Member's Name (*last, first, MI*):

Branch of Service:

Rank/Rate:

Permanent Duty Station (*Include Work Phone #*):

Quarters Assigned (*Street, Apt #, City, State, Zip, Home Phone*):

Section II PROVISIONS OF HOME BUSINESS APPROVAL

This approval is granting the Service Member named herein the approval to conduct a private business to sell, or attempt to sell, goods and/or services including but not limited to computer services, cosmetics, household products, cleaning products, tailoring, jewelry sales/parties, tax preparation, dressmaking, etc. **Note:** The raising of animals, birds, fish, etc., for commercial purposes, such as breeding for sale or profit, is strictly forbidden.

This approval becomes null and void if the Coast Guard, as a result of this home business, incurs excessive utility charges.

Computer websites must meet local, state and federal guidelines and must not bring discredit to the Coast Guard or U.S. Government.

The Service Member is responsible for any costs, whether they are for alterations, damages or repairs, necessary to repair government property caused by or for this business.

Any alterations to the quarters as a result of this approval must be requested prior to beginning work. Such requests must be submitted via a Self Help Project Request TCP-HSG FORM-003, to the Housing Office. All alterations and subsequent restoration will be at the Service Member's expense. External alterations are prohibited.

Coast Guard military family housing will not be used as a business showroom, warehouse, or storage facility.

No exterior parts of Coast Guard military housing (for example, doors, windows, hallways, exterior walls) will be used to advertise products or services.

Home-based business use of Government-owned vehicles is prohibited.

Home-based business use of tax-free or duty-free gasoline purchased at Coast Guard Exchange service stations or AAFES service stations is prohibited.

Home-based business use of goods purchased from Coast Guard Exchange or AAFES, including the Coast Guard Exchange or AAFES catalog, (for example, ledger books, computers, clothing) or from any other tax-free or duty-free sales facility on Coast Guard or DOD military installations is prohibited. For purposes of this prohibition, "use" includes demonstration, resale, or for the operation of the home-based business (for example, purchase of ledger books, computers, tools, etc.).

Home-based business use of Coast Guard or DOD MWR facilities (for example, hobby shops or rec centers) is prohibited.

Individuals operating a home-based business may not employ Coast Guard active-duty personnel, drilling reservists, or federal employees as agents, brokers, or salespersons.

The individual's tax identification number and a copy of all other required tax documents.

Documentation to show that the individual is properly registered in California, if the state requires registration for the particular home-based business.

A catalog or list of goods and services offered by the vendor along with a description of the goods and services, accurate photographs of goods offered for sale, and a price list for all goods and services.

Copies of all other permits or licenses, if any, required by state law to the business. Any permit, license, or statement of exemption must clearly identify the individual, the goods or services sold, and whether the permit, license, or statement of exemption applies only to sales made to U.S. Forces members or their family members.

One copy of any retail or installment contracts that will be used during commercial solicitation. All retail and installment contracts used on Coast Guard installations must be in English and must include a cancellation clause, placed prominently and written in bold print or other distinctive marking. The cancellation clause must state — *"The buyer may cancel the contract within 14 days after the date of the contract without penalty or obligation. The contract must be canceled by giving written notice to [insert name and address of the commercial enterprise or self-employed vendor] by mail, telegram, or personal delivery. Mailing the cancellation notice within 14 days meets the conditions of this term."*

Section III TYPE OF HOME BUSINESS

(This section is currently blank for input.)

Section IV EXECUTION OF AGREEMENT

The administration of this agreement will be under the supervision and control of the Coast Guard Local Housing Officer, on behalf of the Area Housing Authority.

Resident's Signature:	Date:
Area Housing Authority (AHA) Signature:	Date:

Department of Homeland Security
 U.S. Coast Guard
 PSD-fs Form- 001 (Rev. 01/15)

OWNED HOUSING BEDROOM WAIVER

Section I – General Information *(Please Print)*

Name *(Last, First, MI)*:

Permanent Duty Station:

Special Needs (Y/N):

Bedroom Qualifications:

Section II: Housing Unit Information *(unit to be assigned)*

Housing Complex

Type (Family/Unaccompanied)

Housing Unit Number

Address

Move in Date

of Bedrooms

of Bathrooms

Section II: LHO Endorsement/Comments

Approved

Disapproved

FWD to AHO

LHO Signature:

Date:

Comments:

Section III: AHO Endorsement/Comments

Approved

Disapproved

FWD to PSD FS

AHO Signature:

Date:

Comments:

Section IV: PSC-PSD FS Endorsement/Comments

Approved

Disapproved

FWD to CG-1333

PSC-PSD FS Signature:

Date:

Comments:

Section V: CG-1333 Endorsement/Comments

Approved

Disapproved

CG-1333 Signature:

Date:

Comments:

Department of Homeland Security
U.S. Coast Guard
PSD-fs Form-003 (Rev: 02/11)

PET AGREEMENT

Section I – General Information *(Please Print)*

Name *(Last, First, MI)*:

Housing Site:

Section II – Pet Information *(Please Print)*

	Type of Pet/Color <i>(i.e. Dog, Black Lab/Cat, brown/white mix)</i>	Pet Name	License/Exp Date	Sex	Age
1					
2					

Caged Pets or Aquariums:

Section III – Terms and Conditions

By submitting this document I am requesting permission to maintain the above described pet(s) in my assigned government quarters. I have read and agree to abide by the pet regulations stipulated in Local Housing Directives and the regulations listed below.

- I am allowed a maximum of two dogs, **or** two cats, **or one of each**, which I have identified in Section II above.
- I am allowed a **reasonable number** of other pets, such as caged birds, fish, hamsters and the like. Barnyard and exotic species such as rabbits, chickens, snakes, lizards, etc. are not allowed.
- I must keep my dog(s) restrained on a leash (no longer than 8 feet) when I either walk my pet(s) or when outside of my dwelling. I will not leave my dog(s) outside of my fenced yard unattended.
- I understand that my pets must never be kept in the garage or on my balcony.
- I must adhere to all local animal control ordinances, including licensing requirements and vaccinations. It is my responsibility to update my Housing records verifying they reflect accurate/current pet information.
- I will maintain the area where my pet(s) are kept in a sanitary condition at all times.
- I will ensure my pet(s) shall not be a public hazard or nuisance and will be under control at all times. I understand if my animal bites or menaces a person or another animal, I will be ordered to permanently remove my pet from the housing area within five days and I may lose my pet privilege.
- I understand the breeding/raising of animals of any species is prohibited. I am aware accidental litters, which would exceed the total number of two (2) pets, must be removed by the age of 10 weeks.
- I understand my pets are not to be left in my quarters or fenced yard unattended while I am away for more than 24 hours. I understand that even though I may have someone care for my pet(s) in my absence, I am still fully responsible for my pet(s) and their actions. I understand I am required to notify the Housing Office with the name and phone number of the pet guardian prior to my departure.
- I understand it is my responsibility to exterminate fleas in my yard and in my unit. At the time I vacate my assigned quarters, I will ensure there is no flea infestation. If fleas are not properly/adequately exterminated, I understand I will be held financially responsible for a professional extermination. I further understand I may be held financially responsible to eliminate the problem of lingering pet odors or pest infestations detected within 60 days of my final inspection.
- I understand a random yearly pet/house cleanliness inspection will be performed at my quarters by the Housing Office staff. I also understand "just cause" inspections may be conducted at any time.

Section IV – Certification

Should any damage occur as a result of my pet's actions, the Housing Authority has my permission to restore my quarters and charge me the costs incurred. I agree to immediately pay these costs and in the event I fail to do so, the Housing Authority has my permission to place a pay adjustment authorization against my pay for the restoration cost. By signing this document I agree to abide by all regulations stipulated. I understand the Housing Authority reserves the right to revoke my pet privilege or my privilege to reside in government quarters for failing to abide by any of these regulations.

Member's Signature *(print name and sign)*:

Date:

Housing Office Representative's Signature *(print name, sign and enter HU# or BR# below)*:

Date:

HU#: _____

Department of Homeland Security
U.S. Coast Guard
PSD-fs Form-007 (rev 02/11)

NOTICE OF INTENT TO VACATE QUARTERS

Use of this Form: This form shall be submitted to the Local Housing Office at least **45 days in advance** of your anticipated vacate date. Work orders will not be processed 45 days prior to termination of quarters unless an emergency exists. Print legibly and complete all blocks in Section 1 – Member Information. The Housing Office will contact you to coordinate your pre-check out and final inspection dates upon receipt of this form.

Copy of Orders: Residents are required to **provide a copy of** their Permanent Change of Station (PCS)/Retirement/Discharge/Release from Active Duty (RELAD) orders with their date of detachment stipulated. Residents are not entitled to remain in quarters beyond their date of detachment. The Housing Office must receive any requests for an exception to this policy at least 60 days prior to detachment.

Moving to the Economy: Minimum occupancy of 12 months is required in order to reduce costs attributed to change of occupancy. Members assigned to Coast Guard owned family housing may elect to live on the economy at their own expense prior to 12 months, but they are not entitled to Basic Allowance to Housing (BAH) and will not be granted a release. Members remain assigned to housing until subsequent assignment of the house is made or the 12 months have passed. Area Housing Authorities may authorize individual waivers on a case by case basis.

Section 1 – Member Information

Name (Last, First, MI):

Housing Site or Barracks Name (enter the name of the Local Housing Office for Leased Housing units):

Reason For Vacating:

PSC Transfer Discharge/RELAD Retirement

Other: _____

Departure Date:

Member's Signature (print name and sign):

Date:

Section II – Inspection Dates

Inspections: The following Pre-Check-out and Final Inspection dates have been scheduled. You are responsible for being at your unit on the dates and times agreed upon as indicated below. Any changes to these dates must be approved by the Housing Office as soon as possible. The Final Inspection date will not occur after your detachment, retirement or Discharge date unless approved in advance by the housing office.

Pre-Check Out Inspection Time and Date:

Final Inspection Time and Date:

Member's Signature (print name and sign):

Date:

Housing Representative Signature (print name, sign and enter HU# or BR# below):

Date:

Section III - Housing Use Only

Unit Cleared by (Housing Representative Signature/print name and sign):

Date:

of Unit Keys Returned:

of Mailbox Keys Returned:

HU# or BR #: _____

Department of Homeland Security
 U.S. Coast Guard
 PSD-fs Form -008 (Rev. 09/17)

RECEIPT OF TENANT OCCUPANCY AGREEMENT

Section I – General Information *(Please Print)*

Name *(Last, First, MI):*

Housing Site or Barracks Name *(enter the name of the Local Housing Office for Leased Housing units):*

Section II – Equipment Inventory Receipt

Inventory	Quantity	Inventory	Quantity	Inventory	Quantity
Door Key		Other:		Other:	
Mailbox Key		Other:		Other:	
Garage Door Opener		Other:		Other:	
Recycling Bin		Other:		Other:	
Garbage Can		Other:		Other:	
Fire Escape Ladder		Other:		Other:	

Section III – Certification

I hereby acknowledge by my signature below that I have received and have read the following instruction(s) and will comply with the contents therein.

I acknowledge receipt of the keys and equipment indicated above and I understand I am obligated to return such equipment upon termination of assignment.

I hereby acknowledge, by my signature below that it is my responsibility to notify my Personnel Payroll Office if a CG member using CG PSC-2025 BAH/Housing Worksheet, immediately of my assignment to housing. If any overpayment of Basic Allowance for Housing (BAH) occurs, I understand I am responsible for repayment. I understand if I knowingly accept payment of BAH when not authorized, I am subject to administrative and disciplinary action in accordance with the UCMJ.

That upon receipt of orders or loss of eligibility to occupy the Government quarters, I will immediately notify the Local Housing Officer of the effective date by submission of a Notice of Intent to Vacate Government Owned or Leased Quarters (PSD-fs Form-007) 45 days prior to my intended vacate date.

Member's Signature *(print name and sign):*

Date:

Housing Representative Signature *(print name, sign and enter HU# or BR# below):*

Date:

HU# or BR #: _____