

Office of the Commander

SUBJECT: Welcome to the Ansbach and Illesheim Housing Communities

Dear New Housing Resident;

This guide has been prepared to make the transition into your new housing smooth and effortless. We have attempted to capture the important programs within our military community and, through this ready reference, make you feel at home as quickly as possible. While residing in military housing is a privilege, we want you to feel at home in your quarters. The housing rules you find communicated in this booklet have been established to help ensure harmonious living conditions for all families of our community.

Whether your stay with us is measured in days, months or even years we hope that the memories created from your military housing are warm and pleasant. As you enjoy the facilities here in this special community, we would appreciate your cooperation in upholding our community rules. Help us ensure that Ansbach and Illesheim are areas in which soldiers and families want to live, work and play; the Communities of Choice in USAREUR.

Your comments on this guide or suggestions for improvement may be directed to the Chief, Housing Division at 09802-83-2971.

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LTC, MI
Commanding

FAMILY HOUSING GUIDE

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Welcome Letter

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CHAPTER 1 POLICY

1-1 SCOPE: The provisions of this manual are applicable to all occupants of military family quarters under the control of the Commander, 235th Base Support Battalion in Ansbach and Illesheim, Germany.

1-2 PROCEDURES: The procedures for family quarters applications, assignments waiting list, and terminations are as specified in AR 210-50, Family Housing Management and USAREUR Regulation 210-50. Both references are available in the Housing Office.

1-3 DETAILED INFORMATION: In some instances, only the most important points are contained in this manual. More detailed information is outlined in the referenced regulations.

1-4 PERSONAL PROPERTY - INSURANCE: Personal property, such as furniture, clothing, jewelry, vehicle, and recreational equipment should always be adequately insured for protection against possible damage or loss (amounts payable for losses of personal property in quarters are limited under Army claims regulations). It is recommended that, for your protection, you obtain private insurance, especially for high value items and collectibles.

1-5 TV in Family Quarters. Government family and leased housing may be provided with AFN service. Other television programs are available by individual contract with TKS, a local satellite provider or Telekom. For additional information contact your Housing Assignment Technician for assistance. Paragraph 8-11 provides additional guidance on this topic.

1-6 REAL ESTATE SALES AND RENTALS: The Family Housing Office must approve all real estate sales and rentals advertised on the Installation prior to public media distribution.

1-7 SOLICITATION: Information and processing of requests by commercial activities must be initiated through the Adjutant, 235th Base Support Battalion at 0981-183-730. AR 210-7 governs commercial solicitation on a military installation. If you have someone at your door soliciting ask them for their permit. If they don't have one call the MP's at 09802-83-2114 in Ansbach and 09841-83-565 in Illesheim.

1-8 SUBLETTING: Personnel assigned to military family quarters are not permitted to sublet units or receive reimbursement for shelter from other persons who reside in the quarters.

1-9 MULTIPLE OCCUPANCY: Social visits by military personnel, their family members, or by civilians as guests of persons who are assigned military family quarters will not change the quarters allowance status of the occupant or the visitor. Visitors who stay for 30 days or more at government housing in this area must be reported to the Housing NCO in the Housing Office. However, if a military member and/or family members reside on a non-temporary (excess of 30 days) basis in military family quarters assigned to another military member, this fact must be

reported to the Finance and Accounting Officer for determination of quarters allowance and entitlements. Occupants may not allow any other person to reside in their quarters in excess of 90 days during any 365-day period.

1-10 STATUS OF MILITARY SPONSOR: To eliminate misunderstandings, the military sponsor must submit requests pertaining to housing. Exceptions will be made only in emergencies or when the military sponsor is away from the installation for an extended period of time on official business.

1-11 SPONSORS' RESPONSIBILITIES FOR FAMILY MEMBERS: Military sponsors are held strictly responsible for the safeguarding and control of all family members.

a. Sponsors will ensure that children do not enter any off-limits area or areas that could be dangerous to the life and health of the child.

b. While in their own quarter's area, sponsors will exercise all necessary care to prevent damage to government property and injury to occupants. All potentially dangerous items such as matches, drugs, poisonous materials, flammable materials, etc., will be kept out of the reach of children at all times.

c. Sponsors should be judicious in their choice of child care providers and ascertain that the provider has sufficient maturity and sense of responsibility to properly care for children. Children under 9 years of age will not be left outside of quarters unsupervised. Under the provisions of Community Policy Letter #12, children 12 years old may be left alone in quarters caring for siblings for periods of up to three hours. Only children/youth (13) years of age and over, who are certified baby-sitters, may be listed on the American Red Cross and Central Enrollment Registry referral lists.

d. Sponsors will ensure that their children respect and do not damage private property. Air rifles, pellet guns, and all firearms will not be discharged anywhere within family housing areas.

1-12 HOUSING CITATION POLICY:

a. Citations for violation of housing policies may be issued for such items as, but not limited to: lawn requiring mowing or trimming, not recycling household trash, washing of vehicles with cleaners or solvents, trashy yards, illegal parking in housing areas, unauthorized repair of vehicles, unauthorized satellite dishes, parking or driving on seeded areas, or failure to remove animal waste. Further, the Provost Marshal may cite personnel for violating other community policies such as speeding on post and parking in unauthorized areas on the installation. Any accumulation of three citations, of any type or combination, may be grounds for termination of on-post housing.

b. Citations may be issued by members of the community chain of command, military police, or by direction of the BSB Commander. Citations are a form of a warning; failure to listen to the warning will result in appropriate disciplinary actions.

c. The Command citation policy is as follows:

(1) Three citations and residents will receive 1st Warning Letter.

(2) Two citations after 1st Warning Letter, residents will receive 2d Warning Letter.

(3) One citation after 2d Warning Letter, residents will receive a Final Warning Letter or possible Termination of quarters.

d. Pet impoundment's are considered citations and will be treated as follows:

(1) 1st impoundment, the owner will receive 1st Warning Letter.

(2) 2d impoundment, the owner will receive 2d and Final Warning Letter.

(3) 3d impoundment, the owner will receive a Letter of Termination or Removal of Pet from Installation.

1-13 LOCKOUT OF FAMILY QUARTERS: On occasion, personnel living in family quarters lock themselves out of their quarters or lose their keys. Outlined below are the steps to follow to gain access to your quarters when locked out.

a. When locked out of quarters the occupant should call the Military Police at 0981-183-643 in Ansbach and 09841-83-565 in Illesheim. An MP patrol will obtain the key and meet the housing resident at the quarters. Proper identification will have to be shown prior to the quarters being unlocked.

b. When keys are lost and/or a new lock set is required, the occupants will be required to reimburse the Government for materials and labor necessary to change the lock set. A request will be submitted to Family Housing for processing.

1-14 EXCEPTIONS TO HOUSING POLICY: Community members wishing to request special consideration of any circumstance they feel warrants an exception to the policies established in this guide or to existing housing regulations may submit their request through their respective chain of command at any time. Requests must originate with a memo signed by the soldier involved, be routed to their immediate unit commander for comment and/or recommendation to the first Lieutenant Colonel (05) in their chain of command. The 05 level commander should endorse these actions to the Director, Public Works - Housing Division for action. For separate companies, without a 05 level commander in this community, company commander endorsement directly to the DPW is sufficient. The DPW will prepare all actions in the proper staff summary format and forward them to the Commander, 235th BSB for decision. While each reviewing level of command may make an appropriate recommendation, only the Commander, 235th BSB may approve or disapprove soldiers requests for exception to policy.

Requests received that have not been processed in accordance with this procedure will be returned to the requester for resubmission as required. Requests received that do not start at the soldier level (for example a request on behalf of the soldier) may also be returned for compliance with this policy. Requests for exception to policy must be fully explained and justified by all supporting documents available. If information is not included in the request for exception to policy, decisions made by the Commander may not be the one hoped for. Requests for exception to policy based upon medical grounds must be routed through the Deputy Commander for Clinical Services, US Army Hospital, Wuerzburg.

1-15 RECYCLING IN FAMILY HOUSING: Residents of family housing are required by host nation law to recycle their household waste. Recycle support is provided as part of the refuse removal program. Failure to support recycling has been seen as grounds for the loss of housing eligibility and possible early return of family members to the United States. See Chapter 2 for more information on recycling.

1-16 CONTROL OF JUVENILES, CURFEW POLICY: Ansbach has established curfew hours for juveniles on this post. These curfew policies are enforced by the Military Police. Juveniles found out after curfew are subject to detention by the Military Police and parents will be required to pickup their family members held under these curfew rules. See Appendix A for Curfew Hours.

1-17 GANG ACTIVITY: There is a zero tolerance program for any youth, soldier or family member involved in gang activity at this military post. Persons found to be participating in gang activities will find immediate loss of eligibility for on post family housing. Under the provisions of paragraph 3-19 b (3), AR 210-50 the installation commander may immediately terminate housing when residents are involved in activities that are illegal or contrary to safety, health or good morale. Gang activity is illegal and will not be tolerated.

1-18 BUILDING/AREA COORDINATOR PROGRAMS: Within our community we have established a Building/Area Coordinator Program. This program operates under the policies of Community Policy Memorandum #16, issued normally on an annual basis. Serving as a building or area coordinator is a responsibility that comes with occupancy of government housing. Building coordinators may organize other housing residents to operate a Community Watch Program, execute the Fall/Spring Cleanup or for special functions. If housing residents refuse to participate in formal building functions they may lose the privileges associated with residing in government housing.

CHAPTER 2

MAINTENANCE AND REFUSE RESPONSIBILITIES

2-1 MAINTENANCE AND REPAIR: Your DPW has the primary responsibility for the maintenance of government quarters. Such work is handled by telephoning the work order office at 09802-83-2133 in Ansbach and 09841-83-622 in Illesheim, or by submitting an electronic service order via the Ansbach Community Home Page. Visit www.ansbach.army.mil and follow the links to the DPW web page, there you will find an electronic service order for Internet submission. Emergency work requests (lockout, gas leak, broken water pipes, power outage, etc.), can be made by calling the Fire and Emergency Services Officer, after normal duty hours at the emergency number of 09802-83-2115 in Ansbach and 09841-83-835 on Illesheim. Routine service requests should be accomplished during normal duty hours (0730-1600). After a call/request is received by the DPW Work Order Desk, the service call specialist will immediately assign a job order number and approximate date the work will be performed. Please make a note of the job order number to facilitate follow-up action as necessary. There are three categories of service and the category determines when the service will be accomplished.

a. CATEGORY 1 - A category one (health, welfare and safety) service order should be responded to within 2 hours and completed within 24 hours.

b. CATEGORY 2 - A category two (sanitation) service order should be responded to within 48 hours.

c. CATEGORY 3 - A category three (all other repairs) service order should be responded to within 10 days.

2-2 REFUSE AND RECYCLE COLLECTION: Refuse and recycle is collected from each housing area by a civilian contractor. Questions concerning refuse pickup should be directed to the Sanitation Branch of the Utilities Division at 09802-83-2128.

a. Wet refuse and kitchen waste will be securely wrapped prior to placement in refuse container.

b. Leaf and grass clippings will be recycled, call your recycle coordinator at 09802-83-2158 for advice.

c. Areas around refuse containers must be maintained in high state of cleanliness at all times.

d. Refuse and recycle receptacles are located throughout the community. It is the housing resident's responsibility to place refuse and recycle materials in the appropriate containers.

WARNING, WARNING, WARNING



The electric range in this house is equipped with an automatic fire suppression system. This system can be activated by turning on any burner and not placing a pan on the burner. Accidental discharge of this system is considered non fair wear and tear damage. Recharging costs could exceed \$750. You will be charged for these costs. While cooking, use the ventilation system to prevent accidental discharge of the fire suppression system. Do not cause the accidental discharge of this fire suppression system or you will be billed for the service call to recharge the system.

CHAPTER 3

OCCUPANCY OF FAMILY QUARTERS

3-1 OCCUPANT RESPONSIBILITIES: Family Housing occupants are responsible for such routine maintenance, minor repairs, operation, housekeeping, and related servicing of the assigned dwelling unit, government owned equipment, and maintenance and police of grounds as would be expected of a prudent home owner or tenant in private housing. Tasks which are the responsibility of the occupant include, but are not limited to, the following:

- a. Cleaning carports, garages, storage spaces, porches, steps, walks, and driveways, including snow removal of assigned and common areas adjacent to the dwelling.
- b. Police and grounds maintenance of their areas to include watering, mowing lawn to a uniformed height (2" minimum, 4" maximum), clipping, trimming, edging, reseeding, fertilizing, weed eliminating, repairing damage from pets, Self Help projects, daily policing of trash, and general neatness and cleanliness of area, to include area around trash cans, parking areas, and a point midway to the road and up to a common boundary or fence line. Lawn care equipment is a responsibility of the housing resident. Lawnmowers are available at the self help issue point. A contractor does periodically mow common areas on post and around multi-family dwellings.
- c. Cleaning interior surfaces of windows and those exterior surfaces that are readily accessible.
- d. Cleaning, waxing, and polishing of floors.
- e. Cleaning stoves, refrigerators, exhaust fans, dishwashers, sinks, tubs, plumbing fixtures, and other household equipment or furnishings.
- f. Cleaning of light fixtures and window and door blinds.
- g. Vehicles will be parked in authorized parking areas and WILL NOT BE DRIVEN OR PARKED ON ANY SEEDED AREAS. This applies during all seasons.
- h. On-street parking is authorized where designated. Vehicles will not impede the normal flow of traffic or block fire lanes.
- i. Self Help maintenance and repair as outlined in AR 420-22 and DA Pam 210-2. Examples of Self Help that should be accomplished by occupants are: replacing faucet washers and storm window inserts; tightening and replacing hardware; replacing light bulbs, and other similar work to maintain quarters in a proper state of repair and maintenance. Necessary parts and supplies are available from Self Help Issue Point, Katterbach Bldg. 5805, phone number is 09802-83-2149. The Illesheim Self Help Issue Point is located in Storck Barracks, Bldg. 6523, telephone 09841-83-666.

3-2 OCCUPANT ABSENCES: Occupants are responsible for the care of their quarters and grounds during periods of temporary absence. Occupants should arrange with neighbors to check quarters periodically for fire hazards, broken water lines, defective heating system, and vandalism. Occupants leaving the installation for more than 30 days should notify the Family Housing Office of the name and address of a designated person in the local area who will retain keys to their quarters and be authorized to provide access for official reasons. The Provost Marshal's Office should also be notified during periods of prolonged absences. In the event of a formal deployment the rear detachment can assume responsibility for vacant housing if family members elect to vacate government housing for an extended period of time.

CHAPTER 4

GOOD NEIGHBORS

Military family housing and close neighbors are synonymous. Full support and consideration in the following areas are necessary.

4-1 NOISE CONTROL/QUIET HOURS: Excessive noise is a big complaint received by the Family Housing Office. Many personnel work night shifts and sleep during the day. Please be considerate.

a. Parties - Many complaints can be avoided by informing your neighbors prior to having a party.

b. Excessive Stereo and Television Volume. Don't assume your neighbors enjoy the same type of music or television programs you do. Please keep the volume down.

c. Creating excessive noise during quiet hours could be used as a basis for a complaint of disturbing the peace and could result not only in punitive action, but removal from post housing. Violations should be reported to the Military Police at 09802-83-2114 in Ansbach and 09841-83-565 in Illesheim. Quiet hours are Sunday – Thursday 2000-0700, Friday & Saturday 2200-0700 and daily from 1300-1500.

4-2 CONTROL OF CHILDREN: Do you know where your children are? In our community we have a formal policy concerning parents and children. See the Family Advocacy Program Manager at ACS or call 09802-83-2516 to obtain a copy of policy memo # 12.

a. Supervision - Your children should be closely supervised at all times. Children under 12 years should never be left alone.

b. Playgrounds - The streets and your neighbors' yards should not be used as your child's playground. There are playgrounds in each housing area.

4-3 PARKING: There is only one parking space allocated to each housing unit due to limited space. Visitors and additional vehicles must be parked in unassigned available spaces. Be reasonable and considerate and talk to your neighbors when problems or misunderstandings occur. Parking of recreational vehicles or utility trailers in the Housing area is prohibited. Do not park in any seeded areas. Assignment of parking spaces is a function of the AST/Building Coordinator chain of responsibility.

4-4 PETS: Pets must be kept under control at all times. Barking dogs will be controlled as not to disturb neighbors or become a nuisance. Chapter 14 is devoted entirely to the responsibilities of pet ownership.

4-5 LAUNDRY ROOM COURTESY: Where stairwells share laundry facilities, neighbors are expected to cooperate with each other, keep the laundry rooms clean and remember security of your living areas. Laundry etiquette includes: honoring the posted laundry schedules, not washing/drying after the start of quiet hours, cleaning the machines after use and ensuring the laundry machines remain in good order. Any housing resident can phone in a service order for a machine that is not working correctly, call the appliance work order into the appropriate engineering office.

CHAPTER 5

ASSIGNMENT/TERMINATION PROCEDURES

5-1 ASSIGNMENT: All quarters assignments are initiated and maintained from the Family Housing Office. Assignment inspections will be jointly conducted between the housing inspector and the new resident. During this inspection a joint inventory of furnishings and quarters condition will be executed. All existing conditions in the housing unit should be noted and recorded on the inventory documents. Any damages found within fourteen days of the initial in-check inspection should be noted and communicated, in writing, to the housing office by the resident.

5-2 TERMINATIONS:

a. Family quarters will be terminated under the following conditions:

(1) At retirement or ETS of the sponsor. Pre and final inspection of quarters is required prior to service members' departure.

(2) Prior to PCS of the sponsor unless PCS orders authorize retention of the quarters. Pre and final inspection of quarters is required prior to service member departure.

(3) Sponsor is no longer eligible for the quarters. Must terminate within 30 days:

(a) Under normal circumstances, absence of either the sponsor or spouse for a period of 90 days is considered a permanent absence. When such a permanent absence exists, quarters assignment should be terminated. Circumstances that arise as a result of a deployment are handled on a case by case basis.

(b) Family members no longer reside with sponsor.

(c) Sponsor no longer resides with family members.

(d) Misconduct of the sponsor and/or his family members and/or failure to control pets.

(e) Accumulation of three citations, regardless of the nature will result in termination being issued from the BSB Commanders Office.

b. Sponsors may request voluntary termination of quarters to move to off post quarters as long as the move off post does not result in on post housing remaining vacant. The move of household goods will be at the expense of the sponsor unless the moving is determined to be for the convenience of the Government, i.e. at retirement or upon PCS.

5-3 PRE-TERMINATION INSPECTIONS: Occupants shall request a pre-termination inspection approximately 45 days prior to the planned date of quarters termination.

a. Pre-termination inspections must be scheduled in person at the Family Housing Office at Barton Barracks, In/Out Processing Center, telephone 0981-183-872 in Ansbach/Katterbach or in the Illesheim Housing Office, Storck Barracks, telephone 09802-83-523.

b. Sponsors will be present at the time of pre-termination inspection. The Family Housing Quarters Inspector will inspect the quarters with the sponsor using paragraph 5-6 as a guide.

(1) One copy of the housing inspection checklist is to be given to the sponsor to accomplish listed Self Help maintenance and initiate work orders. Sample of the housing checklist is at Appendix B.

(2) One copy remains with the inspector for use at final inspection.

c. Inspectors will instruct sponsor on requirements for final clearance of government quarters.

5-4 LIABILITY FOR DAMAGE OR LOSS (AR 735-11): Occupants will be held pecuniarily liable for damage to quarters, quarters area and loss or damage to government appliances and equipment, resulting from acts of negligence or abuse. This liability includes damage and stains caused by pets, damage done by marking on walls, carports, or attaching such items as nails, contact paper, hooks, shelves, or stick-on appliques to walls, floors, fixtures or appliances.

a. Installation Clearance Papers will not be stamped until reimbursement has been made or necessary paperwork initiated and submitted in all cases of neglect.

b. When personnel do not clear family quarters, the quarters will be cleaned by a contract cleaning team and necessary paperwork submitted to obtain reimbursement from the sponsor. The quarters will not be terminated until they have been cleaned and are ready for reassignment.

c. Occupants will be given three chances to properly clean government quarters. After the third failure, the keys to quarters will be seized by the housing inspector.

d. Failure to be present at a designated final inspection will be considered as a failure.

5-5 CLEARANCE OF FAMILY HOUSING: Personnel assigned government housing will report to the Family Housing Office, 45 days prior to termination to set up a pre-termination appointment.

a. Pre-Inspection of Quarters. Pre-inspections are mandatory and will consist of checking the quarters for preventive maintenance, items occupants must complete, and/or submit work

orders for, prior to termination. Inspectors will provide guidance on cleaning, paint repairs and tasks that must be accomplished to pass final clearance.

b. The Checklist at Appendix B has been designed to help you prepare to terminate quarters. Please use this checklist as a guide in accomplishing the tasks of quarters clearance.

5-6 Contract Cleaning of Government Housing. In USAREUR if a soldier is completing his/her overseas tour, rather than receive payment of Temporary Lodging Allowance, the Army will provide the cleaning of government controlled housing. In this case the soldier is required to broom sweep the apartment, remove all personal property to clear quarters and accomplish a basic cleaning of appliances, kitchen and bathroom areas. On the sponsor's final inspection, the housing inspector will sign the key over to the contracted cleaning team and sponsor's BAH will be released. If you are doing a local move and must clean the quarters yourself see your local Army Community Service Office for a list of cleaning teams.

5-7 FINAL INSPECTION: Sponsors will be present at the time of the final quarters inspection unless prior approval has been granted by the Family Housing Office.

a. All personal property must be out of quarters at the time of the final inspection. All government property must be in quarters and accounted for, by the occupant, prior to final inspection.

b. Quarters will be in condition for a new occupant to move in after completion of final cleaning.

c. Termination orders will not be issued until after quarters are cleared by housing inspector.

d. High sanitary standards are established for the protection of all military personnel. The inspectors will not clear an occupant until the quarters are thoroughly cleaned (or signed to Contract Cleaning Team) and all requirements satisfied.

5-8 RE-INSPECTION: Occupants requiring a re-inspection will call the Assignments/Terminations Section and reschedule no sooner than 4 hours later the same day. If there is no open schedule time that same day, a complete re-inspection of the quarters will be conducted on the next available appointment.

5-9 PAYMENT FOR DAMAGES: Occupants have the option of making payment for damages incurred by Cash Collection Voucher, DD Form 1131, or Statement of Charges, DD Form 362, IAW AR 735-11, or if voluntary payment is not made, a Report of Survey, DA Form 4697, or a Pay Adjustment Voucher, DD Form 139, will be initiated.

5-10 KEYS: Occupant will have all keys available for which they have been charged on the quarters hand receipt. Inspectors will ensure all keys are available at the start of the termination

inspection. Should there be a shortage of one or more keys, the occupant will be charged for replacement of the lock set and all keys.

5-11 ABSENCE OF OCCUPANTS FROM ASSIGNED QUARTERS: Occupants are responsible for the care of their quarters and grounds during periods of temporary absence. Occupants should arrange with neighbors to check quarters periodically for fire hazards, broken water lines, defective heating system, and vandalism. Occupants leaving the installation for more than 30 days should notify the Family Housing Office of the name and address of a designated person in the local area who will retain keys to their quarters and be authorized to provide access for official reasons. The Housing Division may allow the retention of assigned quarters provided all of the following conditions are met:

- a. Notification of absence is made in writing to the Housing Division.
- b. A designated representative to assume responsibility for the quarters in question is appointed. The designated representative will maintain a key to the quarters for immediate access in case of an emergency.
- c. The Housing Office is provided with the telephone number and address of both the locally responsible representative and the quarters occupant (family members) at the extended absence address.
- d. The quarters are winterized when required. The winterization process includes turning off water and other measures designed to protect the structure from the effects of extreme temperature.
- e. An official Housing Division representative will be authorized to enter the quarters with the designated representative on a periodic basis to ensure that government property is safeguarded and in working order.

5-12 LEAD BASED PAINT, HAZARDOUS MATERIALS IN HOUSING: In compliance with public law the Ansbach/Illesheim Housing Office maintains all known data on the existence of lead base paint or hazardous materials in military family housing. As housing residents sign for and occupy military family housing they are briefed on these programs. If you wish additional information on the presence of lead based paint or other hazardous materials in your quarters contact your housing engineering technician at 09802-83-2961.

CHAPTER 6

SELF HELP PROGRAMS

6-1 GENERAL: Occupants of Family Housing are responsible for those preventive maintenance measures, repairs, and general upkeep that the average homeowner reasonably could be expected to carry out. These responsibilities begin with occupancy and continue until occupants vacate quarters. The Ansbach Community has two Self Help facilities to serve our customers; the Katterbach Self Help Store is in building 5805 Katterbach Kaserne, the Illesheim Self Help Store is in building 6523, Storck Barracks. Both facilities operate the same hours, Mondays 0800-1600, Tuesdays-Fridays 0800-1730, Saturdays 0900-1100.

6-2 SELF HELP CLASS: Within 30 days of quarters assignment, at least one adult member of each household should attend a Self Help course of instruction at the Self Help Issue Point. Classes are conducted on the 1st and 3d Wednesday of the month beginning at 1300. Attendance, while not mandatory, is highly recommended.

6-3 SEASONAL MAINTENANCE:

a. Occupant Responsibilities, Fall/Winter Maintenance.

(1) Fall/Winter maintenance begins in September and ends in April.

(a) Preparation of the housing unit building: Winterization of the building conserves energy and makes the living quarters more comfortable. Several methods that the occupant can utilize to retain heat in a home include opening drapes at south facing windows during daylight hours to allow for passive solar heating and sealing doors and windows to provide airtight enclosures. Duct tape, door thresholds, sweeps, and weather-stripping are seasonally available at the Self Help Store.

(b) Exterior maintenance of the housing unit building and grounds:

- Remove hoses and drain outside faucets. Drain and store the hoses indoors or in storage sheds to prevent freezing and cracking. Occupants are responsible for damage to water pipes and hoses due to failure to properly drain and winterize. Leaks may not appear until the outside temperature rises and warms the faucets and water lines.
- Snow must be cleared from sidewalks, steps and driveways within 24 hours of the end of the current snowfall. For example, if it snows on Monday and stops snowing at 1800 Tuesday, then the snow must be cleared no later than 1800 Wednesday. Snow shovels are available at the Self Help Store. The occupant will be held responsible for any injuries caused by failure to clear snow. The area of responsibility is the same as for lawn/yard care and maintenance.

- Ice above doorways and driveways should be removed to prevent injuries.
- Occupants shall rake leaves in the fall and place in bags for fall/spring clean up removal. Lawn leaf rakes are available at the Self Help Store.
- Change batteries in all smoke detectors, old batteries are considered as hazardous waste and must be properly disposed of. Recycle facilities for old batteries are in each Self Help Store, replacement 9 volt batteries are available at the Self Help Store.

(2) Field mice and other vermin often seek the warmth of basements and storage sheds. Mouse traps are available in the Self Help Store.

b. Occupant Responsibilities, Spring/Summer Maintenance:

(1) Occupants are encouraged to landscape their yards. Family Housing must approve all new landscape plans. Timbers, flower seeds, bedding plants, top soil, peat moss, hand shovels, crushed rock, wheel barrows and garden rakes are seasonally available at the Self Help Store. While the Self Help Store may not have all requested items in stock, occupants may purchase (at their own expense) those items they desire for their yard.

(2) Occupants are responsible for the upkeep of lawns within the perimeters as instructed at assignment. Grass shall be trimmed to a length not less than 2 inches and no greater than 4 inches. Fertilizer and grass seed is seasonally available at the Self Help Store

(3) Occupants are responsible for the maintenance, edging of sidewalks, and repair/installation of Self Help fencing. Post hole diggers, hedge shears, lawn sprinklers, grass shears, gate hooks, gate latches and lawn trimmers are seasonally available at the Self Help Store.

(4) Painting of carports, sheds and railings is permitted on a case-by-case basis. Colors and paint type must match the existing structure or neighborhood. Paint and brushes for these purposes are available at the Self Help Store.

(5) Spot painting of unit interiors is only recommended if you can accomplish such spot painting without damaging painted surfaces to an even greater extent. Paint (up to one gallon), brushes, tape and required painting supplies are stocked in the Self Help Store.

c. Building/Area Responsibilities for Spring and Fall Clean-up Programs: Self Help will maximize support opportunities in support of the annual Spring and Fall Clean-up Campaigns. Responsible representatives from the Building/Area Chain of Command may obtain special materials from the DPW in support of these efforts. Support may vary from year to year, but will always provide the maximum amount of supplies possible.

6-4 FAMILY HOUSING SELF HELP

Items Stocked at Self Help Center

MISCELLANEOUS ITEMS

Bar, Towel (DX)	Hinges, Door
Barrel Bolts	Holder, Toothbrush (DX)
Battery 9 Volt	Hooks and Eyes
(Smoke and Carbon Monoxide Detectors)	
Brackets, Towel Bar	Latchset, Screen Door (DX)
Brackets, Shade	Nails & Brads (all sizes)
Brackets, Venetian Blind	Nuts & Bolts (assorted)
Catches, Cabinet	Robe Hooks
Catches, Magnetic	Rover Rust Remover
Closet Rods	Screen Door Pulls
Door Closures (DX)	Screw, Wood (assorted)
Door Savers	Soap Dishes (DX)
Door Stop, Large	Shade Pulls
Door Stop, Small	Sand Paper
Door Stop Tips	Sash Locks
Fastener, Casement Window	Traverse Rod Brackets
Garbage Disposal Stoppers	Traverse Rod Center Support
Glazing Compound	Traverse Rod Tension Holders
Glazing Points	Traverse Rod, Large (DX)
Hasps	Traverse Rod, Medium (DX)
Hinges	Traverse Rod, Small (DX)

ELECTRICAL ITEMS

Adapter, Grounding	Doorbell Button, Rectangular
Doorbell Button, Round	Globes (assorted)
Lamp (40W), Appliance	Lamp (25W), Candlelight
Lamp, Straight 48" (40W)	Lamp, Reflector (150W)
Lamp, Refrigerator (20W)	Lamp, Showcase (25W)
Plate Cover, Single	Wall Plate Switch, Single (DX)
Wall Plate Switch, Double (DX)	Wall Plate Outlets (DX)
Weather Proof Outlet Covers	

SEASONAL ITEMS

Grass Seed (Spring Issue)
Snow Shovels

Rakes
Weather-strip (Winter Issue)

PLUMBING ITEMS

Aerator, Male, Large & Small
Ball, Tank
Bath Caulk
Guide Lift Wire
Holder, Toilet Paper
Lift Wire, Upper & Lower
Plungers
Showerheads
Stoppers - 1", 1 1/8", 1 1/4", 1 1/2", 1 3/4", 2"
Toilet Tank Cover
Washer, Hose

Aerator, Female (filter screen)
Basket, Crumb
Float, Copper
Handle, Flush
Key, Outside Faucet
Overflow Tube
Popup, Bathtub and Sink
Soap Dish Insert
Toilet Set
Washers, 00, 1/4S, 1/4R, 1/4L

CHAPTER 7

ENERGY MANAGEMENT

7-1 GENERAL: The United States uses more energy per capita than any other nation in the world. Much of this energy is wasted. While we represent only 6% of the world's population, we consume 30% of the world's energy. More than half of the energy used in family quarters goes into heating. Heating water uses about 15%. Lighting, cooking, refrigeration, and operating appliances account for the rest.

7-2 CONSERVATION: Energy conservation is a key element in our country's effort to become "energy sufficient." Everybody wins with energy conservation. By using less energy, we save money year after year that can be used to upgrade the quarters. A good rule to follow in energy conservation is "Use utilities as if you were paying the bill."

7-3 POLICY: Occupants are responsible for practicing energy conservation, avoiding waste, and abiding by Installation energy management policies and procedures. The following basic policies are established with the understanding that housing occupants can conserve and reduce energy consumption without sacrificing comfort:

a. Heating.

(1) If the quarters will be vacant for an extended period of time (weekends, holidays or vacations) turn thermostats back to the lowest setting but not lower than 50° to prevent water lines from freezing. While the quarters are unoccupied, it is a good idea to have a trusted neighbor or friend check the unit daily to ensure that the furnace is heating properly especially during extremely cold weather.

(2) Windows and entry doors will not be left open when the heat is in operation.

(3) Storm windows and doors will be in place during the heating season.

(4) Broken windows will be repaired immediately.

b. Water: Water is one of our most valuable and limited resources. There are many things you can do to help reduce the amount of money expended every year for water.

(1) Take short showers instead of baths. A bath uses 30-50 gallons of water, a short shower only 10. Replace showerheads with low-flow models which use 3 1/2 gallons per minute (or less) instead of 5-6 gallons.

(2) Use water sparingly when brushing your teeth, washing dishes, or shaving.

(3) Use water from the sink or tub to water trees and shrubs.

(4) Lawns and landscaping will be maintained by the occupant. Water only during the designated times in the morning or evening. Some watering is also recommended during the fall and winter. If you must water manually remember:

(a) Water in one location for no more than 30 minutes.

(b) Water only between 0500 and 1000 or 1600 and 2100. Do not water on windy or rainy days.

(c) When watering lawns, adjust the spray to avoid water running into the street, or onto driveways and sidewalks.

(5) Leaking plumbing fixtures such as faucets and toilets will be repaired or reported immediately. A leaky faucet can waste up to 20 gallons of water per day, and a leaky toilet can waste up to 200 gallons each day.

(a) Install aerators on faucets. They use less water by mixing air with water while providing an adequate flow. Replace worn out washers to stop faucet leaks or replace fixtures with washerless models.

(b) Don't flush things needlessly down the toilet if the trash can or recycling is better. Never flush large items or things like baby diapers down the toilet because they can clog drains.

(6) Wait until you have a full dishwasher or washing machine before running them to save water and energy. If you have the ability to control the amount of water in your machines, use only the minimum necessary for cleaning. Use cold water as much as possible, especially when rinsing, to conserve energy. Let dishes air dry.

(7) Instead of hot water, cold water should be used whenever possible.

c. Other:

(1) Defrost refrigerators regularly and periodically check door gaskets for wear.

(2) If refrigerators or freezers break down or the electricity goes off for a substantial period of time, occupants should take measures to prevent food spoilage, i.e., use ice chests or a neighbor's refrigerator or freezer. The Government will not be responsible for food spoilage, which could have been prevented.

(3) In summer months open windows during the cooler evening, night and early morning hours to allow cool air in; close window coverings and doors to minimize warming during the heat of the day. Use fans only as needed. In winter months be sure to ventilate enough to keep moisture from turning into mold or mildew.

7-4 ENERGY MANAGEMENT - PRACTICAL TIPS FOR SAVING ENERGY:

a. ELECTRICITY - LIGHTING.

- (1) Turn off lights when not being used. Unplug transformers when not being used.
- (2) Turn off lights in unoccupied areas such as basement, garages, outdoor areas in daylight.
- (3) Match lighting levels to the intended purpose of use.
- (4) Use high wattage bulbs only where people read or do close work, not to exceed 60 watts.
- (5) Turn off TV, stereos, and radios and appliances when no one is watching or listening. Do not use the standby mode as electricity is wasted when standby is engaged.
- (6) Keep all lights and fixtures clean. Lighting efficiency is reduced drastically from unclean fixtures and lamps.
- (7) Holiday season lighting policy allows one lighted display in each household from 15 December through 7 January each year. The lighted display may be a window or a tree but not both. Holiday decorations are allowed to include yard decorations, as long as they do not use or misuse electricity. When using Holiday lights, housing residents are asked to reduce the use of other energy items in the home to compensate for their use of decorative lights.

b. WINTER - Comfort

- (1) Set radiators to provide resident comfort.
- (2) Turn thermostat way down but not below 50° F when you are away for extended periods.
- (3) Open curtains during the day to allow sun's rays to help to warm rooms and provide light.

(4) Close curtains and window shades at night to minimize drafts. People sitting near windows will be more comfortable.

(5) Close off unused rooms.

(6) Radiators should not be covered, even partially, or circulation of air will be retarded and heating efficiency decreased.

(7) Keep register and grill faces clean and dust/lint free. Vacuum cleaners are mighty handy in doing this job. Place furniture so as not to obstruct radiators.

(8) Keep garage door closed. A closed garage will be 10° warmer than outside air.

(9) For comfort in cooler indoor temperatures, use the best insulation of all - warm clothing.

(10) Never open a window in the room where the thermostat is located unless the thermostat is lowered, otherwise fuel will be wasted by overheating the rest of the house.

(11) Ensure outside doors are left open no longer than necessary.

(12) Immediately report/replace broken or cracked window panes.

(13) If bedroom windows are left open at night, close bedroom doors, and be sure they fit tightly so that the rest of the house will stay warm.

c. REFRIGERATOR.

(1) Open refrigerator door only when necessary.

(2) Leave space between food items in the refrigerator so air can circulate.

(3) Defrost refrigerator frequently. Frost should never be allowed to build up to more than 1/4" thick.

(4) Clean dust off back of refrigerator - especially coils.

(5) Periodically check air tightness by putting a dollar bill between gasket and door. Bill should not come out easily.

d. COOKING.

(1) Use lowest possible cooking temperature.

- (2) Use pans of correct size.
- (3) Use tight-fitting covers on pots and pans.
- (4) Use smaller appliances instead of the oven when possible.
- (5) Shut off exhaust fan when not in use.
- (6) Don't preheat the oven.
- (7) Thaw meats before cooking.
- (8) Use pressure cooker for fast cooking.
- (9) Never, never, never leave cooking unattended.

e. LAUNDRY.

- (1) Wash when there is a full load.
- (2) Wash clothes in warm water, rinse in cold water, whenever possible.
- (3) Soak heavily soiled clothes in detergent before washing to shorten the wash time.
- (4) Run dryer just long enough to dry the clothes.
- (5) Dry loads one right after another.
- (6) Turn off iron when there are interruptions.

**USE GOOD OLD FASHIONED COMMON SENSE
LOOK FOR NEW WAYS TO CONSERVE ENERGY.**

DRYER CLEANING TIPS

CLEAN DIAL

CLEAN TOP

SIDES

FRONT

BACK

DRUM, INSIDE

CLEAN TOP PANEL

CLEAN BOTH
LINT
FILTERS



THE DOOR MUST

BE CLEAN,

INSIDE AND ALL

LINT REMOVED.

CHAPTER 8

SPECIAL PROGRAMS/GUIDANCE

8-1 SURGE PROTECTORS: The Government will not assume any responsibility for damage to appliances or equipment due to low voltage or power fluctuations. Occupants are advised to use surge protectors to protect electronic equipment (stereos, TV's, typewriters, computers, etc.) from damage caused by minor voltage fluctuations. It is the occupant's responsibility to purchase surge protectors.

8-2 TRANSFORMERS: Where 110 volt receptacles are not present, the use of a step down transformer will provide the housing resident with 110 volt power. Transformers are energy eaters, when they are plugged in they consume power. Housing residents should only plug in and use transformers when they actually need to use their 110 volt appliance. Transformers will convert the 220 volt power into 110 volt, however, they frequency cycle remains a 50 cycle frequency. Unless your electrical product is designed to work on 50 cycle power, use of the appliance in Germany may cause future problems. For technical advice on electric power ask the Engineer Technicians in the Housing Office, call 4672-961/963.

8-3 OUTDOOR BARBECUES:

a. GAS: All liquefied petroleum (LP) gas cylinders used to fuel an outdoor gas barbecue must be stored outdoors at all times.

b. CHARCOAL: Clean all charcoal and ashes from charcoal grills before storing. Charcoal lighter fluid will be stored outdoors at all times. "CAUTION - BURNING CHARCOAL GIVES OFF CARBON MONOXIDE, AN ODORLESS, POISONOUS GAS - NEVER BURN CHARCOAL INDOORS!"

c. Ensure charcoal is completely out upon completion of grilling.

d. Petroleum fueled vehicles and equipment will not be brought into or stored inside any housing unit or on any patio.

e. Never use your barbecue beneath the roof overhang or next to wall.

f. Charcoal and gas grills need to be maintained and properly stored when not in use.

8-4 PAINTING:

a. Occupants may paint limited areas in quarters, but will ensure same type of paint is used, i.e. latex on latex, enamel on enamel. Exterior, trim, limited interior and exterior enclosure paints may be obtained from the Self Help Store on a case-by-case basis.

b. When occupants are preparing to clear quarters, they will ensure that the walls are returned to the original color schemes that were in the quarters when they moved in. Failure to correct paint as noted may result in charges to the outgoing occupant. Residents should note that some paint colors may require two coats of paint to completely cover.

8-5 AIR CONDITIONERS: Ansbach is not in an area where air conditioners are provided. No central air conditioning units are permitted in family housing. Request for permission to install an occupant owned air conditioner must be submitted to the Family Housing Office prior to installation. Only when medically warranted would any air conditioning unit be allowed in this area.

8-6 HUMIDIFIERS: May be used if portable. European type water based humidifiers are available in our Self Help store.

8-7 GARDENS:

a. **Flower Gardens:** Occupants are encouraged to plant annual and/or perennial flower gardens in beds adjacent to their quarters. Visit the Self Help Store to see what is available. An approved landscaping plan is required.

b. **Vegetable Gardens:** Individual vegetable gardens are not authorized in family housing areas or in adjacent areas.

c. **All tree and shrub plantings:** and/or maintenance activities must be coordinated with the Family Housing Engineering and Maintenance Section.

8-8 WATERBEDS: Because of structural loading on floors, waterbeds are normally prohibited in family quarters. Occupants may receive permission for a waterbed if they present proof of liability insurance, which covers waterbeds. Ask the Facilities Section for advice.

8-9 SWIMMING POOLS:

a. Pools greater than 6 feet in diameter and 18 inches in depth are prohibited.

b. All pools will be emptied when not in supervised use.

8-10 HOT TUB/WHIRLPOOLS/SPAS:

a. Privately owned hot tubs/whirlpools/spas are not allowed in government family housing, unless medically justified.

b. Requests for permission to utilize such equipment must be obtained from Housing prior to installation.

8-11 ANTENNAS AND SATELLITE DISHES:

a. Antenna Procedures:

(1) Permission to install any type of antenna must be submitted in writing to the Family Housing Office. All antennas must be removed prior to termination of quarters.

(2) Small satellite dishes are authorized for use in the family housing area. For information on the installation of satellite dishes contact the Engineering Section, Housing Division at 09802-83-2961.

Specifications for antennas:

(1) The antenna and its supports will be constructed of rust proof materials and placed away from any electrical power lines.

(2) No outside antenna will be mounted on any roof, clothesline pole, false chimney, vent pipe, or attached to any part of the gutter, or quarters.

(3) Occupants will assure compliance with all applicable FCC regulations when installing a short wave or CB antenna.

(4) Occupants are liable for any damage or injury that may be caused by their antenna.

(5) Occupants causing any audio or visual interference with other occupants will be responsible to take corrective action or cease use of equipment.

b. Satellite dish procedures:

(1) Personnel living in government controlled family housing may install and use a satellite dish. Use is subject to approval of the installation by the Directorate of Public Works, improperly installed satellite dishes will be removed by the owner when notified of the improper installation.

(2) The satellite dish may not be more than 1 meter in diameter. Will not be attached to buildings, installed on roofs, or permanently mounted on structures. Satellite dishes may be placed on balconies or in windows if they are safely fixed in place and are not considered to be a safety hazard or are unsightly.

(3) Personnel in leased housing must obtain permission of the housing office prior to the installation of a satellite dish on any leased facility.

(4) Wiring and cabling for satellite dishes will be routed through a door or window. Holes will not be made in the building to facilitate installation of a satellite dish. Any damages to government property as a result of an improper installation are the responsibility of the housing resident.

8-12 PRIVATELY OWNED APPLIANCES:

a. The installation, maintenance, and removal of all privately owned appliances and equipment will be at no cost to the Government. Broken/unusable household appliances must be disposed of as hazardous waste, contact 09802-83-2158 for advice.

b. Existing electrical outlets are standard and will not be changed to accommodate any variances in plug design of privately owned appliances.

c. Occupants are responsible for the installation and connection of all appliances and equipment to include all necessary electric leads and dryer piping.

d. No privately owned appliances or equipment will be installed that will exceed the capacity of their utilities system. Where extension cords are deemed absolutely necessary and are to be left in place, they will not exceed 10 feet in length; will be free of breaks and splices, and shall not be secured by nails, staples, or run through walls, windows, doorways, or under rugs or pads. Approval for use of extension cords shall be obtained from Fire Prevention prior to use.

e. Upon removal of any appliance or equipment, the structure will be returned to its original configuration and condition.

f. Gas-clothes dryers are not authorized in family housing.

8-13 HOME BASED BUSINESS: Certain home based business are allowed in family housing. Community Policy Memo #23 deals with this topic. Call the Adjutant at 0981-183-730 for assistance.

8-14 ALTERATIONS TO FAMILY QUARTERS: The Ansbach Community supports efforts of housing residents to personalize their quarters. If you have a good idea that would make your quarters more of a home bring the idea to the Engineering Technicians to discuss the possibility of a Self Help Improvement Project.

a. Occupants are expected to care for their quarters and quarters area to the same standards as would a home owner.

b. Occupants are not permitted to make any physical or structural change to quarters, sheds, carports, garages, grounds, or landscape without prior approval of the Family Housing Office. Occupants, for example, will not remove existing doors and windows; install pet doors; alter, extend, or remove existing utilities; or erect or remove any structure.

c. Alteration of electrical, plumbing, heating, or other installed utility equipment is not normally a Self Help item. Submit a service order for problems with these systems.

d. Wall-to-wall carpeting may be purchased and installed at occupant's expense. It must be removed prior to termination, and occupants are liable for any damage to floors or walls as a result of the installation. Cutting of doors to accommodate personal carpeting is not authorized.

8-15 MISCELLANEOUS STRUCTURES:

a. Permission to construct structures, such as a dog house, dog run, or child's playhouse, must be submitted to the Family Housing Office. With the limits of our housing areas, trampolines are not allowed anywhere in the housing villages.

b. Occupant-owned playground equipment may be erected in the backyard providing equipment and landscape are maintained, it does not interfere with access to quarters, and it does not encroach on neighbor's areas. No swings or other equipment will be attached to bushes, trees, quarters buildings, carports, garages, or clothesline poles at any time.

c. Attachment of "backboards" to quarters, telephone poles adjacent to the quarters, clotheslines, carports, trees or garages is not authorized. Permission to install a free standing basketball goal must be requested from Housing prior to installing the goal.

8-16 ENCLOSURES

a. Alterations or enclosing of porches and/or carports are not authorized.

b. Porches will not be used as storage areas.

8-17 PLAYGROUNDS: Government-owned playground equipment swings, slides, etc. are fixed in place and are not to be removed, relocated, changed, or altered. No personal equipment will be installed in the playgrounds. If persons or children are caught mistreating or vandalizing any playground or village equipment they will be held responsible for any damages to the property. Pecuniary responsibility will be assigned to the military sponsor. Playgrounds are not considered areas where pets are allowed. If you see a playground requiring maintenance, call your local work order office and initiate a maintenance request.

8-18 STANDARDS OF APPEARANCE:

a. Quarters areas are viewed on a continuous basis by representatives of the Housing Office, Command Group and the leadership of this community. Deficiencies will be cited.

b. Recipients of citations will respond to required actions not later than the stated suspense date.

8-19 PETROLEUM OIL LUBRICANTS (POL) DISPOSAL:

a. POL will not be disposed in trash containers, storm drains, sinks or commodes or on the ground. POL may be disposed of in the waste oil container located at the Auto Craft Shop, or off-post at certain authorized automotive service stations or centers.

b. NO POL of any kind will be changed in any POV component within the housing area. The Auto Craft Shop will be used to perform oil changing operations and other vehicle maintenance in Ansbach and Illesheim. See para 13-4b.

8-20 YARD DECORATIONS: Decorative items such as rock, ornaments, fences (not over 10" high) may be used in yards, providing they present no safety hazards to children and are in good taste IAW commonly acceptable community norms. Patio furniture in front or back yards, as long as in good taste, should be stored properly when not in use.

8-21 YARD SALES AND FUND RAISERS: Yard sales will normally be conducted on the first weekend of each month. Individual exceptions due to inclement weather or other extenuating circumstances may allow yard sales at other times. Contact the Area Support Team serving your housing area for information.

8-22 ACCESS TO QUARTERS: All responsible housing occupants will permit engineer and housing personnel access to their assigned quarters after positive identification is made for required engineer work. Failure to grant access, when required, could result in loss of housing eligibility.

8-23 BASEMENTS: Basements are authorized for storage and laundry use only. No partitions are to be constructed by the occupants. Basements may have a tendency to flood, so residents are urged to place all items on pallets. Basements do not meet fire codes and will not be used for living areas. Government furniture not required in a home should be turned in, not stored in basements.

8-24 MOLD/MILDEW IN QUARTERS: In Germany, we live in a climate that is unfamiliar to most Americans. In addition to the climate differences, dwellings are heated totally differently. The way homes are built in this country adds to the differences we all live with. Concrete construction with layers of insulation, make air movement from within a home to the outside virtually impossible. One of the results of our "cultural confusion" seems to be the presence of mold/mildew in our homes if we fail to properly ventilate the house on an almost daily basis. We often find mold/mildew growing in our housing areas around the community. The areas where mold/mildew grows are areas that have poor air circulation, allowing moisture to stand and develop into these cultures of growth. For the most part these molds and mildew are harmless, they are unsightly and may cause foul odors. To properly treat this problem, visit the Self Help Store and obtain a bottle of spray on mold treatment. Cure the mold problem first by

treating the area with the proper solution. Once treated and cured, clean the area with a mild bleach solution. To prevent mold/mildew from developing it is very important to properly “air out” your residence, daily, year round. Even in the dead of winter it is important to provide the natural moisture that accumulates in your home the opportunity to escape by opening the windows for about ten minutes. Once you open a few windows and create a draft to ventilate the home, the moisture will go into the outside air, leaving the walls dry and clean. After you close the house up again, turn the heat up to compensate for the heat loss of ventilating. By making certain that moisture has an escape route (open the bathroom window by tilting it during a shower) helps ensure that mold/mildew has no opportunity for growth. If you encounter serious problems see the Housing Engineering Section for a copy of the handout we have on preventing Mold/Mildew.

8-25 INSECT SCREENING IN HOUSING. Residents of on post housing areas are encouraged to maintain the effectiveness of the installed window screening by taking any damaged screens to their Self Help facility for repair. Residents of leased, private rental or GRHP houses are not authorized window screening as the facility they reside in does not accept simple installation of screens. Occupants who damage quarters due to improper installation of screens will be held accountable for their actions.

8-26 USE OF DISHWASHER SALT AND DECALCIFYING ADDITIVES. Where dishwashers are installed occupants are advised to provide the required dishwasher salt and decalcifying additives for proper operation of the equipment. When these items are properly installed, the dishes come clean much easier and the life expectancy of the equipment is extended. Hard water, present in most parts of Germany, requires treatment by this agents to allow the dishwasher to reach its maximum effectiveness. Both the salt and the decalcifying agent are normally sold in the commissary.

8-27 RESIDENT CLEANING OF EXHAUST FILTERS. Most kitchen installations are provided with replaceable metal filters in the range hood exhaust. These metal filters should be cleaned once monthly by running the filter through a load in the dishwasher or by the use of mild detergents. Housing residents are expected to maintain the filter from this exhaust hood. If you find a paper filter in your exhaust hood, take it to the Self Help Store, they will exchange it for a metal filter.

8-28 SPECIAL CARE OF WOODEN FLOORS: Hardwood floors in government housing require special care and attention. When mopping the floors, use water very conservatively, wooden floors may soak up extra water and swell. Use of vinegar or other strong detergents is not recommended as the environmentally safe sealer used on these floors will wash off if cleaned with a strong detergent. Wax only when totally clean, do not wax an unclean floor, removal of the wax will damage the floor surface. When in doubt, ask the housing technicians for help.

STOVE CLEANING TIPS

CLEAN TIMER

TOP FACING

UNDER AND AROUND

TOP FACE PLATE

REMOVE DIALS AND CLEAN
KNOBS, DIALS AND UNDER
DIALS

CLEAN SIDE PANELS

CLEAN COMPLETELY:

INSIDE OVEN, DOORS

BROILER AND PAN

INSIDE DRAWER



CLEAN UNDER AND

AROUND

BURNERS, LIFT UP AND

CLEAN UNDER BURNER

TOP

CLEAN OVEN LIGHT

CLEAN ALL HANDLES

CLEAN UNDER THE GRILL AND FRONT OF THE STOVE
DONT FORGET TO CLEAN UNDER THE STOVE, IT GETS
DUSTY UNDER THERE.

CHAPTER 9 FIRE PREVENTION/SAFETY

9-1 GENERAL: The Fire Department provides instructions to all occupants on the procedures to follow in case of fire. As head of your household, you should instruct all members of your family in fire prevention. In Germany fire alarms in stairwell buildings are not normally connected to a fire station. In the event of an alarm call 09802-83-2117 immediately.

9-2 GASOLINE STORAGE: The storage of gasoline or other flammable liquids is limited to three gallons and should never be stored in the house. Outside storage areas should be child proof. Storage of fuel will be in approved Underwriters' Laboratories (UL) type container. Glass or open containers are not authorized for storing paint thinner and other flammable materials.

9-3 BARBECUE GRILLS: Barbecue grills should be lit and supervised by adults only. Grills must be kept away from building overhangs and porches and kept at least 15 feet from all combustible structures. Barbecuing under carports or balconies is NOT ALLOWED. Soak charcoal thoroughly in water before storing equipment. Always use an approved charcoal starter. NEVER USE GASOLINE TO START ANY FIRE!

9-4 CLOTHES DRYERS: Check and clean clothes dryer lint traps after each use. Never put plastic articles in the dryer. Periodically, remove the back and lift the top of the dryer cabinet to vacuum the dust accumulation from inside the cabinet.

9-5 COOKING APPLIANCES: Never leave cooking unattended, especially when using grease or anything that produces grease. If a grease fire occurs, cover the pan with a lid, turn off the appliance and call the Fire Department. NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN! Control burning spillage with baking soda. NEVER use baking powder, flour, sugar, salt, dish washing compound, or laundry detergent. When using electrical equipment (toasters, grills, deep fryers, etc.) maintain sufficient clearance on sides, top, and bottom from combustible materials. Unplug appliances when not in use. Replace appliance cords as soon as they show wear or are damaged. Cords with broken insulation can start a fire. Keep kitchen exhaust fans clean to prevent accumulation of grease.

9-6 FIRE EVACUATION PLAN: You should have a home fire evacuation plan with primary and alternate routes of escape in the event of a fire. Practice your plan as a family activity.

9-7 PORTABLE HEATERS: Open coil heaters are PROHIBITED. DO NOT place portable heaters near combustible or flammable type materials. DO NOT block exits with portable heaters.

9-8 SMOKING: NEVER smoke in bed. Use safety matches or a cigarette lighter and keep them out of the sight and reach of small children. Empty ash trays in a noncombustible container and discard in the outdoor trash container after ashes are cold.

9-9 POWER TOOLS: Lawn mowers and edgers should not be refueled while the motor is running. Equipment should have sufficient time to cool down before refueling. Store power lawnmowers, motor bikes, etc. in a well-ventilated place such as the storage shed. DO NOT store these items in the basement.

9-10 CHRISTMAS TREES: Put live trees in a safe area of the room, away from any source of heat. Keep the tree in a container of water, sand, or moist earth and remove it as soon as possible after the holidays. Be sure artificial trees are fire resistant.

9-11 SAFETY:

a. Smoke detectors are installed in all family living units in Ansbach/Illeshien. With proper care and preventive maintenance, the detector will, in most cases, give sufficient warning of fire to allow the occupant to exit from the unit safely. It is the responsibility of the occupant to periodically check the detector for operation status. Any defective detector will be reported to the DPW Work Order Clerk at 09802-83-2125.

b. Fire prevention inspections frequently show the following recurring deficiencies:

- (1) Storage of flammable materials indoors.
- (2) Storage of combustible materials under stairwells.
- (3) Improper storage of gasoline or other class I or II flammable liquids.
- (4) Smoke detector does not work properly.

c. **Extension Cords:**

(1) Extension cords will be eliminated wherever possible through relocation of portable appliance, furniture, benches, etc.

(2) Where extension cords are deemed absolutely necessary and are to be left in place, they will not exceed ten feet in length; will be free of breaks and splices, and shall not be secured by nails, staples, or run through walls, windows, doorways, or under rugs or pads. Approval for use of extension cords shall be obtained from Fire Prevention prior to use.

(3) An extension cord will not be smaller in wire gauge than the appliance cord it is serving.

(4) An extension cord will not service more than one fixture or appliance.

(5) Extension cords with frayed, cracked, cut or deteriorated insulation are prohibited. Extension cords with broken or damaged contact fixtures will be removed from service and repaired.

d. Black powder storage in all billets and family quarters is strictly prohibited. Ammunition storage and reloading activities are not permitted in Army family housing.

9-12 SAFE STORAGE/DISPOSAL OF FLAMMABLE MATERIALS: Care should be exercised in storing flammable materials such as cardboard boxes, corrugated packing materials or stereo equipment boxes. Unsafe storage could result in fires and damage to government/personal property.

9-13 FIREWORKS IN THE HOUSING AREA: Safety and fire concerns dictate that no residents of Army family housing ignite or use any fireworks within our housing areas. In recognition of host nation law, fireworks are controlled and allowed at designated times of year, for example on New Years Eve. Within our housing communities, fireworks are considered to be banned at all times. Except for organized, command sponsored fireworks, there are no times that fireworks are permitted.

REFRIGERATOR CLEANING TIPS

BOTH FREEZER AND FRIDGE AREAS MUST BE TOTALLY EMPTY AND DOORS LEFT OPEN, WIPE DOWN ALL MOISTURE, REMOVE ALL DIRT

CLEAN INSIDE AND
SHELVES TO INCLUDE
DOOR SHELVES



CLEAN RUBBER SEALS
CLEAN RACKS
CLEAN ALL AREAS,
FRONT, BACK, COILS
CRISPER, DRAWERS
UNDER DRAWERS
DRIP PAN

ALL AREAS MUST
BE THOROUGHLY
CLEAN AND WIPE
DRY TO PREVENT
MOLD GROWTH.

MAKE SURE THE FRONT AND BACK ARE CLEAR OF DUST, SOME DRIP PANS ARE ON TOP OF THE COMPRESSOR IN THE BACK.

CHAPTER 10

FAMILY CHILD CARE

FAMILY CHILD CARE HOMES:

- a.** Establishment of Family Child Care Homes in government quarters is defined by Army Regulation 608-10, under the supervision of Child Development Services. This regulation is applicable to all military personnel and their family members residing in government quarters in Ansbach/Illesheim. Failure to comply with this regulation may result in the loss of government quarters.
- b.** In order to prescribe minimum standards for child health, safety and welfare, government quarters will not be used as a Family Child Care Home without prior specific approval from the Commander, 235th Base Support Battalion. Child Development Services is the designated agent of the Commander for the purpose of certification and licensing.
- c.** For applications to operate a Family Child Care Home in this area contact Central Enrollment Registry, Monday through Friday, 0800-1200, 1300-1700, telephone 09802-83-2533 in Ansbach, or 09841-83-880 in Illesheim.
- d.** For information on being a licensed Family Child Care Home in this area, contact the Child Development Services located in Bldg. 5984, at telephone numbers 09802-83-2828/502.
- e.** Family Child Care Homes are considered to be a private-ownership business. Housing is not responsible for adapting a residence to accommodate any private business.
- f.** Community Policy Letter #12 details the rules for supervision of children and the home alone policy in the Ansbach and Illesheim areas. This policy is maintained in the Family Advocacy Office of the Army Community Service, 09802-83-2516.

DRYER CLEANING TIPS

CLEAN DIAL

CLEAN TOP

SIDES

FRONT

BACK

DRUM, INSIDE

CLEAN TOP PANEL

CLEAN BOTH
LINT
FILTERS



THE DOOR MUST

BE CLEAN,

INSIDE AND ALL

LINT REMOVED.

CHAPTER 11

POV/RECREATIONAL VEHICLES AND PARKING

11-1 GENERAL: Owners of motor vehicles are required by law and military regulations to maintain liability insurance on their vehicle at all times. To protect vehicles against theft and damage caused by vandalism, severe weather, or hit and run accidents, owners should maintain comprehensive and collision coverage. Insurance coverage will meet or exceed USAREUR minimum requirements.

a. Vehicles will be parked in authorized parking areas and will not be parked on any grassed area or fire lanes. This applies during all seasons.

b. On-street parking is authorized where designated. Vehicles will not impede the normal traffic flow or block fire lanes. Residents should note that parking may not be permitted on both sides of the street.

c. Repair of vehicles with the exception of tire changes and rotation, replacing the battery and other similar preventive maintenance measures will not be conducted in any housing area. All other procedures may be accomplished in the Auto Craft Shop, to include changing oil and other POL fluids or done by a commercial garage.

d. Inoperable, unregistered or unlicensed vehicles parked in any housing area are subject to citation and towing. Motorcycles will not be stored in basements. Motorcycles will not be parked in the bicycle storage areas or anywhere within the housing buildings.

e. Abandoned vehicles will be towed away with towing cost paid by the owner. An abandoned vehicle is defined as one that is inoperable, left unattended, or one that is unlicensed and/or unregistered.

11-2 RECREATIONAL VEHICLES: Recreational vehicles are self-propelled or towed vehicles designed to be used for recreational rather than for transportation purposes.

a. Towed recreational vehicles, utility trailers, unmounted truck camper bodies, self-propelled RV's and boats will not be parked in any housing area except during weekends or for a 24-hour period before and after use.

b. While an official recreational vehicle/equipment storage facility is not maintained in this area contact the AST, these vehicles can be stored in the non-operational storage lot in Katterbach.

c. Self-propelled recreational vehicles that are used as a primary means of transportation may be parked in housing areas as long as there is space for the vehicle and it is indeed used. Vehicles observed in the housing areas that are not moved will be subject to citation.

11-3 WASHING OF PRIVATELY OWNED VEHICLES: POV washing is authorized in specifically designated areas only. In Ansbach the designated area is the vehicle wash rack behind building 5836 on Katterbach Kaserne. In Illesheim car washing is allowed at the wash area near building 6640. Only special, pH neutral soaps and cleaners (e.g. dishwashing liquid, store bought car wash cleaners) are allowed for POV washing. However, keep in mind that detergents, small amounts of oil and grease and dirt are deposited in the storm drainage system. These pollutants contaminate water and can plug drains, so that rainwater and snow melt do not drain away properly. Limit the amount of detergent you use and always turn off the water hose when it is not in use. Residents are encouraged to use commercial car washes for extremely dirty or grimy vehicles, since wastewater from these facilities is treated to control pollution. POV washing on the German economy is forbidden by German law. In our leased housing the provisions of the German law apply, do not wash your POV on the road, the fine could cost you hundreds of Deutsche Marks.

11-4 VARMENT HAZARDS IN GERMANY: POV owners need to recognize an extra hazard of operating a POV in this area in Germany, that is the hazard of varmints eating electrical wiring when their food supply is scarce. It is not uncommon for a variety of small forest animals to find their way under hoods of cars in the early spring, normally when their food supply is covered by snow. These varmints include the German marder (marten), weasel and even rabbits. You can protect your vehicle by parking in a secured garage, if available or by placing repellent under your hood. The AAFES garage sells a repellent for application to keep these animals away from your vehicle.

11-5 POV MAINTENANCE IN THE HOUSING AREAS: Within the Ansbach/Illesheim areas there are two crafts shops and two separate AAFES garages. Housing residents are not authorized to perform maintenance on their POVs within the limits of the housing areas. Residents must use a commercial facility, the auto craft shops or the AAFES garages for performing vehicle maintenance. German environmental laws are severe for the environmental contamination of our areas, individuals found violating these rules may be subject to fines from the appropriate German agency.

IMPORTANT

PAHs in the environment -- including food, water, soil, and air -- may be hazardous if not managed properly.

FACT: Exposure to high levels of PAHs over long periods of time can be harmful.

FACT: These compounds can enter the body by breathing dust and smoke, or by eating soil, food, or drinking water containing PAHs.

FACT: PAHs occur naturally in the environment from the incomplete burning of organic materials (wood, coal, and others).

FACT: The single biggest contributor to indoor PAH levels is tobacco smoke.

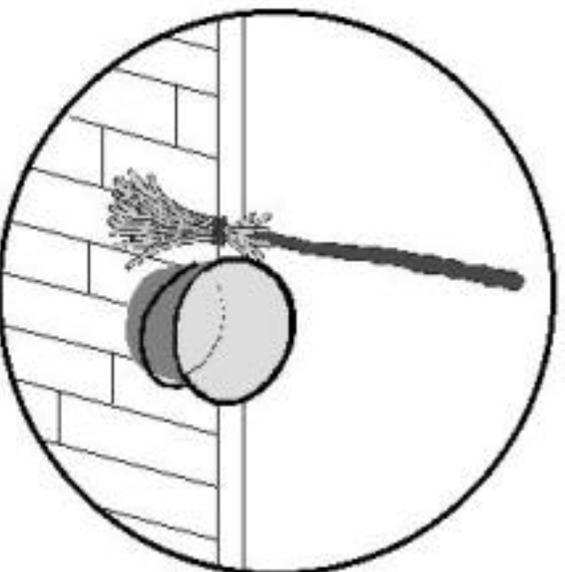
FACT: Intact flooring provides a protective barrier from the glue.



This document may be reproduced by individuals or organizations without permission. Information provided in this pamphlet is based upon current medical, scientific, and technical understanding of the issues presented. Following the advice given will not necessarily provide complete protection in all situations or against all health hazards that can be caused by polycyclic aromatic hydrocarbon exposure.

Five simple steps to protect your family from PAHs

- ✓ Avoid smoking indoors.
- ✓ Keep floors clean and free of dust.
- ✓ Report broken or cracked flooring to DPW.*
- ✓ Limit the amount of grilled or barbecued foods.
- ✓ Wash children's hands, bottles, toys and pacifiers often.



* Cracks exceeding 3/16" (5mm)

**Protect
Your
Family
From
PAHs
in
Your
Home**



U.S. Army
Center for
Health
Promotion
and
Preventive
Medicine -
Europe



What are PAHs?

Polycyclic Aromatic Hydrocarbons (PAHs) are a large group of different chemicals that are formed during the incomplete burning of coal, oil and gas, garbage, or other organic substances like tobacco or charbroiled meat.



PAHs are found in many foods to include broiled fish, cereals, refined oils and fats, roasted coffee, salad, spinach, and tea. A few are used in manufacturing to produce dyes, plastics, pesticides and medicines. PAHs are also found in tars, glues, and asphalt. PAHs from various sources may accumulate in house dust.

The purpose of this brochure is to present clear information regarding the ongoing discussion of PAHs. Read this pamphlet to learn more about these compounds and some simple steps to protect your family. For more information, contact your local Department of Public Works.

What are the short term health effects of PAHs?

PAHs are not frequently associated with adverse acute health effects in humans. However, skin and eye irritation has been reported among workers having very high occupational exposure to PAHs. Frequently other chemicals are found to be the cause for these reactions.

What are the long term health effects of PAHs?

The Department of Health and Human Services has determined some PAHs can potentially cause cancer. In studies of workers exposed to very high industrial levels of PAHs over a long period of time, exposure was associated with certain types of cancer. Some of these workers were involved in roofing, road repair, and incinerator plants, regularly breathing and coming into contact with vapors containing large quantities of many different PAH compounds.

Can exposure to PAHs be eliminated?

No. PAHs exist naturally in the environment. Prevention of excessive exposure is the single best approach for reducing health risks. A parent who smokes in the presence of family members exposes them to unnecessarily high levels of PAHs. Many PAHs can be passed by a smoking mother to an unborn child and to infants through breast milk. Limiting the amount of grilled foods and other PAH-containing substances will help in reducing the intake of PAHs.

How much PAH will cause illness?

Several factors influence whether harmful effects will occur from exposure to PAHs. These factors include dose (how much), duration (how long), route or pathway by which you are exposed (breathing, eating, drinking or skin contact), and individual characteristics such as age, health status, and other chemical exposures. For the general population, no exposure limits have been established for PAHs in homes. However, young children may be at higher risk for exposure to any contaminant found in dust on the floor. A recent study performed by the University of Erlangen-Nürnberg of children in former U.S. Family housing showed no evidence of increase absorption of PAHs.



Is there a medical test to show whether you have been exposed to PAHs?

Special tests can detect PAHs in the body. However, these tests cannot determine if health effects will occur or identify the degree of exposure. Normal levels of PAHs in humans have not been established, therefore, test results are not helpful for finding if an individual is overexposed. Additionally, because of the numerous possible sources of PAHs throughout our environment, a test will not identify the source of the exposure.

CHAPTER 12

SPRING/FALL CLEANUP & BUILDING OF THE QUARTER PROGRAM

12-1 SPRING AND FALL CLEANUP PROGRAMS: Specific periods are established each Spring and Fall to clean up all outside areas.

a. The dates of cleanup periods and instructions on proper disposal of debris will be published in the Ansbach/Illesheim Crusader.

b. Occupants who will be absent from the installation during any cleanup period will notify their Chain of Command and provide the name of a person who will be responsible for their housing area during their absence.

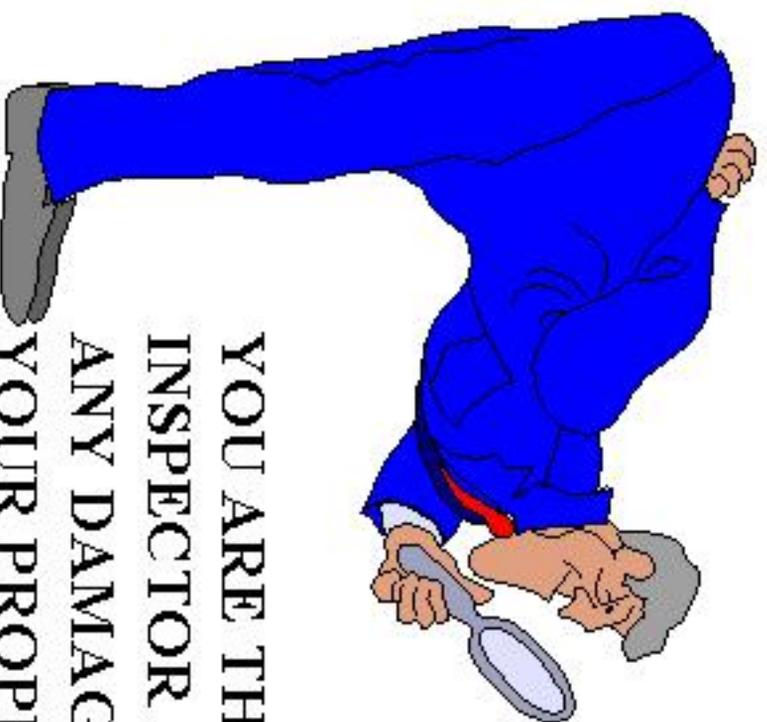
12-2 BEAUTIFICATION PROGRAM: A Beautification Program has been established to recognize those military families maintaining or improving the exterior landscape at their quarters in an "Outstanding" manner. Landscaping criteria considered in the judging will include such items as yard appearance, grass areas, trees, shrubs, bushes, and original flower plantings. Any Self Help work on grass, trees, and shrubs must comply with our community environmental programs.

a. Responsibilities: The AST Commander is responsible for the overall supervision of the program.

b. Suggestions: All occupants are encouraged to contact their area coordinator with suggestions or recommendations for improving the appearance of the housing area.

12-3 BUILDING -OF-THE-QUARTER PROGRAM: Outlined as a part of the beautification program, the community recognizes the best building each quarter in each of our housing areas. The winners receive special recognition with certificates, yard signs and donations from the various community agencies.

**ARE YOU GETTING READY TO PCS AND HAVE
YOUR HOUSEHOLD GOODS PACKED? BE AWARE
OF WHO THE PACKERS WORK FOR, THEY WORK
FOR YOU!**



**YOU ARE THE
INSPECTOR FOR
ANY DAMAGE TO
YOUR PROPERTY
OR HOUSING!!!**

**AS YOU GET READY TO PACK
EVERYTHING YOU OWN AND MOVE TO
YOUR NEXT ASSIGNMENT, BE AWARE,
THE MOVERS THAT PACK YOUR STUFF
WORK FOR YOU. IF THEY DAMAGE
YOUR GOVERNMENT QUARTERS OR
FURNITURE YOU ARE THE ONE HELD
LIABLE FOR THE DAMAGE THEY DO.
MAKE CERTAIN TO REPORT ANY
DAMAGE TO THE CUSTOMER SERVICE
SECTION OF THE TRANSPORTATION
OFFICE BEFORE THE MOVER LEAVES
YOUR QUARTERS. CALL THE QUALITY
CONTROL INSPECTOR AT 0981-183660
WHILE THE MOVERS ARE AT THE
QUARTERS. IF YOU FAIL TO PROPERLY
REPORT DAMAGES YOU MAY BE HELD
RESPONSIBLE FOR THE DAMAGES THEY
DID. THE MOVERS THAT PACK AND
PICK UP YOUR GOODS ARE INSPECTED
BY YOU, MAKE SURE YOU DO A GOOD
JOB!!!**

CHAPTER 13

ENVIRONMENTAL COMPLIANCE AND MANAGEMENT

13-1 GENERAL: Protection of our environment begins at home. We cannot rely on other people to take care of environmental problems for us. Growing world population, climate change, toxic spills, smog, deforestation, and contamination of ground water are but a few of the environmental issues making the headlines. Some people say that scientists are exaggerating these issues. As you draw your own conclusions from these stories, remember this fact: there is only one Earth, and there are no other known planets, which can support life as we know it. You will see, if you read further, that there are many little things that you can do that can have significant benefits locally, nationally and even globally.

13-2 LITTER CONTROL: Katterbach/Illesheim Area Support Team Commander establishes specific periods during the spring and fall for cleaning up the areas outside homes and offices.

a. The Ansbach/Illesheim Crusader will publicize the dates of cleanup periods and provide instructions on proper disposal of debris.

b. Occupants who will be absent from the Installation during any cleanup period should notify their Senior Occupant and provide the name of a person who will be responsible for their housing during their absence.

c. Spring and Fall cleanup help to instill in us a sense of community and pride in our surroundings, but controlling litter and cleaning up should be daily activities in our lives.

(1) The real cause of litter is not the beer can, or the milk carton, or cigarette butt, or paper you see laying on the ground, PEOPLE ARE!!

(2) What is litter? Litter is defined as misplaced, man-made, solid waste. Litter has become something that people have come to accept. That's why cleanup campaigns alone, like Installation Cleanup, aren't really enough. What's needed is a program that gets to the root of the problem and changes the basic attitudes of people who litter.

(3) We spend thousands of taxpayers dollars every year just cleaning up. Not only is litter ugly, it can affect the way we think and feel. It can be very depressing. Litter is unhealthy and unsafe. It's a breeding ground for pests and insects, it's a fire waiting to start, it's hazards on our streets. Most of all, litter shows that people just don't care...

(4) You can help keep our community clean and beautiful all year round by following the easy steps below:

(a) Use tightly covered trash cans. Bag and tie all garbage and trash bags. Don't leave them sitting out for pets, wild animals, or the wind to ravage. Place trash inside dumpsters

and close doors to prevent blowing waste. By disposing of garbage in a sanitary manner, conflicts with rodents, and other wildlife are reduced.

(b) Put a litter bag in your car, and use it! Don't pitch cans, cigarette butts, papers, bottles or other trash out the window.

(c) Recycle. Not only is recycling environmentally friendly, in Germany it is the law.

(d) Hold on to your litter until you reach a trash receptacle. Litter draws other litter, so make sure your home and work site are litter-free.

(e) Cover or tie down loads in trucks and trunks so that trash and debris doesn't blow or fall out.

(f) Coordinate cleanup projects for your neighborhood.

13-3 REDUCE, REUSE, RECYCLE: Rubbish, trash, garbage, solid waste. These are all terms for waste that is discarded from home, offices, schools, and other locations every day. While garbage is probably not what most of us would consider an appealing topic, the issue of waste disposal is critical. Landfills in the U.S. and Germany are nearly overflowing; they're also using up valuable land and contaminating ground water. Syringes are washing up on the world's beaches. Plastic six-pack holders strangle wildlife. Garbage barges search for a place to dump their loads. The Ansbach/Illesheim community uses German landfills, which takes valuable land and has the potential for contaminating air and water resources. The local landfill requires expensive liners, gas and water monitoring devices and pollution control equipment. By reducing the waste that must be disposed of, we are saving our land, air, water and money to operate.

a. There are three things you can do to help eliminate the garbage glut. A modest rethinking of our habits and choices can bring this environmental issue under control:

(1) **REDUCE** the amount of garbage you create. Plastic or other packaging and disposable items like diapers and razors make up a significant percentage of waste that is deposited in our landfill. Packaging accounts for 50% of the volume and 30% of the weight of all municipal waste; it accounts for 50% of all paper produced in the U.S., 90% of all glass, and 11% of aluminum (Some means of reducing garbage may actually lead to other environmental problems such as water pollution or increased energy use. Be careful to consider these issues when deciding what methods of waste reduction you are willing and able to implement).

(a) Don't buy over-packaged goods.

(b) Switch from disposable diapers to cloth diapers or a diaper service.

(c) Buy products packaged in cardboard rather than plastic foam such as eggs.

(d) Use your own reusable bags when shopping. Ask for paper rather than plastic bags.

(e) Use reusable tableware instead of disposable plates, cups and utensils.

(f) Avoid one-use consumer items like disposable razors, cigarette lighters, cameras and non-rechargeable batteries.

(g) Buy nonperishable items in bulk. Purchase items such as milk or carbonated beverages in returnable containers.

(h) Buy items made from recycled materials.

(i) Use cloth rags and napkins rather than disposable.

(j) Be careful about buying plastic products labeled "biodegradable." Many break down only in sunlight and some break down into toxic materials.

(k) Look for other things you can do to reduce the amount of waste.

(2) REUSE everything you can. Re-use shelves are in each Self Help Store. Reuse materials to squeeze more value from them and waste less. America has developed into what some call a "throw-away society." Disposable cleaning cloths, diapers, cameras, razors and other items are convenient but they don't just "go away." These items will remain in our landfills for years or even centuries. Think about things that you use every day that could be replaced with longer lasting, more durable materials. For example:

(a) Choose returnable containers over recyclable ones.

(b) Reuse plastic or glass containers for storage.

(c) Substitute reusable sponges or cloths for disposable paper towels, napkins and tissues.

(d) Save and reuse envelopes, boxes and packing materials you receive in the mail.

(e) Reuse file folders by turning them inside out or sticking on a new label.

(f) Reuse paper for writing out notes, shopping lists, and other memos.

(g) Donate clothing to neighbors or institutions for reuse.

(h) Share, borrow or rent items you don't use very often (tools, lawn mowers).

(i) Keep reusable coffee mugs at work and home for yourself and guests.

(3) **RECYCLE** or reprocess wastes into new materials. Recycling is really a two-part process. There is not only the effort of turning in materials to be recycled but the actual marketing and purchasing of items made from recycled products. Almost everything we use can be recycled. The benefits of recycling may not appear as cash in your pocket but you can be satisfied to know that you are saving raw materials, energy and water used in manufacturing, reducing the emission of pollutants into the atmosphere and minimizing the amount of land used for solid waste disposal.

b. The Installation Recycle/Reuse Center is located in the Self Help Issue Points at both Ansbach and Illesheim. Deliveries are accepted during published operating hours. There are also drop-off containers located throughout the post and outside the Recycle Center gate for after hour deposits. Recyclables currently collected by the Ansbach/Illesheim program are paper products such as cardboard, white paper, colored paper, computer paper and cards and newspaper. (Almost half of all municipal solid waste is paper!) The Center also collects aluminum cans. Businesses located in the surrounding area recycle plastic, glass, tin cans and other metals such as copper and brass.

c. Community recycle programs and local grocery stores in the area accept other recyclables including plastics, glass, and used engine oil. Call ahead to find out exactly what products are accepted and if there are any special requirements for rinsing, crushing, packaging and the like. Make recycling (and buying products made from recycled materials) part of your life!

13-4 PETROLEUM OIL LUBRICANTS (POL) DISPOSAL: Did you know that one quart of motor oil, when completely dispersed, can contaminate as much as two million gallons of drinking water? Oil disposed of on the ground can be toxic to plants and animals. If motor oil is disposed of down the drain in housing areas, it can disrupt the biological processes at the Ansbach/Illesheim sewage treatment plant and contaminate fresh water sources beyond our area. Antifreeze is extremely toxic to pets and wildlife and should never be disposed of on land or water.

a. POL will not be disposed of in trash containers, sinks, storm drains or on the ground. Do-it-yourselfers should use the Ansbach/Illesheim Auto Craft Shop which recycles used oil if it is changed at their facility.

b. No POL of any kind will be changed in any POV component within the Community area.

c. Antifreeze will be disposed of properly, not flushed down the toilet. Do not dump down the sink, tub or storm drain because of the potential for contaminating food and drinking water. Antifreeze may be disposed of by recycling it at the Auto Craft Shop.

d. Report spills to US Fire and Emergency Services at 09802-83-2117 or 09802-83-2822 in Katterbach and 09841-83-835 in Illesheim.

13-5 NON-TOXIC ALTERNATIVES: Many toxic and hazardous chemicals are used in homes throughout Germany for various household chores and pest control. We encourage family housing residents to read the labels on cleaning solutions, paints, and other household items so that you know what types of chemicals you're purchasing and how to dispose of any excess material. Following, are some other non-toxic alternatives to commonly used household items:

a. Traditional cleansers based on natural products will usually clean just as effectively as harmful, fast-acting chemicals. Below, are some suggested alternatives to the cleaning agents you may have stocked under your kitchen sink:

(1) Furniture and Floor Polish. Use commercial products that contain lemon oil and beeswax in a mineral oil base.

(2) Toilet Bowl Cleaner. A strong solution of a natural acid, such as vinegar, will remove most lime scale without polluting water.

(3) Glass Cleaners. First of all, don't wash windows when the sun is shining directly on them; the cleaning solution will dry too fast and streak. To cut dirt, mix 2 tablespoons borax or washing soda in 3 cups water and spray onto the glass using a pump sprayer or use a mixture of vinegar and water for window cleaning. If you use a "squeegee," similar to the kind used in gas stations to clean windshields, your windows won't streak.

(4) Laundry Detergent. Soak in cool water any particularly dirty items before you throw them into the washing machine to avoid using harsh chlorine bleaches that could pollute the water. For hand-washing, use a bar of soap and small amounts of washing soda dissolved in hot water. For washing machines, use phosphate-free powders.

(5) Drain Cleaners. To keep your drains open, clean, and odor-free, never pour liquid grease down a drain, and always use the drain sieve. Once a week, mix 1 cup baking soda, 1 cup salt, and 1/4 cup cream of tartar. Pour 1/4 cup of this mixture into the drain followed by a pot of boiling water. Your drain should remain open and odor-free. In the event the drain becomes clogged, pour 1/4 cup baking soda, followed by 1/2 cup vinegar. Close the drain until the fizzing stops, and flush with boiling water. As a last resort, call the Family Housing Maintenance contractor to unplug drains.

(6) Air Fresheners. Open the window or use an exhaust fan as a natural air freshener. Or simmer a small amount of cinnamon, orange peel, and cloves on the stove or in a small ceramic saucer over a candle to give your home a pleasant fragrance. Fresh cut flowers will also pleasantly scent your home. An open box of baking soda will help absorb odors in the refrigerator; sprinkling baking soda in the garbage can or diaper pail will do the same.

(7) All-purpose Cleaner. Try the following recipe for all-purpose cleaning:

1 gallon hot water
1/4 cup sudsy ammonia
1/4 cup vinegar
1 tablespoon baking soda

(8) Paint Remover. Instead of paint remover, sand off old paint. (Wear goggles and mask).

(9) Paint. Use latex paint rather than oil-based paint.

b. Use all of a substance before throwing away the container. Buy the size container you need for the job. Donate excess material, such as paint, to neighbors, churches or others that need it. Wear gloves, eye protection or other safety equipment and use according to the package directions. Dispose of empty containers as indicated on the label. Re-use points are maintained in the Self Help Stores.

13-6 PEST CONTROL SERVICE NUISANCE PESTS: Pest Control services in the Ansbach/Illesheim area, (to include family housing), are provided by the DPW. All services are governed by the Installation Pest Management Plan (IPMP).

a. **Nuisance Pests Inside Quarters:** Control of cockroaches, clover mites, ants, earwigs, pillbugs, mice, and other pests not considered a significant threat to health and property is the primary responsibility of housing occupants.

b. **Self Help:** Pesticides for the control of minor infestations of nuisance pests in family quarters are provided to housing occupants at no charge. These materials may be obtained at the Self Help Issue Point.

c. **Treatments For Nuisance Pests:** In the event that proper application of Self Help pesticides over a reasonable period of time (30 days) fails to alleviate the problem, pest control services may be requested from DPW by calling the Work Control Office 09802-83-2125. The pest controllers will respond to such requests only if records at the Self Help warehouse indicate that this occupant has drawn Self Help materials during the 3 months preceding the request. The pest controllers responding to such requests will inspect the premises and evaluate the reported infestation. Pest controllers will either treat the quarters or provide instructions for the continued use of Self Help materials.

d. **Control of Pests Around the Outside of Quarters to Include Those In Trees, Turf, and Shrubs:** Self Help materials are not provided for the control of pests around the outside of buildings. Pest control services for such problems may be obtained by calling DPW Work Order Clerk 09802-83-2125.

e. Other Pests: Problems involving wasps, bees, hornets, bats, houseflies, mosquitoes, snakes, black widow spiders, rodents (other than mice), ticks, lice, fleas, birds, wood destroying pests, and pests of stored food products should be reported to the DPW, Work Order Clerk at 09802-83-2133.

f. Domestic Animals: Stray dogs and cats should be reported to the Military Police at 0981-183637/643 in Ansbach and 09843-83565 in Illesheim.

g. Weeds in Lawn: Weed control in lawns is an occupant's responsibility. Garden tools to aid in the removal of weeds are available at the Family Housing Self Help Issue Point. Seasonally, the Self Help program may provide a lawn fertilizer with weed control agents.

h. Family Housing Occupants Are Expected To:

- (1) Maintain government quarters in a manner to deny access, harborage, and sustenance to household pests.
- (2) Ensure that windows and doors are screened and fit properly.
- (3) Ensure that holes or cracks that permit access to quarters are promptly repaired.
- (4) Ensure that minor cracks and holes inside the quarters are caulked or otherwise sealed.
- (5) Ensure that excessive clutter in and around quarters, debris, weeds, dead leaves, pet droppings, trash, etc., is removed regularly.
- (6) Protect food, especially starchy or fatty foods and pet foods, storing in pest proof containers.
- (7) Promptly clean up spilled food, crumbs, drink, or pet mishaps.
- (8) Clean kitchens after each meal, especially in areas where grease accumulates (drains, vents, ovens, and stoves).
- (9) Wash and submerge dirty dishes in soapy water before retiring.
- (10) Empty garbage and cat litter box regularly.
- (11) Prevent unnecessary accumulation of soiled clothing, rags, corrugated paper boxes, newspaper, empty cans, empty bottles, and paper grocery bags in kitchens, baths, and laundry rooms.
- (12) Have leaks and dripping faucets repaired promptly.

(13) Wipe or mop dry kitchen and bathroom surfaces before retiring.

(14) Use Self Help materials or over-the-counter pesticides obtained from a retail outlet safely and IAW the label directions.

(15) Keep all pesticides out of the reach of children.

(16) Cooperate fully with pest controllers in scheduling of treatments and preparation of areas to be treated.

(17) Make a sincere effort to control minor infestations of nuisance pests on a Self Help basis before seeking assistance.

(18) Obtain approval through command channels before hiring commercial pest control services

(19) Refrain from using electronic "Bug Lights" (these are not authorized and are largely ineffective against harmful insects).

(20) Request pest control services, if your quarters are infested, at least 30 days prior to anticipated pickup of household goods and final termination of quarters.

(21) Recycle. Keep areas around containers clean, do not provide rodents an area to breed in.

i. In addition to the Self Help program and DPW services in response to complaints, all quarters are inspected and treated on a change-of-occupancy.

j. As an occupant of government housing, you have agreed to certain conditions for the privilege of occupying these quarters. Scheduling of pest control treatments is accomplished as follows:

(1) Only pest controllers can schedule quarters for treatment. Appointments made by other entities will not be honored.

(2) Appointments are rarely scheduled over the phone. In most cases, the appointment is made directly (face-to-face) at your quarters after the pest controller has completed the inspection.

(3) It is standard practice to inspect quarters to identify pests, determine extent and degree of infestation, and identify sanitation, structural, or maintenance problems contributing to infestation before treatments are scheduled.

(4) For most infestations, no advance preparation of quarters is required and the pest controller will be able to render treatment immediately after the inspection.

(5) In the case of cockroach infestations (which are most common), extensive preparations, by the occupant, will be required. Essentially, these preparations involve completely emptying all kitchen and bathroom cabinets. Other requirements will be fully explained to the occupant by the pest controller during the inspection and scheduling process. When advance preparations are required, a mutually convenient date and time of treatment will be arranged. Do not empty your cabinets or start other preparations until a firm appointment has been made with the Pest Control section.

(6) Depending on the extent and degree of cockroach infestation, pest controllers may request that occupants in adjacent units prepare for and accept treatments in order to prevent the spread of roaches from unit to unit. Your cooperation in this matter is requested.

(7) Roaches are commonly noted in kitchens and baths. If you are seeing roaches in other rooms in your unit, please notify the pest controller, and he will advise you of any other preparations that may be required.

(8) Pesticides may be hazardous to infants under 3 weeks old, the aged, pregnant, those with heart, liver or respiratory problems, people with allergies, pets, tropical fish, and exotic birds. Please inform the pest controller of any such situations, and he will advise you of any special safety precautions required.

k. If you have a scheduling conflict or any questions about the preparations for treatment call the Pest Control Services. If you have complaints about pest control service, call the Pest Management Coordinator at the above number.

13-7 WILDLIFE/NUISANCE ANIMALS: Quarters are situated among natural areas. Wildlife visitors are a common occurrence; enjoy them. Do not attempt to control birds nesting on or visiting your quarters. With few exceptions, birds are protected by State, Federal or International laws. Unauthorized destruction of birds or their nests could result in fines or other legal action. If nesting birds cause sanitation and noise disturbance contact the work order desk for assistance.

13-8 OFF-ROAD VEHICLES: Do not drive vehicles off of established roads in the housing area.

a. Ansbach/Illesheim spends thousands of dollars each year planting and maintaining grass, trees and shrubs within the community area. Vegetation is particularly susceptible to damage when the ground is wet. Vehicles rip out the grass leaving unsightly ruts. Natural salts then creep into these damaged areas making it difficult for new vegetation to grow. Even if grass is sown it takes 2-3 years for a new planting to become established.

b. Trees are a precious commodity in Germany. The lack of moisture, clay soil and strong winds makes it difficult for trees to grow without special maintenance in the first few years after

they are planted. Trees are important for many reasons. Trees provide oxygen and absorb many pollutants. They can reduce cooling costs in the summer and heating costs in the winter because of the shade and wind protection they provide. Trees are important for wildlife, and they are things of natural beauty. Not only should you avoid running over trees, but driving close to them compacts the soil limiting the amount of air that can get to the roots and causing what little water we have to run off. Something else you can do to protect trees is to keep children from climbing on especially small or newly planted trees. The child's weight can break off branches or small trees.

c. The loss of vegetation is not only unsightly, but it also contributes to wind and water erosion of soil. This puts dust in the air (and into your home) and dirt into storm drains (clogging them and preventing water from being carried away during times of rain or snow).

13-9 LAWN CARE AND MAINTENANCE: In addition to the lawn mowing and watering tips found in Chapter 7, the following suggestions are made to improve and maintain area landscaping.

a. Winter Watering. Trees, shrubs and lawns need watering during prolonged dry Fall and Winter periods to prevent root damage that affects the health of the entire plant. Watering should be accomplished only when air and soil temperatures are above freezing. Water early in the day so that it will have time to soak in before possible freezing during the night. If water freezes around the base of a tree or shrub, it can cause damage to the bark. Heavy ice on grass also can cause suffocation or result in matting of the grass. For newly planted trees and shrubs, the most important area to water is the distance from a point halfway between the plant and the outer stretch of the branches to about one foot beyond the "drip line" or branch extremities. The majority of absorbing roots are in this area. Trees that are established (2 or more years) should be watered with a lawn sprinkler to ensure coverage of all the root area. Roots will extend radically at least as far as the tree is tall.

b. Planting Trees and Shrubs. Trees and shrubs are available to housing occupants from the Family Housing Self Help Store during planting seasons. Instructions for planting and maintenance are provided with each tree or shrub provided. Plant only native trees and bushes, for advice call the DPW Environmental Section at 09802-83-2158.

c. Pruning and Dead Tree/Shrub Removal. Tree and shrub pruning for housing areas is provided by DPW. However, such pruning may not be adequate to maintain the aesthetic appearance of individual plantings which may not survive severe winter weather, insect attacks or disease. Before pruning or removing dead trees or shrubs, contact DPW 09802-83-2413. A specialist will look at the plantings and provide special instructions for pruning or pest control.

d. Fertilizing. Fertilizer is available to housing occupants from the Family Housing Self Help Store in the Spring. Follow the instructions on the bag carefully. DO NOT over fertilize. Water the area fertilized immediately after the application for maximum effectiveness.

e. Weed Control. Mechanical weed control can be performed by housing residents. Pulling weeds by hand or using a hand-held cultivator is an effective, environmentally safe method of weed control. Once the weeds are removed, fertilize and water the lawn to maintain the health and vigor of the desired turfgrass. By mechanically removing the weeds and maintaining the lawns properly, very few weeds will eventually be present.

13-10 POLYCYCLIC AROMATIC HYDROCARBONS (PAHs): Housing residents are advised to ask their Housing Assignments Office for a copy of the DA Flyer explaining PAHs. PAHs are a large group of different chemicals that are formed during the incomplete burning of coal, oil and gas, garbage, or other organic substances like tobacco or charbroiled meats. PAHs are found in many foods to include broiled fish, cereals, refined oils and fats, roasted coffee, salad, spinach and tea. PAHs from various sources may accumulate in house dust and have been found to cause cancer. The glues used in installing hardwood floors up until the mid 1960s are also a source of PAHs. Housing residents are advised to seek information on PAHs to help protect their family from the hazards of this industrial byproduct.

13-11 ENVIRONMENTAL COMPLIANCE AND MANAGEMENT: If you have any questions concerning any of the information provided in this chapter or other environmental, energy or natural resources programs, please do not hesitate to call the Environmental Management Officer at 09802-83-2158, Bismarck Kaserne, Bldg. #5843B, Room 1034, Katterbach; Fax DSN 4672-130 or civilian 09802-83-2130; email: aetv-wg-am-e@email.ansbach.army.mil.

CHAPTER 14

MAINTENANCE OF PETS IN FAMILY QUARTERS

14-1 GENERAL:

a. Maintaining pets in Ansbach/Illesheim is a privilege, not a right, and is subject to regulation and policy set by the Ansbach/Illesheim Commander. These rules help provide for the health and welfare of Ansbach/Illesheim personnel. Pet owners who violate these provisions are subject to the forced removal of their pets from Ansbach/Illesheim or a removal of the privilege to occupy housing.

b. The nearest military Veterinary program is located at the Army Hospital in Wuerzburg. Their hours of operation are Monday-Friday 0730-1130 and 1300-1600. The clinic is operated on an appointment only basis. Please call 0931-804-3609 for information. As a service, ACS sponsors a monthly pet clinic on post. Contact ACS for the schedule of these clinics or to obtain a listing of local veterinary services.

14-2 PET OWNER RESPONSIBILITIES:

a. All dogs and cats must be registered at the Wuerzburg VTF within 30 days of arrival in Ansbach/Illesheim. Pet owners should bring vaccination certificates and records when reporting for animal registration. Aquarium fish, small caged rodents, and caged birds are exempt from registration requirements. German law prohibits cropping of pets ears or tails. Further, German Law prohibits the import of several dangerous breeds of dogs, specifically: Pit Bulls, Bandogs, American Staffordshire Bullterriers, Staffordshire Bullterriers, Tosa-Inas, Bullmastifs, Dog Argentinos, Fila Brasileiros, Mastin Espanols, Rhodesian Ridgebacks, Bullterriers, Dogue de Bordeaux, Mastiffs and Mastino Nalopetanos are all dog breeds that are prohibited in Germany.

b. Residents of family housing are limited to two walking pets per family. Farm type animals (livestock, chickens, ducks, rabbits, and all animals not considered domestic pets) are not allowed in family quarters in this area.

c. No exotic animals will be kept in the family housing area. Exotic animals are, generally, foreign or domestic wildlife, or unusual wild or dangerous reptiles and birds. Examples of exotic animals are falcons, ferrets, ocelots, monkeys, raccoons, skunks, snakes, pot bellied pigs, hybrid wolves, iguanas and other animals not normal to a household.

d. Any dog which has a tendency to attack or molest persons or other animals will be muzzled and kept on a short hand leash when out of quarters. Dogs that bite or chase people in an aggressive manner are considered a menace and should be reported to the Military Police at 0981-183-643 in Ansbach and 09841-83-565 in Illesheim. Biting dogs that attack people or other animals may be apprehended by the Military Police. Dogs that are determined to be vicious will be removed from our community.

e. It is the responsibility of the sponsor to ensure that pets are controlled in such a manner that they do not become a nuisance or menace. Excessive barking by dogs and their defecating or urinating on playgrounds and lawn areas within fifty feet of quarters are considered nuisances. Any solid matter excreted by a pet anywhere on Ansbach/Illesheim installations will be removed immediately and disposed of by the pet's owner. Pet owners will also remove fecal material from their own quarter's yard on a daily basis. The Military Police may apprehend any animal that is suspected of being a nuisance.

f. All dogs and cats being exercised outdoors on Ansbach/Illesheim must be on a leash and accompanied by the sponsor or a member of the family old enough to control the pet. Pets observed running loose in housing areas will be picked up by the Military Police and impounded.

g. Pets, when outside, must be confined to the owner's premises by a cage, fence, or tether which is properly secured to a fixed object other than a tree or the exterior of the quarters. All means of restraint will conform to commonly accepted humane practices. Pets will not be allowed on balconies unattended. They will not be housed or locked in storerooms, maids rooms, or in a spare room belonging to any apartment. Pets are not allowed in the laundry rooms. Pets will not be tied to stair railings, pipes, shrubbery, trees or kept in fenced play areas.

h. All dogs and cats must be vaccinated against rabies and receive the distemper combination vaccine upon reaching four months of age and then annually thereafter. All dogs and cats maintained in Ansbach/Illesheim are required to wear a current rabies vaccination tag. The rabies tag must be securely attached to the animal's collar and must be worn at all times. Distemper vaccinations are also required.

i. If your pet bites or scratches someone, contact the Military Police at 0981-183-637 in Ansbach and 09841-83-565 in Illesheim, immediately. An animal, which has bitten or scratched someone will be examined and placed on quarantine for a 10-day period. When the owner of an animal that has been involved in a bite/scratch incident is contacted by the Military Police, the owner is required to transport the animal expeditiously to the appropriate authority for examination.

j. Animal owners are required to provide adequate food, water and shelter at all times. Physical abuse of animals is prohibited. Adequate shelter for animals, while subject to varying weather conditions, must provide protection for the animal from rain, snow, sun and wind. If the shelter you provide your pet with is not considered adequate by installation housing officials you may be cited for animal abuse and be subject to disciplinary actions. The Military Police may apprehend any animal that is suspected of being neglected or abused. Suspected cases of neglect/abuse should be reported to the Military Police at 09881-183-637 in Ansbach and 09841-83-565 in Illesheim.

k. The commercial breeding of pets and kennel type operations are prohibited in the housing area.

l. Female dogs and cats will be confined to their premises during their heat cycles.

m. Abandonment of pets on Ansbach/Illesheim is specifically prohibited. Animal owners who no longer desire to keep a pet or who are departing Ansbach/Illesheim will not abandon any animal. Contact the AST Commander for information or assistance in disposing of any unwanted pet.

n. FAILURE TO ADHERE TO THE ABOVE POLICY AND REGULATION MAY RESULT IN TERMINATION OF QUARTERS.

o. German law imposes strict liability on the animal owner or keeper for damages to public, private property or personal injury caused by a pet. Liability insurance may be appropriate, however, legal advice should be sought if the value of insurance is questioned.

APPENDIXES

A - CURFEW FOR JUVENILES

B- HOUSING CHECKLIST

C - FAMILY HOUSING/KEY TELEPHONE NUMBERS

APPENDIX A
HOUSING GUIDE
ANSBACH/ILLESHEIM POLICY

"CURFEW FOR JUVENILES"

- 1.** The need for increased parental control over juvenile family members to ensure their safety, protection, and conduct, as well as the need to protect members of the Ansbach/Illesheim Community from the misconduct caused by unsupervised juveniles, requires the imposition of an installation-wide curfew for unmarried family members under the age of 18.
- 2.** Effective immediately, unmarried civilians under 18 years of age will not be in a public place on Ansbach/Illesheim during the following hours:
 - a.** Sunday through Thursday, 2200-0600 the following morning (Monday through Friday, respectively).
 - b.** Friday and Saturday, 2400-0600 the following morning (Saturday and Sunday, respectively).
- 3.** For the purpose of this policy, a "public place" is any location other than one's own living quarters and yard or the quarters and yard where one is an invited guest.
- 4.** There is no curfew violation if, at the time in question, the minor was in a public place during established "curfew hours" but was:
 - a.** Accompanied by a parent or legal guardian.
 - b.** Accompanied by an adult at least 21 years old (with parental/guardian permission).
 - c.** Attending a school, religious, government-sponsored or work activity. This includes travel directly to and from employment, travel during employment (newspaper carriers), or picking up and dropping off of family child care providers.
 - d.** In a public place as a result of parental direction (e.g., to obtain necessities at the Shoppette) or to make an emergency errand (e.g., seeking medical assistance at Community facilities).
 - e.** Travel directly from on-post quarters to a location off Ansbach/Illesheim or from a location off Ansbach/Illesheim directly to on-post quarters.

5. This policy will be strictly enforced. Parents and guardians who knowingly allow their family member or civilian juvenile to violate the curfew policy or who fail to prevent their juvenile family members from violating the policy, are subject to appropriate administrative sanctions including, but not limited to, being reprimanded and having the privilege of occupying on-post housing terminated. Juveniles who intentionally violate this policy may be subject to command directed early return of family members to the United States.

APPENDIX B
HOUSING GUIDE
GUIDELINE FOR QUARTERS CLEARANCE

(Reference: Information for Quarters Clearance) (AR 210-50)

INTERIOR

A. Kitchen: PASS FAIL CHARGES

- | | | | |
|--|---|---|--|
| 1. Cabinet/Drawers: | | | |
| a. Is the shelf paper and glue removed? | P | F | |
| b. Are interior, exterior, and tops clean? | P | F | |
| c. Exterior cabinets and drawers polished? | P | F | |
| 2. Countertops: | | | |
| Clean and free of stains? | P | F | |
| 3. Sink/Faucet: | | | |
| a. Soap film, stains, mineral deposits and water spots removed from chrome fixtures? | P | F | |
| b. Is chrome highly shined? | P | F | |

NOTE: DO NOT USE DRAIN CLEANERS.

- | | | | |
|--|---|---|--|
| 4. Refrigerator: | | | |
| a. Is the refrigerator defrosted completely? | P | F | |
| b. Is the interior clean of all food, stains, marks, (including shelves, crisper, butter container, etc.)? | P | F | |
| c. Is exterior clean, to include door handles, door gaskets, front and back coils, and drip pan? | P | F | |

NOTE: DO NOT USE SHARP OBJECTS TO REMOVE ICE OR FROST BUILDUP.

- | | | | |
|--|---|---|--|
| 5. Range/Microwave: | | | |
| a. Has all food, grease, marks, etc., been removed from the burners, oven racks, broiler drawers, control knobs, top burner, oven, oven door, and broiler pan/cover? | P | F | |
| b. Is exterior of appliance clean and buffed free of all marks, stains, grease, food? | P | F | |
| c. Are backsides of appliance clean? | P | F | |
| d. Is the floor under the range clean? | P | F | |

6. Walls/Ceilings/Woodwork/Baseboards:
 Have all crayon marks, fingerprints, cobwebs, scuff marks, soap film, grease, dirt, and dust been removed? P F

7. Switch/Outlet Plates:
 Are the switch and outlet plates clean of any black marks, fingerprints, soils or grease? P F

NOTE: REMOVE OUTLET PLATES PRIOR TO CLEANING.

8. Light Shades/Globes:
 a. Are all the light shades and globes clean and streak free? P F
 b. Have all burned out light bulbs been replaced? P F

9. Floors/Stairs:
 a. Are floors clean of old wax, marks, dirt, and scuffs? P F
 b. Have all floors (hardwood, linoleum, or asphalt tile) been waxed to a streak-free shine? P F
 c. Are floors clean under the range and refrigerator? P F

NOTE: EXCESSIVE AMOUNTS OF WATER SHOULD NOT BE USED BECAUSE SEEPAGE WILL OCCUR, DAMAGING THE FLOORS.

COMMENTS

B. Bathroom: PASS FAIL CHARGES

1. Walls/Ceilings/Woodwork/Baseboards:
 a. Have all crayon marks, fingerprints, cobwebs, scuff marks, soap film, grease and mildew been removed? P F
 b. Has caulking been restored to original condition? P F

2. Ceramic Walls:
 Have ceramic walls been cleaned and polished, Removing all spots, streaks, soap film, and mildew? P F

3. Medicine Cabinet/Vanity:		
Have all soils and sediments been removed from Inside and out?	P	F
4. Mirror:		
Is mirror clean and polished?	P	F
5. Light Shades/Globes:		
a. Are all the light shades and globes clean and streak free?	P	F
b. Have all burned out light bulbs been replaced?	P	F
6. Lavatory/Bathtub:		
Have all streaks, smudges, mildew, and soap film been removed?	P	F
7. Plumbing Fixtures:		
a. Are plumbing fixtures free of soap film, mildew rust, lime deposits, and water spots?	P	F
b. Have all plumbing fixtures been polished?	P	F
c. Have all hair and foreign debris been removed from drain plugs?	P	F
d. Have the plumbing fixtures under the sink been cleaned and polished?	P	F

COMMENTS

C. <u>Dining Room/Living Room/Bedrooms:</u>	<u>PASS</u>	<u>FAIL</u>	<u>CHARGES</u>
1. Closets:			
a. Are closets free of cobwebs, crayon marks, fingerprints, scuff marks, and hanger marks?	P	F	
b. Are shelf tops and undersides clean?	P	F	
c. Are doors free of marks, dirt, crayon, etc.?	P	F	
d. Is the clothes rod clean?	P	F	
2. Walls/Ceiling/Woodwork/Baseboards:			
Have all crayon marks, fingerprints, dust, Cobwebs, scuff marks, grease, and mildew been removed?	P	F	

3. Drapes:

Are drapes cleaned, laundered, pleated, and rehung? P F

NOTE: IF DRAPES ARE NOT SERVICEABLE, YOU MUST SHOW THEM TO THE INSPECTORS WHILE THEY ARE HUNG. THIS MUST BE DONE DURING THE PRE-INSPECTION.

4. Drapery Rods:

Are rods clean of dust, grease, cobwebs, etc.? P F

5. Light Shades/Globes:

a. Are all the light shades and globes clean and streak free? P F

b. Have all burned out light bulbs been replaced? P F

6. Switch/Outlet Plates:

Are the switch and outlet plates clean of any black marks, fingerprints, soils or grease? P F

NOTE: REMOVE OUTLET PLATES PRIOR TO CLEANING.

7. Ledges/Baseboards:

Have all scuff marks, dust, soils, crayon marks, and dirt been removed? P F

8. Doors:

a. Have all fingerprints, crayon marks, soils, etc. been removed? P F

b. Have broken, damaged, or missing door stops been replaced? P F

c. Are door tops clean? P F

9. Window/Storm Windows:

a. Are windowsills clean? P F

b. Are window tracks clean? P F

c. Are window/storm windows clean inside and out with no streaks? P F

10. Heat Registers:

a. Is the inside cleaned out? P F

b. Are all of the heat ducts clean (all foreign debris removed)? P F

11. Floors:

a. Are floors clean of old wax, marks, dirt, and scuffs? P F

b. Have all floors (hardwood, linoleum, asphalt P F

tile) been waxed and are they streak free?

c. Are corners of walls clean? P F

d. Are carpets vacuumed and cleaned? P F

NOTE: EXCESSIVE AMOUNTS OF WATER SHOULD NOT BE USED OR SEEPAGE WILL OCCUR, DAMAGING THE FLOORS.

12. Furniture:

a. Are the chairs, headboards, desks, tables, TV stand, to include the legs, all free of dust? P F

b. Are all lamp bases, shades, and bulbs dust free? P F

c. Are all mirrors clean and streak free? P F

d. Is the upholstery vacuumed and free of all stains and foreign debris? P F

e. Are mattress and box spring vacuumed and free of all foreign debris? P F

f. Are all drawers free of dust and foreign debris? P F

g. Are all light bulbs working? P F

13. Linen:

a. Are all towels clean? P F

b. Are the mattress pads cleaned? P F

c. Are the sheets cleaned? P F

d. Are the bedspreads clean? P F

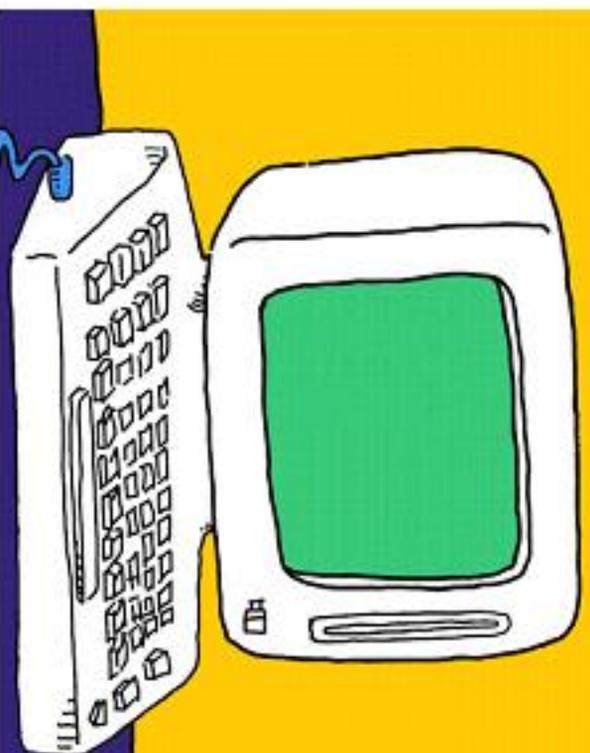
e. Are all of the above mentioned items folded and on the foot of the bed? P F

COMMENTS

ATTENTION:

Excess Household Hazardous Materials may be placed in the re-use area of the Self Help Store in Katterbach or Illesheim.

ANSBACH DPW IS HAPPY TO ANNOUNCE THE ARRIVAL OF THE COMPUTER AGE IN OUR CUSTOMER CARE PROGRAMS. IF YOU HAVE ONE OF THESE, YOU CAN NOW REACH US VIA THE INTERNET.



IF YOU HAVE A COMPUTER AT HOME OR AT WORK AND NEED TO SUBMIT A SERVICE ORDER FOR REPAIR OF YOUR QUARTERS OR OFFICE AREA, SIMPLY LOG ONTO THE ANSBACH COMMUNITY WEB SITE AND SUBMIT YOUR SERVICE ORDER OVER THE WEB. THE SITE IS LOCATED AT *WWW.ANSBACH.ARMY.MIL* FOLLOW THE LINKS TO THE DIRECTORATES, CLICK ONTO THE DPW AND THERE YOU WILL FIND THE OPTION OF ENTERING YOUR SERVICE ORDER VIA THE INTERNET. JUST ONE MORE STEP IN KEEPING ANSBACH A TRUE COMMUNITY OF EXCELLENCE.

TRANSPORTATION IN BOUND - 0981-183-881
..... OUT BOUND - 0981-183-860

YOUTH ACTIVITIES 09802-83-2920

STRAY DOGS 09802-83-2114

EMERGENCIES
 AMBULANCE 09802-83-2116
 MILITARY POLICE 09802-83-2114
 FIRE REPORTING 09802-83-2117
 EMERGENCY REPAIRS Ansbach, 09802-83-2117
 Illesheim, 09841-83-117

AMERICAN RED CROSS 09802-83-2136

CHAPLAIN (MAIN) 09802-83-2785/2369