

Welcome to CFAC Family Housing

It is a sincere pleasure to welcome you as a resident of Military Family Housing in Commander Fleet Activities, Chinhae (CFAC). Here you will find some of the best housing that you will see in the Navy and it is our mission to make your stay in government quarters a comfortable and pleasant experience.

As a resident of CFAC Family Housing, you also have certain responsibilities. This handbook is designed to provide you and your family with an overview of the housing rules and regulations.

Please call the Family Housing Service Center at DSN 762-5454 (commercial 055-540-5454) or email of M-KO-CFAC-Housing-DS-US@OCONUS.NAVY.MIL if you have any questions that are not answered by this booklet or if you need further information. Also, your comments and suggestions for improvement are welcomed anytime.

Your Housing Staff

Choe, Kun Sik
Housing Director

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Eligibility, Assignment, Termination, and Expectations

The Housing staff manages, operates and maintains CFAC's government housing. We hope that this handbook will provide you with information to make your stay in CFAC housing an enjoyable and safe experience.

Eligibility

Military family housing is available to:

- Active duty service members with Command-sponsored family members
- Married active duty members who are both assigned to Changwon
- DoD civilian employees with Command-sponsored family members and transportation agreements

This includes single parents with legal custody of Command-sponsored children who live with them for at least 9 consecutive months of the year. In some instances, people eligible for housing may not be assigned housing or housing may be unavailable.

Status

You must notify the Family Housing Service Center of any change in:

- Marital Status e.g., legal or voluntary separation, divorce, death of spouse
- Family Size – birth, adoption
- Length of Tour
- Change of Duty Station
- Release from Active Duty
- Any circumstances affecting your eligibility

Vacating Housing

Your housing assignment terminates once the CFAC installation is no longer your permanent duty station. In routine cases of discharge from active duty or permanent change of station (PCS), you are required to notify the Family Housing Service Center **30 days before** transferring or separating. For more information on how to file your 30-day notice, contact the Family Housing Service Center. Tenants are responsible for cleaning their residence prior to vacating.

CFAC Family Housing Services

CFAC Family Housing has a lot to offer you as a resident. We have attractive, roomy American-style houses filled with top quality furnishings. Our goal is to make your housing assignment feel like home from the moment you arrive in Changwon. To do this, we provide almost everything you need, from blinds and curtains to Thomasville dining and bedroom furniture.

Storage

Storage space is extremely limited. Most of our residents find that restricting their 25% weight allowance to personal items makes their lives more comfortable in housing. Bringing furniture or large appliances is not necessary and, please note, the government-provided furniture in your quarters cannot be removed. The “Good to Know” Section has a list of items typically supplied in family housing and suggestions for what to bring.

Trouble Call

- **Normal Working Hours**

When your quarters need maintenance or normal housing business, please call the Family Housing Service Center at DSN 762-5454 (commercial 055-540-5454) as soon as possible

- **After Hours/Weekends/Holidays**

For emergencies or maintenance, please call to PWD Emergency number at Cell 010-3591-5281 or SDO at Cell 010-6256-1184

For urgent housing business or key issues/loss, please call to Housing Representative at Cell 010-2655-7576 or 010-3800-5950

Self-Help

Residents can easily handle many of their own routine maintenance jobs and our Self-Help Program makes it even easier! We offer hand tools, such as screwdrivers and hammers, and gardening tools, such as shovels and rakes, as well as other basic maintenance items. We also provide lawn and garden supplies at no charge. The “Good to Know” section has a detailed list of tools and other items offered at the Self Help locker, which is located in the Family Housing Service Center.

Trash and Recyclables

Trash is removed from the Family Housing area three times weekly, Monday, Thursday and Saturday mornings at 0800-1100 unless notified otherwise. Our trash removal contractor will not pick up trash that is not in the bags provided to you by Housing. Housing delivers a monthly allotment of these special bags to each resident. If you need

more, please visit the Family Housing Service Center. The Republic of Korea environmental law and the City of Changwon require that all trash and recyclables be separated before disposal and CFAC complies with a curbside recycling program. Recyclables are picked up from Family Housing on Wednesday mornings at 0800-1100. Please see the “Good to Know” section for more information on how to separate your trash and recyclables.

The local wildlife gets into any trash left outside so please do not put your trash out the night before a pickup day. You may place it on the curb in front of your home on the morning of a scheduled pickup. Please do not use them for your recyclable materials in the Korean trash bags provide at the Family Housing Service Center.

Tenant Responsibilities

Repairs

You must promptly notify the Family Housing Service Center whenever the structure, the equipment any fixture or furniture in your quarters becomes defective, broken, damaged or malfunctions in anyway.

Care and Maintenance

This is your home and it is up to you to keep it clean and safe. You should attempt to keep all waste pipes, drains and toilets clear and unclogged. At the termination of your occupancy, all appliances, plumbing fixtures and equipment must be in good clean condition and in working order, with the exception of normal wear and tear.

As part of living in government housing, you agree to:

- Keep up and preserve any lawn, vines and shrubbery. This includes keeping flower beds weed-free and neat;
- Keep all fences in good repair;
- Remove leaves, sticks and other debris that accumulate on the property;
- Promptly remove ice and snow as necessary or required;
- Furnish your own light bulbs;
- Replace or repair broken or damaged glass, screens, flooring, wood, plaster, drywall and locks occurring as a result of negligence.

We provide you with a lawn mower and weed trimmer to share with your neighbor. Please make sure that you clean them after each use and stow them at designated areas so that both you and your neighbor have easy access. Also, notify Housing of any problems with your mower or trimmer.

You must use all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other fixtures, facilities and appliances in or on the premises in a reasonable manner. Any damage caused by either you, your dependents or guests, beyond normal wear and tear, will be repaired at your expense.

Periods of Absence

Please notify the Family Housing Service Center if you plan to be away from your home for more than 7 days. The notification should include date, length of absence, emergency point of contact, and name of personnel authorized to act on your behalf during your absence with regards to housing issues(i.e. trouble calls, contractor work, etc.) The Housing Staff can make periodic checks around the outside your home, particularly during extreme weather conditions when a major repair problem could occur. The person you authorize will be asked to act on your behalf in the event that emergency or

contractor work is required during your absence. Remember to make arrangements to take care of your lawn while you are away.

Health and Safety

You must comply with all health and safety regulations imposed by CFAC.

Energy Conservation

CFAC is committed to both a high quality of life and the conservation of energy. Without compromising your comfort, you can make a difference in the amount of energy you consume in your home.

One simple, but highly effective, way to do this is to use the ceiling fans we have installed in nearly every room of your house. Ceiling fans help distribute the cooled and heated air throughout the room and greatly increase the efficiency of your cooling and heating systems.

In Changwon, the air conditioning season begins (unofficially) around July 1st, or after outside temperatures regularly exceed 80 degrees Fahrenheit. Your thermostat should not be set lower than 76 degrees Fahrenheit during the summer.

The heating season usually begins November 1, or when outside temperatures are regularly below 65 degrees Fahrenheit. Thermostats should not be set higher than 70 degrees Fahrenheit during the winter.

Conduct

Being a good neighbor means showing consideration for others by not creating excessive disturbances or noise. If your neighbor is too noisy, kindly let them know - they may not realize that they are disturbing you. Work together first to settle your problems informally. Disputes that cannot be resolved between residents should be reported to CFAC Security or to the Family Housing Service Center. Severe violations or continued disturbances could result in the termination of your on base housing privileges.

Parents and guardians are responsible for appropriate and adequate supervision of their minor family members. Please exercise common sense in establishing guidelines for your children so that they do not disturb other residents or present a danger to themselves or others.

Pets

CFAC welcomes families with pets. Up to 2 household pets (cats, dogs, etc., no exotic or farm pets) per family are allowed. You are responsible for keeping your pets restrained if they are outside. Flea and tick elimination are the responsibility of the pet owner, as is any carpet cleaning. Also, you are responsible for any damage caused to the unit, furniture, carpet or grounds by your pet.

Responsible pet ownership is a key factor in eliminating a free-roaming cat and dog population. Free-roaming cats and dogs pose a potential public health threat to personnel on CFAC. Pet owners must maintain their yards and adjacent areas clean and free of animal droppings. Anyone walking their pets will pick up and properly dispose of any droppings.

Families with large pets must obtain permission from the Commander prior to bringing their pet to Korea.

Weapons

The possession of weapons and highly explosive articles or compounds is expressly prohibited in or on the base. A copy of the CFAC instruction is available in the Family Housing Service Center.

Redecorating and Alterations

You need to have permission, in writing, from the Family Housing Service Center before you redecorate or before you make any alterations, additions or improvements to your quarters. The Family Housing Service Center will determine if the alterations must stay or be removed when it's time for you to vacate. When removing the alterations, you must return your quarters to its original condition at your own expense.

Satellite Dish

You must request permission in writing before installing any satellite dish, including small "Direct TV" type dishes.

System Overloads

You may not install or use any equipment that will overload the gas, water, heating, electrical, sewage, drainage or air conditioning system of your quarters.

Live-in Aide

Per OPNAVINST 11101.13J, CFAC may authorize an aide to live in a family housing unit. The approval is kept on file in the Family Housing Service Center and is reviewed each year. The requirements for approval are:

1. You must provide written documentation that shows the necessity of a live-in aide. Valid reasons might be that your family has a confirmed need for childcare or health care. Wanting a housekeeper does not warrant a live-in aide.
2. You must need the aide for a minimum of 6 months.
3. You cannot accept monetary compensation from the employee. Accepting compensation is grounds for termination of quarters.
4. If there are not enough bedrooms in your quarters, a larger unit must be available.
5. You are responsible for the actions of your live-in aide, including any damages that result in your quarters.
6. The presence of your aide cannot adversely affect the housing area.

Family Home Care

Family Home Care is not permitted at CFAC at this time. Family Home Care is defined as care provided for up to six children by a private individual in a Navy family unit. This does not include occasional babysitting.

Home Alone And Babysitting Policy

Refer to COMFLEACT CHINHAЕ INSTRUCTION 1710.4B

Home Enterprises

Family members living in government family housing may conduct a home business as approved by the Commander, Fleet Activities, Chinhae, subject to the following conditions:

1. You must make your request to operate a private home enterprise in family housing in writing to the Commander via the Family Housing Service Center. Your request must be approved in writing before you begin operations.
2. Your home enterprise must be in good taste and conducive to a community atmosphere. Activities which would tend to bring individuals on the installation into disrepute will not be authorized.
3. Sales of specific brand names that are not available to Exchange customers through the military exchange may be authorized, as long as they are not in competition with the Exchange.
4. Local government licensing requirements, potential government liability, overseas Status of Forces Agreements (SOFA), Republic of Korea business practices and prospective advertising practices must be taken into account when your request is considered. Activities that compromise the tranquility or safety of the military community will not be authorized or continued. Any home business that does not comply with one or more of the above regulating authorities will not be permitted.
5. You may make minor modifications to your home at your own expense, as long as it is practical. You must make a request in writing to the Family Housing Service Center and wait for approval before making the modifications.
6. The authorization is conditional upon your agreeing to comply with SECNAVINSPI 1740.2D (copy in the Family Housing Service Center) and Navy regulations prohibiting sales to subordinates.

Damage to Residence

You must pay for any repairs or replacements of property, equipment, furniture or appliances that are damaged by you, your dependents, your pets or guests; whether or not the damage is caused by abuse or neglect, or it happens because of something you did or failed to do, you will be held responsible.

The resident shall use carpet on the premises in a reasonable manner. Any damage caused by the resident, his/her family members, or invited guests beyond normal wear and tear must be repaired at the residents' expense.

Temporary guests and visitors

Overnight guests are permitted up to **14 days** without requesting permission from the Command. Guests may remain up to **30 days** with permission. Residents will forward a request to the Housing director via the Security Officer and the Chief Staff Officer. The request will include the names of the guests, the length of their stay, their quarter's number, and reason for the request. Guests may not remain beyond 30 days without specific written approval from the Commander, Fleet Activities Chinhae. Requests will be carefully review on a case-by-case basis. No guests may remain beyond **45 cumulative days** in a year. An overnight guest is anyone who is not command sponsored or authorized personnel, visiting residents for any purpose.

CATV Service

CATV customers can receive AFN service to your TV, no set-top box is necessary(Free of charge). AFN Channel Guide in Chinhae is as below;

(To receive the below channels, ensure your TV is set to cable and do a channel scan)

CHINHAE AFN CHANNEL GUIDE			
CHANNEL	PROGRAM	CHANNEL	PROGRAM
4	AFN Program Guide	56	Today's Best Country
5	AFN / Prime Pacific	57	AFN / Legacy(Classic Rock)
42	AFN / Sports	58	ESPN Radio
43	AFN / Spectrum	59	Gravity (Urban/Club Hits)
44	AFN / Sports 2	60	The Nerve(New Rock)
45	AFN / Prime Atlantic	61	Max FM
46	AFN / News	62	Hot AC
50	AFN / Movies	63	NPR
51	AFN / Family		

Electric & Water meter reading and Radon System checking

Public Works (PW) maintenance team conducts electric & water meter readings and radon mitigation system maintenance **once a month**. These system and meters are located on exterior walls of housing units. PW maintenance team is allowed to access inside the fence of the house in order to read electric meters and check radon system.

Preventive Maintenance(PM) will be conducted in the morning **on the 19th of each month**. If scheduled date is during a holiday or weekend, it will be delayed to the next working day.

Holiday Decorations

Holiday decorations are usually permitted 30 days prior to 10 days after event.

Safety, energy conservation and neighbors must be taken into account for holiday decorations. Proper electrical cords must be used and be plugged into the exterior outlets.

Inspections

Initial Move-in Inspection

When you first move into your new quarters, you and a Housing representative will complete a mutual inspection of the unit, surrounding grounds, and furnishings to verify the condition of your quarters and to inventory the furniture assigned to you. During the inspection, you will complete the Family Housing Inspection Record and the Family Housing Furniture Record.

Pre-termination Inspection

The pre-termination inspection takes place as soon as possible after we receive your 30-day notice of intent to vacate. You and Housing staff will jointly inspect the quarters to alert you to any items that need repair and any tasks that need to be completed before you vacate. You are financially responsible for all of the noted items and tasks that you fail to correct, beyond normal wear and tear.

Occupant Cleaning Responsibilities: In general, when moving out of Housing, you need to remove all food items, dispose of trash and perform a basic cleaning of your residence. You should:

- Remove all dirt, cobwebs, crayon marks, pencil marks, food and so forth from walls and doors. Leave the unit clean to the eyes.
- Remove all nails and hooks and spackle damaged area, lightly sand when dry.
- Remove all shelf paper, stickers, tape, staples, tacks, decals, and self adhering hooks (nail polish remover works well on hard surfaces).
- Clean grease and other residues from the oven, range and hood including under the stove top. Clean behind and under the range and leave away from the wall.
- Empty and remove any crusted on garbage in trash cans and garbage compressor.
- Sweep and damp mop floors or vacuum and shampoo carpets and upholstery.
- Sweep and clear away all debris, clean/wash patios, balconies and walks. All grass and shrubs must be neatly trimmed. Gutters must be cleaned of debris and leaves, in all single story units. Rake and bag animal droppings if you own a pet. Leaves, twigs and branches must be raked and removed to compost area.
- Return all yard tools, etc. to the Self-Help locker. (These tools must not be left at the premises. You will be charged for any lost items.)
- All bulk trash and unwanted items must be removed from the premises before termination of quarters.

Emergency and Disaster Information

Fire Protection/Prevention/Safety

The safety of your family is of utmost importance to your Housing staff. We, and the CFAC Fire Department, recommend each family member be involved in the planning for emergency actions to be taken if a fire occurs. This planning should include:

- A method of spreading the word of fire to all occupants of your home
- The evacuation of all family members from the residence using several different escape plans
- A predetermined meeting point away from the house
- A plan for notifying the Fire Department

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

Smoke Detectors and Carbon Monoxide Detectors

Your home is provided with a minimum of one smoke detector and one carbon monoxide detector, both using batteries. It is your responsibility to ensure that they both function properly during your occupancy by performing a monthly test and installing new batteries every 6 months.

The Housing Staff tests them before you move in and the CFAC Fire Department performs an annual check. If either of your detectors malfunctions, please notify the Family Housing Service Center.

Important: Tampering with a smoke detector so that it does not work could cause you to be evicted from Housing and could also make you liable for any damages caused by a fire.

Emergency Telephone System

The 911 (DSN) all emergency telephone number has been developed to quickly summon emergency service in a crisis situation. Please advise all of your family members to use the 911 number only for emergencies.

Important: Know these emergency numbers:

All Emergency telephone : 911 (DSN)

Security Dispatch : 762-5345 (DSN)
055-540-5345 (Commercial)

FIRE : 117 (DSN)
762-5376 (DSN)
055-540-1110 (Commercial)

If a fire occurs in your quarters, before calling 911, evacuate all occupants of your home, and notify all other occupants of your duplex (or quadplex) as quickly as possible. **DO NOT CALL FROM YOUR HOME!** Use a neighbor's phone in another building.

When phoning 911 or appropriate emergency telephone number, state the exact location of the alarm and type of fire or emergency. Give your name, address, and the telephone number from which you are calling. If possible, **DO NOT HANG UP THE TELEPHONE** until all pertinent information has been given and is acknowledged by the dispatcher. Go outside to direct the Fire Department to the emergency scene. **NEVER REENTER A BURNING BUILDING!**

Good Practice

Historically, most house fires have begun in the kitchen area and are almost always cooking related.

Stove burners and oven elements should always be turned off when not in use. A pan of grease or oil can ignite in as little as 4 seconds, the amount of time it takes to answer the telephone. Many fires occur when pans are left on burners to cool, and the burner is accidentally turned on. When cooking with grease, keep a lid the size of the pan nearby to place on the pan should a fire ignite. After placing the lid on the pan, carefully slide the pan off the burner to the stove surface. Keep baking soda or salt close by to apply to a fire. Most importantly, never use flour or water, or attempt to carry the burning pan outside. Many serious injuries occur to both the person carrying flaming pans and other, especially children, who might be in the way.

NEVER LEAVE YOUR HOUSE WITH THE STOVE OR OVEN ON— EVEN FOR A FEW MINUTES.

On a monthly basis, remove and clean the fan and screen filter of your range hood. The screen filter can be placed in the dishwasher. Keeping the range hood free of grease build-up helps in preventing fires from traveling upward into the cabinet spaces and other parts of the house.

If your stove is not working properly or appears to be overheating or arcing, place a call to the Family Housing Service Center immediately.

Candles should be used carefully and never left unattended. Fires occur when candles are thoughtlessly placed in areas such as bathrooms too close to towels or left lit in other rooms where the possibility exists that an occupant of the room may fall asleep.

NEVER LEAVE YOUR HOUSE WITH CANDLES BURNING!

Matches, lighters, and other flame producing devices should be stored in areas which are not accessible to children. Children or teens playing with flame producing devices or smoking cigarettes are the second major cause of Family Housing unit fire loss and fire related injuries.

The Fire Department recognizes that Family Housing storage sheds seldom have enough space for all the storage desired. However, if not closely watched, the sheds can become a severe fire hazard. There are specific regulations for activities and the type of storage of hazardous materials in Family Housing.

- Storage of flammable liquid, such as gasoline is prohibited.
- Welding is prohibited in Family Housing areas.
- Automotive repairs and bodywork (sanding and painting) are prohibited in Family Housing areas.
- Storage sheds are absolutely not to be used for living spaces and may not be altered or modified for such use.
- Do not store items near nor block water heaters.
- Oil or gas space heaters are forbidden in Family Housing units, unless provided by Public Works for emergency use only.

Dryer vents should be cleaned regularly to prevent build up of lint which can be a fire hazard.

Electrical cords are never to be run under carpets or in areas where they may be damaged. Wall outlets should not be overloaded. Wall outlets which are broken (including the cover), arcing, or not holding plugs securely should be called in to the Family Housing Service Center.

Other Safety Tips

Electrical panels should not be blocked by storage of personal articles. Electrical panels should have a legible circuit listing on the inside of the panel door. This listing identifies what each circuit provides power to. If the electrical panel in your quarters does not have such a listing, if it is not legible, or if the electrical panel appears to be malfunctioning in any way, call the Family Housing Service Center immediately.

GFI receptacles are installed in bathrooms and kitchens. Most exterior receptacles are of this type. GFI receptacles are designed to turn off power to that outlet when electrical shock danger is present. If a hair dryer or electric razor is dropped into the bathroom sink, the breaker will trip, preventing serious injury. In extremely damp conditions, or if the circuit becomes overloaded, GFI receptacles, located outside the home, may automatically turn off.

Protect yourself and your family from unnecessary injuries. Review the following checklist:

- Store all household chemicals including detergents, cleaning products, cosmetics, medicines, pest killers, and liquid fuel out of children's reach.
- Never leave a child unattended for any period of time in a bathtub, wading pool, or any place where they could have a serious accident. A small child can drown in less than one inch of water.
- Do not use bathroom electrical appliances when you are wet or in the bathtub, or shower.
- Keep stairs, halls, and exits (inside and outside) free from clutter.
- Keep all sharp objects, electrical appliances, and power tools out of reach of children.

Family Housing Service Center encourages you to take time out for safety. Please make sure you take measures to avoid a tragic accident in your home.

Disaster Preparedness

Please read **Disaster Preparedness Book** on the desk and go to below **website** to help you and your family prepare for emergency situations that could arise any time without warning.

http://www.cnic.navy.mil/om/emergency_management.html

<http://ready.navy.mil>

<http://www.fema.gov>

<http://www.ready.gov>

<http://www.disasterassistance.gov>

<http://www.floodsmart.gov>

<http://www.cdc.gov>

<http://www.redcross.org>

For more information, please contact the EM (Emergency Management) office at DSN 762-5293 (commercial 055-540-5293)

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY

QUICKLY DETERMINE THE MOST REASONABLE WAY TO PROTECT YOUR OWN LIFE. CUSTOMERS AND CLIENTS ARE LIKELY TO FOLLOW THE LEAD OF EMPLOYEES AND MANAGERS DURING AN ACTIVE SHOOTER SITUATION.

1. Run

- Have an escape route and plan in mind
- Leave your belongings behind
- Keep your hands visible

2. Hide

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock the doors

3. Fight

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the active shooter
- Act with physical aggression and throw items at the active shooter

**CALL 911 WHEN IT IS
SAFE TO DO SO**

HOW TO RESPOND WHEN LAW ENFORCEMENT ARRIVES ON THE SCENE

1. HOW YOU SHOULD REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm, and follow officers' instructions
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers such as attempting to hold on to them for safety
- Avoid pointing, screaming and/or yelling
- Do not stop to ask officers for help or direction when evacuating, just proceed in the direction from which officers are entering the premises

2. INFORMATION YOU SHOULD PROVIDE TO LAW ENFORCEMENT OR 911 OPERATOR:

- Location of the victims and the active shooter
- Number of shooters, if more than one
- Physical description of shooter/s
- Number and type of weapons held by the shooter/s
- Number of potential victims at the location

RECOGNIZING SIGNS OF POTENTIAL WORKPLACE VIOLENCE

AN ACTIVE SHOOTER MAY BE A CURRENT OR FORMER EMPLOYEE. ALERT YOUR HUMAN RESOURCES DEPARTMENT IF YOU BELIEVE AN EMPLOYEE EXHIBITS POTENTIALLY VIOLENT BEHAVIOR. INDICATORS OF POTENTIALLY VIOLENT BEHAVIOR MAY INCLUDE ONE OR MORE OF THE FOLLOWING:

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism, and/or vague physical complaints
- Depression/Withdrawal
- Increased severe mood swings, and noticeably unstable or emotional responses
- Increasingly talks of problems at home
- Increase in unsolicited comments about violence, firearms, and other dangerous weapons and violent crimes



Contact your building management or human resources department for more information and training on active shooter response in your workplace.

TROPICAL CYCLONE CONDITIONS OF READINESS (TCCOR) RESIDENTS INFORMATION

1. Tropical Cyclone Conditions of Readiness (TCCOR).

Tropical cyclone warnings are identified as TCCOR. TCCOR 1 through 4 alert CFAC personnel to the wind speed and arrival time, of a tropical cyclone.

TCCORs are graduated states of readiness based on the forecast onset of 50 knot (57 mph) winds. TCCOR declarations are orders: take them seriously! Conditions may not look bad where you are, but they can change fast, and you can get caught in a violent storm without warning.

2. Residents Action

- All Clear: No tropical storms threatening Korea
 - Exists from the end of November to the first of June every year unless a storm moves into the area.
 - Keep your disaster supply kit together and rotate canned goods and water as needed.
- TCCOR 4 (TC 4): A storm could cause destructive winds of 50 knots (57 mph) or greater within 72 hours.
 - Chinhae remains in TC 4 from 1 July to 31 November.
 - Keep preparatory actions up-to-date and ensure you and your family know what to do if we go to higher TCCORs.
- TCCOR 3 (TC 3): A storm is in the area and is forecasted to cause destructive winds within the next 48 hours. Take the following preparatory actions:
 - Inventory your emergency supplies.
 - Replace expired or used items.
 - Ensure you have adequate water for yourself and your family.
 - Check your flashlights and batteries and ensure everything works.
 - Make sure your gas tanks (car and house) are full.
 - Secure the larger, more difficult items in your yard.
 - Children's play sets
 - Trampolines
 - Kiddie Pools
 - Picnic tables
 - Gas Grills
 - Trash Cans and Recycle Bins
 - Lawnmowers
 - Monitor the storm's progress
 - Be prepared to finish your storm preparations quickly.
 - The storm could intensify or increase its movement quickly, pushing Changwon into a lower TCCOR than previously forecasted.

• TCCOR 2 (TC 2): A storm is approaching and is forecast to cause destructive winds within the next 24 hours. Take the following preparatory actions:

- Ensure all preparatory actions for TCCOR 3 are complete.
- Secure any loose items in your yard.
 - Lawn Decorations
 - Flower pots
 - Anything that can cause debris.
- Withdraw emergency cash you will need before the storm. If electricity is down, cash machines will not work after the storm.

• TCCOR 1 (TC 1): A storm is approaching and is forecast to cause destructive winds within the next 12 hours. Take the following preparatory actions:

- Ensure all preparatory actions for TCCOR 3 & 2 are complete.
- Fill water containers for fire fighting, sanitation, and drinking as needed.
 - Two quarts per person per day for drinking.
 - A gallon per person per day is a good amount to keep on hand for sanitation.
- Turn the temperature of you refrigerator/freezer to the coolest point and minimize the amount you open and close it. If power goes off, perishable foods will keep longer if they start at colder temperatures.
- Have a plan for your children.

• TCCOR 1 Caution (TC 1C): Hazardous winds will likely occur within the next 12 hours, and winds of 34 - 49 knots (including gusts) are occurring. Take the following actions:

- Secure all doors and windows in your home and workplace if not already done.
- All personnel must stay inside until the Commander declares Storm Watch, or a lower TCCOR. (Note: This applies to all SOFA status personnel and their dependants, whether they live on base or off base. Personnel are to stay inside during TC-1C, TC-1E and TC-R.) Rapidly changing storm patterns could cause the island to move into TC 1 Emergency before previously forecast.

• TCCOR 1 Emergency (TC 1E): 50 knot or greater winds and other dangerous conditions are present. All personnel must stay inside until Commander declares Storm Watch, or a lower TCCOR.

- Keep your emergency supplies handy. Your battery-powered radio and flashlights will be needed immediately if power goes out.
- STAY INSIDE!!! Continue monitoring the storm's progress and be prepared to remain in quarters for the duration of the storm. The storm could intensify or decrease its movement, subjecting the island to dangerous conditions longer than previously forecast.

Good to Know

What to bring

Here are a few suggestions for items that you may want to bring:

Clothing and personal care items	Linens
Toys, games and outdoor toys	Books
Decorative items and knick-knacks	Electronics such as computers, TV, video equipment, etc.
Artwork and pictures	Indoor trash cans
Countertop appliances	Brooms, mops, bucket
Dishes, glassware and flatware	Telephone and answering machine
Cookware and utensils	
Craft and hobby items	

Housing Garbage Guide

The following information has been prepared to help you prepare your waste for pickup. Korea has a large population and a limited area for landfills. Your assistance can help us manage this problem responsibly.

Waste Separation: Waste must be separated into recyclable and non-recyclable waste. It is important that residents separate properly, as Changwon City and the Ministry of the Environment has directed that the disposal company not to pick up unless it has been properly separated. The following information will help you to determine what to do with your waste.

Garbage Bags: Garbage bags are distributed at the end of each month. Each house is allotted one 100 liter bag and six 50 liter bags per month. Residents may also request up to five 100 liter bags for unpacking and pack out needs. All residents must use these bags, as they are the only bags that the contractor will pick up.

Non-Recyclable Waste: Non-recyclable waste is paper or cardboard that has been contaminated with food such as pizza boxes, paper napkins, candy wrappers etc. It also includes non-recyclable plastics such as plastic wrap, and toys. Cooking oils are combustible, and should be disposed in a sealed COMBUSTIBLE (plastic or waxed paperboard) container. Wood, clothing, concrete, broken window glass, ceramic dishes, Visionware cookware and food scraps are all disposable as long as they fit in the provided bags. All waste must be placed into authorized waste bags and placed at the curb for disposal.

Large Items: Large items that will not fit in the bags must be hauled to the dump by COMFLEACT Chinhae. Contact the Family Housing Service Center for a pickup time. DO NOT leave large items by the curb or by the CFAC Recycling Center without permission from Public Works. The Contractor will not haul them away, and there may not be a run scheduled for several days.

Pickup: The contractor picks up waste on Monday, Thursday and Saturday unless notified otherwise. Public Works pick up recyclables on Wednesday. Please place your trash and recyclables by the curb the morning of the scheduled pickup. Do not leave them out the night before, as the local wildlife gets into the bags.

Recyclables: Recyclables should be clean and separated according to the Housing Recycling Guide. The resident is responsible for packaging the recyclables. DO NOT put recyclables into waste disposal bags. DO NOT put recyclables at the curb for pickup on trash days.

Recycling Guide

The following information has been prepared to help you recycle. Please follow these simplified guidelines to ensure that your recycling materials are picked-up.

CANS: Empty and rinse out all recyclable tin and aluminum cans. Tin and aluminum cans do not need to be separated. Place the cans in bag(s) or recycle bins for pickup.

GLASS: Recycle glass bottles and jars only - all other glass is waste. Bottles and jars must be clean and empty. Place glass in bag(s) or recycle bins for pickup.

PAPER: Recycle magazines, newspapers, books and cardboard (cardstock and corrugated), and tie them into bundles or place them in bags. Separation is not required.

PLASTIC: Recycle these kinds of plastic containers (**Rinse once except where noted**):

KITCHEN

Soda
Juice
Water bottles

LAUNDRY

Liquid laundry detergent
Bleach
Fabric softener

BATHROOM

Shampoo
Conditioner
Cosmetics
Pill Bottles
Lotions

AUTOMOTIVE

Car wax and polish
Windshield Washer
Antifreeze
Motor Oil Bottles (Do not rinse, drain thoroughly)



In Your Recycling Bin

Paper



NO Pictures
NO Coated Papers
NO Food Contaminated Items

POC's:

- Hazardous Mat/Waste: Environmental, Mr. Yi at DSN 762-5560 or 010-5363-9867
- Bulk Waste for Housing: Mr. Ho at DSN 762-5454
- Bulk waste for office: PWD Service Request
- Printer Cartridge: Supply, Mr. Yang at DSN 762-5120

Plastic



- **YES Plastic Bags (Cleaned):** Disposable bags (grocery, laundry), Zip Locks, Food Packing Material
- **YES Plastic Detergent Refillable Bags (Cleaned)**
- **YES Plastic Films:** Packing Film.

NO PVC Items (Pipe)
NO Telephones, Cell Phones, Toys, Razors, Tooth brushes, Video Tapes



Special Waste

Hazardous Materials or Wastes
Coordinate with PWD Environmental

Fluorescent Light Bulbs
Bring to PWD Chinhae Recycling Center
Mr. Yun at 011-9046-8875 or
Mr. Yi at 011-597-5318

Metal



- **Butane Can:** Punch Hole
- **Contamination:** Clean/Rinse Prior to Recycling

Glass



NO Ceramics, Flower Pots
NO Mirrors, Window Glass
NO Electric Light Bulbs

Household/Alkaline Batteries
Drop Box in Front Exchange



Reduce/Reuse/Recycle

Environmental Office accepts your household hazardous waste, anytime DSN: 762-5560, any other Environmental Issue DSN 762-5278



What Can I Recycle ?

(재활용 분리수거 요령)



<h3>Paper (종이류)</h3> <p>What can go in (재활용 되는것)</p> <ul style="list-style-type: none"> Newspapers (신문) Magazines (잡지) Journals (학술지) Office Paper (사무실서류) Books (책자) Cardboard (판지) Other Boxes (다른박스) <p>What can't go in (재활용 안되는것)</p> <ul style="list-style-type: none"> Paper Towels (종이수건) Paper Cups (종이컵) Pictures (사진) Coated Paper (코팅된종이) Food Contaminated Papers (음식에 오염된 종이) <p>No.</p>		<h3>Plastic (플라스틱류)</h3> <p>What can go in (재활용 되는것)</p> <ul style="list-style-type: none"> Plastic bottles (플라스틱병류) Plastic Bags (플라스틱백) Lotion & Shampoo bottles (로션이나 샴푸병류) Empty Medicine bottles (빈약병류) <p>What can't go in (재활용 안되는것)</p> <ul style="list-style-type: none"> PVC Pipe (PVC파이프) Telephone & Cell Phones (전화기나 휴대폰) Tooth brushes (치솔) Video Tape (비디오테이프) <p>No.</p>	
<h3>Metal (금속류)</h3> <p>What can go in (재활용 되는것)</p> <ul style="list-style-type: none"> Food & Beverage Cans (음식이나 음료수 캔) Empty Aerosol Cans (빈 에어로졸 캔) Aluminum or Steel Cans (알루미늄이나 강속캔) Scrap Metal (고철) <p>What can't go in (재활용 안되는것)</p> <ul style="list-style-type: none"> Any Cans with Food or Cigarette Butt (음식물이나 담배꽂이가 있는캔) <p>Notice (주의사항)</p> <ul style="list-style-type: none"> Butane Can (부탄캔) Punch Hole (구멍을내시오) Remove food or cigarette in cans Prior to Recycling (분리수거전 캔안에 있는 음식물이나 담배꽂이를 제거) <p>No.</p>		<h3>Glass (유리류)</h3> <p>What can go in (재활용 되는것)</p> <ul style="list-style-type: none"> Glass Jars & Bottles (유리병류) Beverage & Alcohol bottles (음료수나 술병류) <p>What can't go in (재활용 안되는것)</p> <ul style="list-style-type: none"> Ceramic Pots (도자기병류) Mirrors (거울류) Window Glass (창유리) Electric Light Bulbs (전구) <p>No.</p>	

<p>Trash Compactor (쓰레기봉투 압축기)</p>	<p>Cardboard Compactor (박스 압축기)</p>	<p>Can Compactor (캔 압축기)</p>
<p>⇒ PWD Recycling Center and MWR picks up trash and recyclables across CFAC daily. (공병대 재활용 센터와 MWR 에서 CFAC 생활쓰레기와 재활용품을 매일 치웁니다.)</p> <p>⇒ Chongwon City Hall Contractor picks up trash on Monday, Thursday, and Saturday. (장원시 계약업자는 생활쓰레기를 월요일, 목요일, 토요일날 치웁니다.)</p> <p>⇒ Chongwon City Hall Contractor picks up food waste on Tuesday and Saturday. (장원시 계약업자는 매일 음식물을 화요일과 토요일날 가져갑니다.)</p>		
<p>CFAC Recycling Center (CFAC재활용센터)</p>		<p>recycle it's easy!</p>

OTHER SPECIAL WASTE POC's (다른 특수 폐기를 연락처):

- Hazardous Material/Waste (위험폐기물): Environmental, Mr. Yi at DSN 762-5560
- Bulk Waste for Housing (대량폐기물): Housing, Mr. Ho at DSN 762-5454
- Bulk Waste for Office (사무실폐기물): PWD Service Request at DSN 762-5311
- Waste Tire (폐타이어): Transportation, Mr. Park at DSN 762-5390
- Waste Fluorescent Light Bulbs (폐형광등): PWD, Mr. Yi at DSN 762-5279

Household/Alkaline Battery Collection (가정용/알칼리인전지수집):

- Battery Collection Container Locations (전지수거합장소):
- Buildings 711 (Exchange), 722 (Billeting), 829 (GYM), & 715 (Housing)

Environmental Office accepts your household hazardous waste, anytime DSN: 762-5560. Any other Environmental Issue DSN 762-5278



CFAC RECYCLING CENTER (CFAC 재활용 센터)



ON-BASE CFAC USE ONLY CONTRACTOR AND OFF-BASE USE IS NOT ALLOWED

(CFAC 소속 직원이나 거주민에 한해 사용 가능합니다.
계약 업자나 외부인은 이용할 수 없습니다)

DO NOT DROP OFF TRASH OR RECYCLEABLES WITHOUT FIRST CONTACTING PWD

(공병대와 사전 연락 없이 쓰레기나 재활용품을 갖다 놓지마시오)

HOURS OF OPERATION

(운영시간)

MON - FRI

08:00 AM - 04:00 PM

SATURADAY & SUNDAY

CLOSED

HOLIDAYS

CLOSED

Primary POC: Mr. Yun (Cell: 010-9046-6875)

Alternative POC: Mr. YI (DSN: 762-5279)



MEMORANDUM

From: Housing Director
To : Housing Residents

Subj: **CHANGE TO FOOD WASTE DISPOSAL REQUIREMENTS**

1. Korean law and USFK regulations requires food wastes to be disposed of and processed separately from the typical household rubbish ("yellow-bag" wastes). At COMFLEACT Chinhae, we currently comply with this law by using the food grinders at the kitchen sinks (which is a detrimental process for our wastewater treatment plant), through individual composting, and also through a food waste disposal contract for MWR and Commissary facilities. However, there continues to be issues of food waste going into the yellow trash bags. Our rubbish Contractor has been periodically notifying us of excessive food wastes being thrown in the yellow trash bags. They cannot take them for disposal to the incinerator, and as such, will leave them curb-side if they encounter such a situation in the future. Also, in the future, we will be sending our sanitary sewage to the City of Changwon and will not be allowed to have food grinders in our kitchens. In order to be compliant with the Korean and USFK rules, and provide a process supportive of our Base infrastructure, the use of food waste containers for each individual household is being provided for your use.

2. Each Housing unit is being provided one (1) food waste container for use. Each household will also receive an allotment of "plastic chips" each month for the food waste container.

When the food waste container is put out curb side, a "plastic chip" must be inserted in the top of the lid in order for the Contractor to empty the container. They will not empty the container without a "plastic chip" inserted in the lid. A picture of the container and the "plastic chip" are shown below. Enough chips will be provided each month to allow a resident bi-weekly disposal of the food waste. Additional chips, if needed can be obtained from Housing. It is highly encouraged to fill the container as much as possibly prior to curb side disposal.



3. The Contractor performs curbside pick-up of your trash, recyclables, and now food waste as shown below:

Monday: Yellow bag waste
Tuesday Food waste containers
Wednesday: Recyclables
Thursday: Yellow bag waste & **Food waste containers**
Saturday: Yellow bag waste & Food waste containers

Note: The following example of items shall NOT go in the food wastes container: animal bones (t-bones, ribs, chops), seafood hard shells (clams, oysters, and mussels), nut (walnuts) shells, and fruit (peach/avocado) pits/seed. These are to go in the yellow trash bags.

As a Reminder:

- a. Do not put food waste into the yellow trash bags.
- b. White/black/clear "store-bought" plastic bags will not be picked up by the Contractor. If you need more "yellow trash bags", please stop by the Family Housing office.
- c. Recycling pick-up will be completed no later than 11:00 AM, Wednesday by the Public Works Department. It is the responsibility of Housing residents to move their recycling containers to the backyard, storage shed, or inside the house by the close of business that day. It is highly encouraged to segregate your recyclables (using a white/clear bag) curb side.

4. Your cooperation with complying with Korean and USFK solid waste disposal and recycling rules is very much appreciated and please contact the Housing Service Center at DSN 762-5454 if you have any questions regarding this matter.

Very Respectfully,

CHOE, KUN SIK

Don't recycle these types of plastics:

Bags or Wrap

Flowerpots

Toys

Garden plastics

Medical Supplies

Pesticide & Herbicides containers

Solvents, paints & adhesives

U. S. water jugs

Food storage containers (including styrofoam and clear plastic containers provided by fast food restaurants)

LAWN WASTE: Please place lawn clippings, leaves and similar plant in the regular plastic bag by the curb. Do not put into government issued garbage bags.

Self Help Locker

Self Help offers the following items for checkout:

Axe	Adjustable Pliers
Broom	Bolt Cutter
Dispenser	Carpet Cleaner
Electric Etcher	Electric Trimmer
Electric Drill	Extension Light
Flat-Tip Screwdriver	Flower Shovel
Garden Hoe	Garden Rake
Hand Hacksaw	Hammer, Carpenter
Hand Saw	Hearing Protection
Knife, Putty	Hand Shovel
Lawn Rake	Hoe
Leave Blower	Lawn Mower
Nozzle for Rubber Hose	Light Bulb
Pick Handle	Mattock
Pliers	Paint (White)
Reversible Screwdriver	Pitch Fork
Rubber Mallet	Pruning Shears
Shears	Rubber Hose
Sprinkler	Safety Goggle
Step Ladder (4ft)	Sledge Hammer
Tape Measure	Staple Gun
Vacuum Cleaner	Step Ladder (6ft)
Weed Eater	Twist Drill Set
Wrench Adjustable	Water Presser
Wrench Pipe 18"	Wrench Pipe 18",24"

* Decorative painting will be at the resident's own expense. Housing unit shall be restored back to its original condition upon checkout from family housing.

Typical Furnishings Provided

The table below lists the furnishings provided for each type of house. Please keep in mind that storage is limited on the base, and the furniture that is supplied must stay with the unit.

	2 BEDROOM	3 BEDROOM	4 BEDROOM
ITEM	QTY	QTY	QTY
DINING TABLE	1	1	1
CHAIR STRAIGHT	5	5	5
CHAIR ARM	2	2	2
SERVER	1	1	1
CHINA CABINET	1	1	1
BOOKCASE	1	1	1
SOFA	1	1	1
SOFA ARM	2	2	2
COFFEE TABLE	1	1	1
END TABLE	2	2	2
DESK	1	1	1
HEADBOARD (QUEEN)	1	1	1
HEADBOARD (TWIN)	1	2	3
NIGHTSTAND	3	4	5
CHEST ON CHEST	1	1	1
DRESSER (6DRAW)	2	3	4
MIRROR	2	3	4
TV CABINET	1	1	1
MATTRESS (QUEEN)	1	1	1
MATTRESS (TWIN)	1	2	3
BOXSPRING (QUEEN)	1	1	1
BOXSPRING (TWIN)	1	2	3
STOVE	1	1	1
DISHWASHER	1	1	1
REFRIGERATOR	1	1	1
DRYER	1	1	1
WASHER	1	1	1
FREEZER	1	1	1
DEHUMIDIFIER	1	1	1
LAMP	5	6	7
LAMP STAND	1	1	1
BEDFRAME	2	3	4

Places around Chinhae where you can pay
your KT Olleh internet/landline bill.

Present your monthly bill to any one of the following places:

- (a) KT Olleh Chinhae Branch Building which is right across the street from
the railcar base of Chinhae Tower.



KT Olleh Chinhae Branch



Chinhae Tower

- (b) WooriBank



- (c) NH (Nonghyup) Bank



- (d) HomePlus



- (e) LotteMart



- (f) Family Mart



- (g) GS25



Internet Fee

Part	Fee	Etc
Basic Rate	₩35,200 (about \$30)	Value Additional Tax added
Installation Fee	₩27,500 (about \$23)	Value Additional Tax added
Rental Modem Fee	₩0	

1. Internet Fee

- ▶ Monthly Internet Fee : ₩35,200(VAT Added)-No matter the terms of contract
- ▶ If you use less than 1 month, it'll be applied by the used days

EX : If you used 6 days → ₩7,040 = ₩35,200 x [6day/30days(1month)]

2. Internet Installation Fee

- ▶ Installation fee will be charged to the first month internet bill.

3. Relocation Cost

- ▶ If you want to relocate the internet, it costs ₩27,500(about \$23)

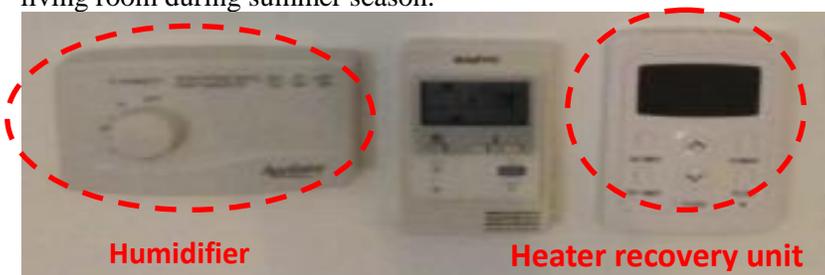
Pest Control

Family Housing Service Center is trying to reduce the bugs around housing area. FHSC install the mosquito magnets and spray the pesticide monthly around exterior walls and the ditch in order to centipedes and bugs from coming into the houses during summer season.

MOLD PREVENTION

Tips for mold prevention

- **Set your A/C to 25°C/77°F** to prevent condensation leading to mold growth. Condensation occurs when there is a temperature difference between a surface and the surrounding air temperature. To avoid this problem, keep the A/C set to a temperature this is close to the outside air temperature, no more than 10°C/18°F difference with the outside air.
- **Do not use the heater recovery unit and humidifier** which are located on the wall of living room during summer season.



- **Open windows on nice days.** This will increase air flow in the unit and decrease mold growth.
- **Periodically open doors to cabinets and closet** to allow air circulation. Also put desiccant in your closet to prevent moisture build up.
- **Dry coats, shoes and umbrellas completely** as the moisture will lead to the mold growth.
- **Remove moisture from the unit after you use the bath/shower room.** Use the exhaust fan or open the window.

MOLD PREVENTION FOR FAMILY HOUSING RESIDENTS

A. THINGS YOU NEED TO KNOW ABOUT MOLD

- Indoor mold can often be prevented by controlling moisture.
- Mold thrives in areas with poor ventilation and high humidity.
- Molds grow on practically any substance where moisture is present such as wood, paper, carpets, & foods.
- Mold problems will often grow and/or accumulate if they are undiscovered or unaddressed.
- Excess moisture in your living quarters provides breeding conditions for microorganisms.
- Even cooking can add moisture to the air in your living quarters.
- Health problems such as allergic reactions, asthma, and other respiratory problems may be associated with mold exposures.
- Exposure to molds can cause nasal stuffiness, eye irritation, wheezing, skin irritation, and more severe allergic reactions. Individuals with lung illnesses may be more susceptible to the effects of mold.

II. DO YOUR PART!

- **MOISTURE CONTROL:** Dry water damaged areas and items and get rid of the excess water or moisture within 24-48 hours to prevent mold growth.
- Reduce humidity in your house by keeping bathroom fans on after showering, using exhaust fans when cooking, and utilizing your dehumidifier ( waterdrop mark appears on the screen) on remote controller and ceiling fan. Air out your room by opening your windows when A/C or heating are not operating.
- Keep your bathroom exhaust fan free of dust and dirt!
- Contact Family Housing Service Center to place trouble calls for leaky plumbing or other sources of water, for A/C problems.
- Be aware of moldy odors in your house, and if present, contact the Family Housing Service Center.
- Look for stains or discoloration on the ceilings, walls, floors and window sills. Report them to the Family Housing Service Center if present.
- Remove floor and carpet spots and stains immediately.
- Do not neglect your living quarters regardless of the length of time you will be staying: follow all the above steps to foster healthy living conditions for your family.

If you spot mold in your room, please immediately contact the Family Housing Service Center so we can take corrective action!

More Information on Mold:

EPA's Mold, Moisture & Your Home
<http://www.epa.gov/mold/moldguide.html>

CDC's Mold in the Environment
<http://www.cdc.gov/mold/faqs.htm>

MOLD AND MILDEW REMEDIATION

1. Procedures for On-Base Housing :

a. Upon identification or notification of mold problem with the housing unit or its storage space, the FHSC (Family Housing Service Center) inspector immediately inputs the request on the eMH Module and conducts a visual inspection and assessment of the condition on the same day. If the mold existence appears to be very minor to the Inspector's judgment, the inspector will advise the resident how to remove and prevent the mold IAW Guideline from US EPA.

b. If the inspection reveals that major contamination is apparent, the inspector will submit a work order to the Public Works Department (PWD), Medical, Environmental and Safety inspector requesting a more in-depth inspection. The HSC will make an appointment with the resident for accessing the unit as necessary. The inspection will involve inside the walls, ceiling and under the floors to identify the area where water may have been leaking or accumulated, condensation has developed, or humidity has been elevated.

c. When the affected part of the unit is opened up for the inspection, special attention must be paid by preliminarily providing appropriate covering and sealing to prevent the potential airborne exposure of the mold to the resident and his/her personal property.

d. The HSC requests PWO to submit the inspection report which contains an estimated repair/remediation cost and pictures showing the mold growth. In order to prevent mold problem from recurring, underlying defects causing moisture buildup and water damage must be addressed.

e. When extensive contamination, particularly if heating, ventilating, air conditioning (HVAC) system or large occupied spaces are involved, HSC is securing the unit and temporarily relocating the resident. The use of respiratory protection, gloves, and eye protection is recommended to conduct such inspection.

f. HSC Director identifies the unit and makes necessary arrangements for relocating the resident. Contingent on the size of the mold and extensiveness of the repair work, the relocation may become permanent. If it is determined by the government that the mold problem has clearly been caused by the resident's poor housekeeping or negligence, any cost associated with the relocation will be borne by the resident. Otherwise, all associated costs will be borne by the Government.

g. The resident can claim to the government for a reimbursement for his/her damaged personal property if it is determined that the damage was absolutely made through no fault of his/her own. The legal office can help the resident file the claim.

h. The HRS sends a letter to the resident to figure out the satisfaction for the service by HRS after obtaining the Director's signature.

i. The HRS maintains the log of mold and mildew issues and feedback with the residents periodically.

Simple steps to Prevent Mold problems.

When you are moving in to your new unit there are some simple things you can do to help prevent mold issues during your stay.

- Leave space around your furniture to allow air flow.
- Clean up food and drink spills promptly.
- On nice days open the windows a little to allow fresh air into your unit.
- Periodically open the doors on your cabinets to allow air to circulate in your storage areas. Also put desiccants in your storage areas to prevent moisture build up and change them out every couple of months.
- Dry coats, shoes, and umbrellas completely before putting them away. If they are damp, they can mold, and they will put moisture into the area you store them.
- If you are going to be absent from your unit for long periods of time, arrange for someone to check on your unit for mold and periodically air it out.

Enclosure (1)

MOLD CLEAN UP!

1. IDENTIFY & REMOVE SOURCE OF MOISTURE

Cleaning an area of mold will be of little value if the moisture that is causing the mold is not removed. As a result it is important to identify the source of the moisture and find ways to fix or decrease it before cleaning.

2. Vacuum Area

EPA recommends a HEPA certified air filter equipped vacuum cleaner, but any vacuum will do. This will remove spores from the area to be cleaned decreasing the amount of spores in the air.

3. Wipe Surface

The EPA recommends using a solution of detergent and water. **They do not recommend using bleach as this could damage the surfaces.** Additionally you can try a mixture of denatured alcohol (rubbing alcohol) and water.

4. Rinse Surface

To remove the solution from the surface, be sure to only use a slightly dampened rag and wipe down the cleaned area.

5. Vacuum Area Again

This is to remove any spores still on the surface after cleaning further decreasing the chance of reoccurrence.

6. Dry Area

Use a fan to increase the speed of evaporation. The quicker you dry the area the less chance of re-occurrence.

OBSERVE

Keep an eye on the area and quickly clean up any new mold. Increase airflow/dehumidification of affected area if mold reoccurs.

Source of information: EPA
<http://www.epa.gov/mold/index.html>



Take some easy steps to prevent mold damage to your rental house and your personal property while you are in Japan!



Be aware that mold damage is not considered as a valid claim for reimbursement. It is your own responsibility to prevent damage to your rental unit and personal belongings.

YOKOSUKA HOUSING SERVICES CENTER

Revised Oct 2011

MOLD PREVENTION

Moisture = Mold

There are three key elements necessary for mold to grow; A food source, spores, and water. As there are mold types that can grow on almost every type of surface water is the easiest growth factor to control, therefore the most effective way to combat mold is to control the moisture in your unit. There are two simple methods to achieve this;

1. Remove moisture from the air with desiccants or dehumidifiers 2. Increase air flow in the unit to increase evaporation

Vents

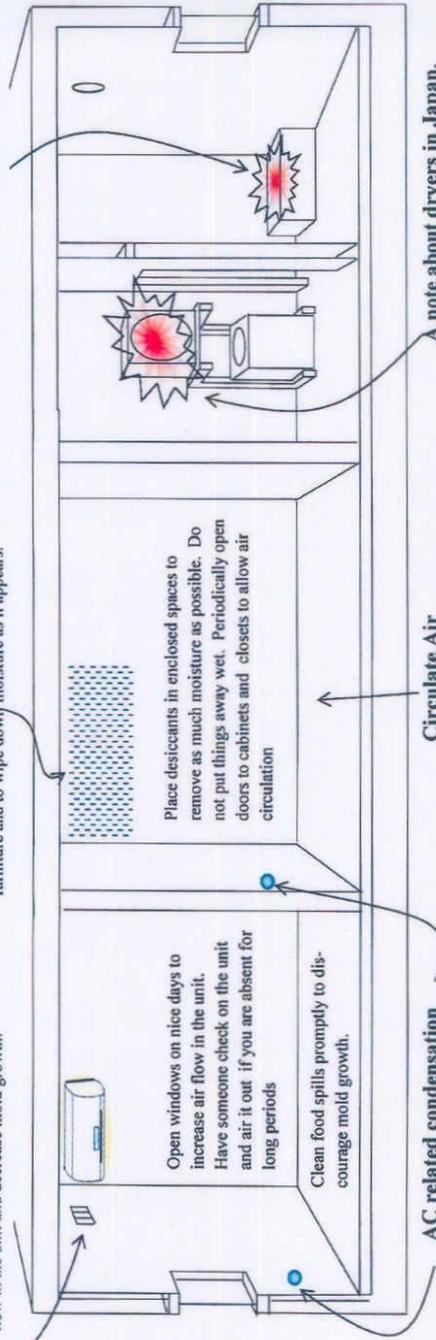
To increase air circulation Japanese condominiums and apartments have vents built in the walls, it is a good idea to open these in good weather. This will increase Air flow in the unit and decrease mold growth.

Winter Issues

Walls that don't receive sunlight in the winter are cooler than the rest of the unit. These walls tend to "sweat" in the winter, it is important to leave space between these walls and your furniture and to wipe down moisture as it appears.

Bathroom

It is important to remove moisture from the unit after you use the bath/shower. Use the exhaust fan or open the window if you have one in your bathroom.



AC related condensation

Set your AC to 25°C/77°F to prevent condensation. Condensation occurs when there is a temperature difference between a surface and the surrounding air temperature. This can be a problem when the AC cools or heats a wall in the house to a degree that creates a temperature difference in adjoining rooms leading to condensation and then mold. To avoid this problem keep the AC set to a temperature that is close to the outside air temperature, no more than 10°C/18°F difference with the outside air.

Circulate Air

It is important to circulate air in rooms that do not have windows to the outside. These include storage rooms and closets. Do not put wet clothing or objects in these rooms as the moisture will only lead to the growth of mold. Dry rain coats, umbrellas, and shoes before putting them away to prevent mold growth on them.

A note about dryers in Japan.

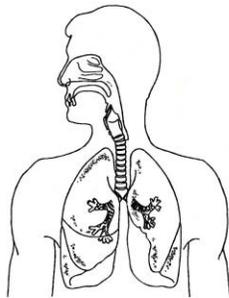
Japanese dryers do not vent outside the house, they vent into the house. This means that there is a large amount of moisture released into the house every time you use the dryer. To release this moisture from your house it is very important that you open a window when you run the dryer. If your rental unit does not have a window in the room, then you need to use the exhaust fan to draw as much of the moist air out of the unit as you can.

Enclosure (1)

WHAT IS RADON?

Radon is a colorless, odorless, tasteless gas that is produced by the radioactive decay of naturally occurring uranium in soil and rock. Outdoors, radon is relatively harmless. In enclosed places like buildings, however, radon can reach unacceptable levels.

Is There A Health Risk?



Radon decay forms radioactive products that can become trapped in your lungs. As these products decay, they release small bursts of energy that can damage lung tissue. Many years of high-level exposure can lead to an increased risk of lung cancer.

What Can I Do?

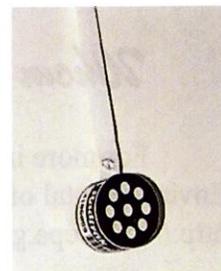
Allow the Navy to test your workplace. If the test shows high levels, the Navy will correct the problem.

How Long Will The Test Period Last?

The test could last up to 1-year. You will be notified before detector retrieval begins.

How Is The Navy Going To Test?

For its radon testing program, the Navy has selected the Alpha Track Detector. The detector emits no noise and requires no special attention; it only needs to be left undisturbed. If the detector is moved or falls down during the test period, please return it to its original location.



How Common is Radon ?

The EPA has estimated that 14% of all homes nationwide have elevated levels of radon. No area in the US is considered radon free.

Am I being Exposed to Radon ?

The only way to know if elevated radon is present is to test.

How Does Radon Enter a Building ?



Radon gas comes from the soil and bedrock. Wherever air and moisture seep in through drains, joints, cracks, and pores in the foundation and exterior walls, radon can enter your building. If the building shell is tight, the radon cannot escape.

Why Is the Navy Testing For Radon ?

The health of its military personnel, their dependents, and employees is a primary concern of the Navy. When various medical studies showed that radon could be a potential health risk, the Navy initiated a program to locate problem buildings and fix them.

How Soon Will the Navy Fix the Problem ?

If a problem is found, the Navy will take corrective action in accordance with published EPA and Navy guidelines. Depending on the radon concentration, these guidelines recommends corrective action be taken within a few months

Whom Do I Call For More Information ?

For more information about radon, please contact the Environmental office at 762-5278 or go to:
<http://www.epa.gov/radon/pubs/index.html>

Version 1.0
Chinhae
July 2014





APR 22 2013

Dear Department of Defense Housing Partners:

Every month nearly one child dies and another one is injured from window coverings cords, and some of these victims are in military families. The U.S. Consumer Product Safety Commission has designated window coverings with exposed cords to be one of the top five hidden hazards in homes with young children. Strangulation deaths and near strangulations can occur anywhere a window covering has a cord. Children can wrap the cords around their necks or become entangled in the loops of tangled cords. These tragic incidents happen quickly and silently—and they are preventable.

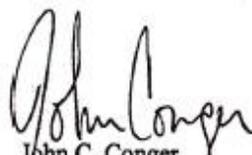
At the Consumer Product Safety Commission and the Department of Defense, we care deeply about the safety of children in military homes. We are sure you do as well. The risk to military families is significant because a large percentage of families have children less than six years of age (37.4 per cent)—the same age that most strangulation deaths occur. In addition, because military parents are deployed months at a time, supervision becomes more challenging.

To minimize the risk associated with corded window coverings, the Consumer Product Safety Commission and the Department of Defense strongly encourage you to replace old window coverings with cordless options or window coverings with inaccessible cords, as well as take time to educate your residents about the risk of strangulation with exposed cords. To help further educate your residents, attached are: a window covering safety alert, a child proofing checklist, and a listing of seven hidden hazards in the home. We suggest that you conspicuously display the safety alert for at least 120 days and distribute the child proofing and hidden hazards checklists to all of your residents.

In the past, many consumers have obtained free retrofit kits from the Window Covering Safety Council (WCSC) for blinds made before November 2000. However, you should be aware that these retrofit kits do not address the dangling pull cord hazard associated with many common window blinds.

Thank you for joining with us in the prevention of child strangulation by window covering cords.


Inez Tenenbaum
Chairman
U.S. Consumer Product Safety Commission


John C. Conger
Acting Deputy Under Secretary of Defense
(Installations and Environment)



CPSC Safety Alert

Are Your Window Coverings Safe?

The U.S. Consumer Product Safety Commission (CPSC) has identified window coverings with cords as one of the top five hidden hazards in the home. To prevent tragic child strangulations, CPSC recommends the use of cordless window coverings in all homes where children live or visit.

About once a month a child between 7 months and 10 years old dies from window cord strangulation and another child suffers a near strangulation. In recent years, CPSC has recalled over five million window coverings, including Roman shades, roller and roll-up blinds, vertical and horizontal blinds.

Strangulation deaths and injuries can occur anywhere in the house where a window covering with a cord is installed. Children can wrap window covering cords around their necks or can pull cords that are not clearly visible but are accessible and become entangled in the loops. These incidents happen quickly and silently.

Window covering cords present the following four deadly hazards:

1

Pull Cords:

Children can strangle when they wrap the cord around their necks or become trapped in the loop created when loose cords get entangled. Even if cleats are used to wrap excess pull cords, if installed within the child's reach, the cords above the cleat present a hazard.



2

Looped Bead Chains or Nylon Cords:

Children can strangle in the free-standing loops.





CPSC Safety Alert

3 Inner Cords of Roman Shades

- Children can pull out an exposed inner cord on the back side of Roman shades, wrap it around their necks and strangle.
- Children can place their necks in the opening between the fabric and cord and strangle.



4 Lifting Loops of Roll-up Blinds

- If the lifting loops (that raise and lower the blinds) slide off the side of the blind, they form a free-standing loop in which a child can become entangled and strangle.
- Children can place their necks between the lifting loop and the roll-up blind material and strangle.



CPSC offers the following safety tips to prevent deaths and injuries associated with window covering cords:

- Examine all shades and blinds in the home. CPSC recommends the use of cordless window coverings in all homes where children live or visit. Make sure there are no accessible cords on the front, side, or back of the product.
- Do not place cribs, beds, and furniture close to the windows because children can climb on them and gain access to the cords.
- Make loose cords inaccessible.
- If the window shade has looped bead chains or nylon cords, install tension devices to keep the cord taut.

Note: Most window blinds sold prior to November 2000 have inner cords (for raising the slats of the blinds) that can be pulled by a child and form a loop in which the child's neck can entangle. Consumers should immediately repair these types of blinds. For a free repair kit, call the Window Covering Safety Council at 800-506-4636 or visit windowcoverings.org. Consumers should know that WCSC's retrofit kits do not address the dangling pull cord hazard associated with many common window blinds.

5009-0413

Childproofing Your Home

12 SAFETY DEVICES TO PROTECT YOUR CHILDREN



THIS BROCHURE BROUGHT TO YOU BY:



U.S. CONSUMER PRODUCT SAFETY COMMISSION
 4330 East West Highway, Bethesda, MD 20814
 Web site: www.cpsc.gov
 Toll-free hotline: 1-800-633-2772

The U.S. Consumer Product Safety Commission (CPSC) is a federal agency that helps keep families and children safe in and around their homes.

Go to www.cpsc.gov to check for recalled products and sign up for automatic email recall notifications.

Publication 252

Childproofing Your Home

12 SAFETY DEVICES TO PROTECT YOUR CHILDREN

Each year, children are injured by hazards in and around the home. The good news is that the risk of injury can be reduced or prevented by using child-safety devices and reminding older children in the house to re-secure safety devices after disabling them.

Most of these safety devices are easy to find and are relatively inexpensive. You can buy them at hardware stores, baby equipment shops, supermarkets, drug stores, home improvement stores, on the Internet and through mail order catalogs. Safety devices should be sturdy enough to hinder access one year easy for you to use.

Be sure to read the manufacturer's instructions carefully. Follow instructions to be sure you install the device properly. Remember that no device is completely childproof; determined youngsters have been known to overcome or disable them.

Here are some child-safety devices that can help reduce injuries to young children. The red numbers correspond to those on the image following the text.

Use Safety Latches and Locks (1) for cabinets and drawers in kitchens, bathrooms, bedrooms and living areas. Safety latches and locks and drawers can help prevent children from gaining access to medicines, household cleaners, matches, or cigarette lighters, as well as knives and other sharp objects.

Even products with child-resistant packaging should be locked away and kept out of reach. This packaging is not childproof. Look for safety latches and locks that adults can easily install and use, but are sturdy enough to withstand pulls and tugs from children.

Use Safety Gates (2) to help prevent falls down stairs and to keep children from entering rooms and other areas with possible dangers. Look for safety gates that children cannot dislodge easily, but that adults can open and close without difficulty. For the top of stairs, only use gates that screw to the wall.

Use safety gates that meet current safety standards. Replace older safety gates that have "Y" shapes that are large enough to entrap a child's head and neck.

Use Door Knob Covers and Door Locks (3) to help prevent children from entering rooms and other areas with possible dangers. Door knob covers and door locks can help keep children away from places with hazards.

Be sure the door knob cover is sturdy, and allows a door to be opened quickly by an adult in case of emergency.

Use Anti-Scald Devices (4) for faucets and shower heads and set your water heater temperature to 120 degrees Fahrenheit to help prevent burns from hot water. Anti-scald devices for regulating water temperature can help reduce the likelihood of burns.

Use Smoke Alarms (5) on every level of your home, inside each bedroom, and outside sleeping areas to alert you to fires. Smoke alarms are essential safety devices for protection against fire deaths and injuries.



Check smoke alarms once a month to make sure they're working. Change batteries at least once a year or consider using 10-year batteries for alarms.

Use Window Guards and Safety Netting (6) to help prevent falls from windows, balconies, decks, and landings.

Use safety devices frequently to make sure they are working properly. To make sure they are working properly, inspect and maintain. Limit window opening to four inches or less, including the space between the window guard bars. If you have window guards, be sure at least one window in each room can be easily used for escape in a fire. Window screens are not effective for preventing children from falling out of windows.

Use Corner and Edge Bumpers (7) to help prevent injuries from blunt objects along sharp edges of furniture and fixtures. Be sure to look for bumpers that stay securely on furniture or health edges.

Use Outlet Covers and Outlet Plates (8) to help prevent electrocution. Outlet covers and outlet plates can help protect children from electrical shock and possible electrocution.

Be sure outlet protectors cannot be easily removed by children and are large enough so that children cannot choke on them. If you are replacing receptacles, use a tamper-resistant type.

Use a Carbon Monoxide (CO) Alarm (9) to help prevent CO poisoning. All consumers should install CO alarms near sleeping areas in their homes. Change batteries at least once a year.

CPSC recommends using Cordless Window Coverings (10) in homes with young children, in order to help prevent injuries.

Children can be injured if they reach for the cord. Cordless window coverings can pull cords that are not clearly visible but are accessible and become entangled in the loops. If you have window blinds from 2000 or earlier and you cannot afford new, cordless window coverings, call the Window Covering Safety Council at 800-506-4636 or visit WindowCoverings.org for a free repair kit. Window blinds that have an inner cord (for raising the slats of the blinds) can be pulled by a child and form a potentially deadly loop. Consumers should immediately repair these types of blinds. Consumers should know that WCSC's retrofit kits do not address the dangling pull cord hazard associated with many common window blinds.

Use Anchors to Avoid Furniture and Appliance Tip-Overs (11) Furniture, TVs and ranges can tip over and crush young children. Deaths and injuries occur when children climb onto, fall against or pull themselves up on television stands, shelves, bookcases, dressers, desks, chests and ranges. For added security, anchor these products to the floor or attach them to a wall. Free standing ranges and stoves should be installed with anti-tip brackets.

Use Layers of Protection with Pools and Spas (12) A barrier completely surrounding the pool or spa, including a 4-foot tall fence with self-closing, self-latching gates, is the most effective way to prevent injuries. If the barrier doors leading to the pool should have an alarm or the pool should have a power safety cover. Pool alarms can serve as an additional layer of protection.

Sliding glass doors, with locks that must be resecured after each use, are not an effective barrier to pools.

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Childproofing Your Home

12 SAFETY DEVICES TO PROTECT YOUR CHILDREN

Child safety devices are an important aid to parental supervision. Here are 12 child safety devices that will help keep your home—and children—safe.

Use SAFETY LATCHES and LOCKS 1 for cabinets and drawers in kitchens, bath rooms, and other areas to help prevent poisonings and other injuries.

Use SAFETY GATES 2 to help prevent falls down stairs and to keep children from entering rooms and other areas with possible dangers.

Use DOOR KNOB COVERS and DOORS LOCKS 3 to help prevent children from entering rooms and other areas with possible dangers.

Use ANTI-SCALD DEVICES FOR FAUCETS and SHOWER HEADS 4 and set your water heater temperature to 120 degrees Fahrenheit to help prevent burns from hot water.

Use SMOKE ALARMS 5 on every level of your home, inside each bedroom and outside sleeping areas to alert you to fires.

Use WINDOW GUARDS and SAFETY NETTING 6 to help prevent falls from windows, balconies, decks, and landings.

Use CORNER and EDGE BUMPERS 7 to help prevent injuries from falls against sharp edges of furniture and fireplaces.

Use OUTLET COVERS and OUTLET PLATES 8 to help prevent electrocution.

Use a CARBON MONOXIDE (CO) ALARM 9 near sleeping areas to help prevent CO poisoning.

Use CORDLESS WINDOW COVERINGS 10 in homes with young children to help prevent strangulation.

Use ANCHORS TO AVOID FURNITURE AND APPLIANCE TIP-OVERS 11.

Use LAYERS OF PROTECTION WITH POOLS AND SPAS 12.





CPSC Safety Alert

Seven Hidden Home Hazards

<p style="text-align: center;">#1 Magnets</p> <p>An average of more than 2,000 magnet ingestions per year were seen in hospital emergency departments between 2009-11.</p>	<p>Today's rare-earth magnets can be very small and powerful making them popular in children's toys, desk toys, building sets, and jewelry. As the number of products with magnets has increased, so has the number of serious injuries to children. In several hundred incidents, magnets have fallen out of various toys and been swallowed by children. Small intact pieces of building sets that contain magnets have also been swallowed by children. In other cases, young children have gained access to magnetic desk sets and swallowed multiple desks, while tweens and teenagers have attempted to use them as mock nose and lips piercings. If two or more magnets, or a magnet and another metal object are swallowed separately, they can attract to one another through intestinal walls and get trapped in place. The injury is hard to diagnose. Parents and physicians may think that the materials will pass through the child without consequence, but magnets can attract in the body and twist or pinch the intestines, causing holes, blockages, infection, and death, if not treated properly and promptly.</p> <p>TIP Watch carefully for loose magnets and magnetic pieces and keep away from younger children (less than six). Be aware of the serious inhalation and ingestion danger posed to tweens and teenagers who create mock piercings with high powered magnets. If you have a recalled product with magnets, stop using it, call the company today, and ask for the remedy.</p>
<p style="text-align: center;">#2 Recalled Products</p> <p>Each year there are at least 400 recalls.</p>	<p>CPSC is very effective at getting dangerous products off store shelves, such as recalled toys, clothing, children's jewelry, tools, appliances, electronics and electrical products. But once a product gets into the home, the consumer has to be on the lookout. Consumers need to be aware of the latest safety recalls to keep dangerous recalled products away from family members.</p> <p>TIP Get dangerous products out of the home. Join CPSC's "Drive To One Million" campaign and follow us on Twitter at @OnSafety or sign up for free e-mail notifications at www.cpsc.gov—a tweet or e-mail from CPSC is not spam— it could save a life.</p>
<p style="text-align: center;">#3 Tip-overs</p> <p>One child dies every two weeks from</p>	<p>Furniture, TVs and ranges can tip over and crush young children. Deaths and injuries occur when children climb onto, fall against or pull themselves up on television stands, shelves, bookcases, dressers, desks, and chests. TVs placed on top of</p>



CPSC Safety Alert

<p>tip-over incident involving TVs, furniture or appliances.</p> <p>Three times per hour, 71 times per day, 2,117 times per month, and 25,400 times per year a child is injured in a tip-over incident.</p>	<p>unstable furniture can tip over causing head trauma and other injuries. Items left on top of the TV, furniture, and countertops, such as toys, remote controls and treats might tempt kids to climb.</p> <p>TIP Verify that furniture is stable on its own. Anchor furniture to the floor or attach to a wall and anchor TVs to the wall or the furniture. Free standing ranges and stoves should be installed with anti-tip brackets.</p>
<p>#4 Windows & Coverings</p> <p>Average of 10 deaths annually from window cords;</p> <p>Average of nine deaths and an estimated 4,100 injuries to children annually from window falls.</p>	<p>Children can strangle on window drapery and blind cords that can form a deadly loop. Parents are urged to use cordless blinds or window coverings that have inaccessible cords in homes with young children. Cords and kids are a dangerous combination, so keep them out of the reach of children. As a short-term fix, cut looped cords and install a safety tassel at the end of each pull cord or use a tie-down device, and install inner cord stays to prevent strangulation. Never place a child's crib or playpen within reach of a window blind.</p> <p>The dangers of windows do not end with window coverings and pull cords. Kids love to play around windows. Unfortunately, kids can be injured or die when they fall out of windows. Do not rely on window screens. Window screens are designed to keep bugs out, not to keep kids in.</p> <p>TIP Safeguard your windows: use cordless blinds and shades or window coverings with inaccessible cords, and install window guards or stops today.</p>
<p>#5 Pool & Spa Drains</p> <p>Zero entrapment-related deaths involving children since 2008.</p>	<p>The suction from a pool drain can be so powerful that it can hold an adult under water, but most incidents involve children. The body can become sealed against the drain or hair can be pulled in and tangled. Missing or broken drain covers are a major reason many entrapment incidents occur. Public pool and spa owners and operators must comply with the Virginia Graeme Baker Pool and Spa Safety Act and have safer drain covers that prevent entrapment. Many private pools owners have also improved the safety of their pool by having safer drain covers installed. Pools and spas can also have a back-up system that detects when a drain is blocked and automatically shuts off the pool pump or interrupts the water circulation to prevent an entrapment.</p> <p>TIP Before using a public pool or spa, ask the owner or operator if safer drain covers were installed and if the facility complies with federal safety laws. Check to make sure the drain covers are in place and undamaged.</p>



CPSC Safety Alert

<p>#6 Bathtubs</p> <p>From 2006-10, there were more than 400 children younger than five who drowned in bathtubs, buckets, bath seats, and toilets.</p>	<p>The danger of drowning for young children is ever present in and around the home. Drowning is the leading cause of unintentional death among children ages one to four years-old, and it takes only a few inches of water for a young child to drown.</p> <p>TIP  Never leave young children alone near any water or tub or basin with fluid. Young children can drown in even small amounts of liquid. Always keep a young child within arm's reach in a bathtub. If you must leave, take the child with you. Do not leave a baby or young child in a bathtub under the care of another child. Learn cardiopulmonary resuscitation (CPR). It can be a lifesaver when seconds count.</p>
<p>#7 Button Batteries</p> <p>From 1997-2010, 40,400 battery ingestions by children younger than 13 were seen in hospital emergency departments. A majority of those cases involved button batteries. Button batteries were involved with 12 deaths between 1995-2010.</p>	<p>Small, coin-sized batteries can be found in products in nearly every home in America. From the flashlight sitting on the table, to the remote control next to the TV, "button batteries" as they are commonly referred to, are in thousands of products used in and around the home. Young children are unintentionally swallowing the button batteries and in some cases, the consequences are immediate and devastating.</p> <p>TIP  Discard button batteries carefully. Do not allow children to play with button batteries, and keep button batteries out of your child's reach. Keep remotes and other electronics out of your child's reach if the battery compartments do not have a screw to secure them. Use tape to help secure the battery compartment. If a button battery is ingested, immediately seek medical attention. The National Battery Ingestion Hotline is available anytime at (202) 625-3333 or call the Poison Help line at (800) 222-1222.</p>

042013



Housing Early Assistance Tool

Housing Services BEFORE you PCS!

Receive Housing Information Faster

HEAT allows Service members, DoD Civilians and families to contact Housing Service Centers at multiple Navy installations BEFORE they receive their Permanent Change of Station (PCS) orders.

HEAT standardizes your experience with Housing by delivering an easy user interface to find information quickly. There are no CAC requirements so spouses can use the tool as well, needing only minimal information about their sponsor to get started.

Available Navywide 24/7

- Search BEFORE orders to multiple Navy installations
- Standardizes your experience with Navy Housing
- No CAC requirements so spouses can access too
- Getting started with HEAT is easy!



www.cnic.navy.mil/HEAT

Visit us online or scan the QR Code with your phone!

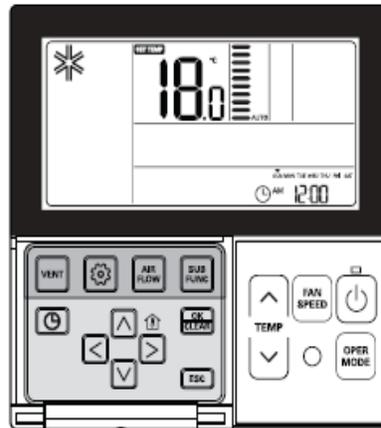


A/C & HEATER OPERATION

OWNER'S INSTRUCTION

Standard Operation – Standard Cooling

A pleasant and fresh breeze cools off the room.



Press  button in the remote controller to begin cooling.

- The initial temperature for cooling is set at 18°C by default.
- The desired temperature can be reached by 1°C or 0.5°C depending on the type of Indoor Unit.

Press  button to set the desired temperature below the indoor temperature.

- Press  button to see the indoor temperature.

* If the desired temperature is set above the indoor temperature, cool air will not blow out but only fan will work instead.

Press  button during operation to stop cooling.

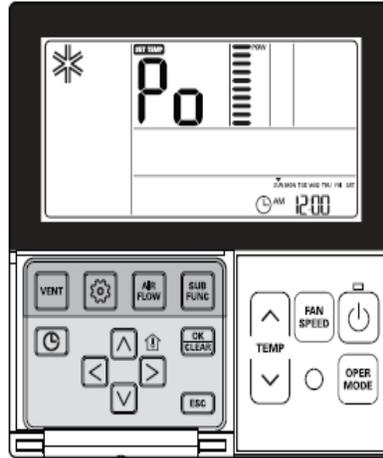
What is a 3-minute delay function?

A cool air will not blow out immediately after stopping cooling in order to protect a compressor. After 3 minutes, the cool air will blow out as the compressor runs.

- The range of the desired temperature is 18°C~30°C for cooling.
- 5°C is recommended for the difference between indoor and outdoor temperature.

Standard Operation – Power Cooling

It cools off faster and more powerfully.



Press  button to turn on the indoor.

Press  button during cooling and it will move to “Po” and start power cooling.

* Some units run the power cooling after power breeze.

Press  button during operation to cancel the power cooling and run the fan speed automatically.

What is a power cooling?

Desired temperature: **Po** (actual temperature 18°C)

Fan speed: Power breeze

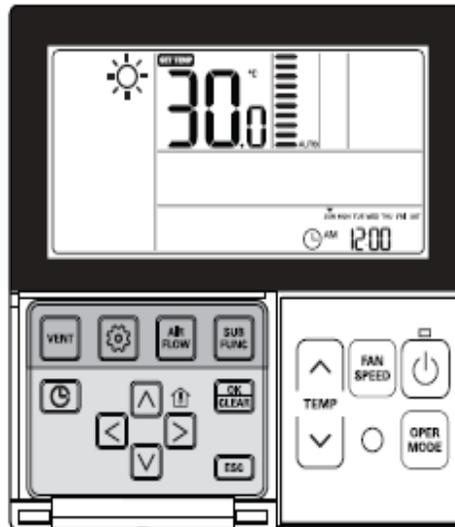
Breeze direction: cooling position

} Running to cool down the indoor temperature quickly.

* Some units do not have power cooling function.

Standard Operation – Heating Mode

A warm breeze blows out to the room.



Press  button in the remote controller, and pres  button to select heating.

- The initial temperature for heating is set at 30°C by default.
- The desired temperature can be reached by 1°C or 0.5°C depending on the type of Indoor Unit.

Press  button to set the desired temperature above the indoor temperature.

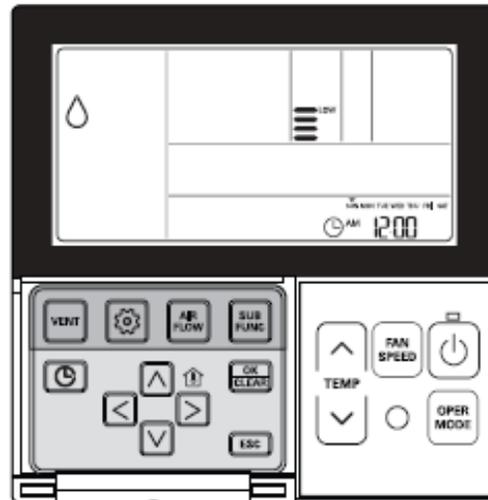
- If the indoor temperature is set above the desired temperature, warm air will not blow out but only fan will work instead. (Press  button to see the indoor temperature.)

Press  button during operation to cancel heating.

- The range of the desired temperature is 16°C~30°C for heating.
- Heating applies only to cooling/heating models.
Heating will not work in the cooling only models.

Standard Operation – Dehumidifying Mode

It removes moisture while cooling gently.



Press  button.

Press  button to select Dehumidify.

- The temperature cannot be changed during dehumidification.

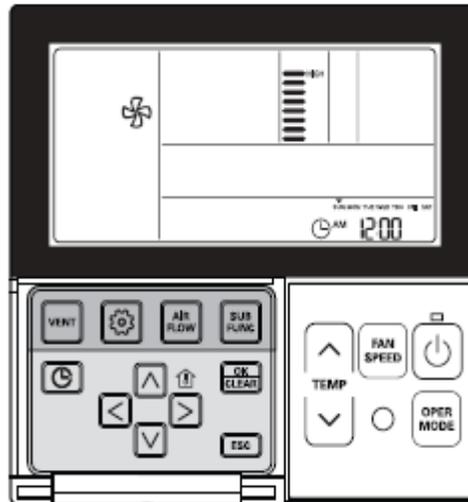
Press  button repeatedly to adjust airflow SLOW → LOW → MED → HIGH → AUTO.

- The initial fan speed in dehumidifying mode is set at 'Low'.

- Using this function in the rainy season or high humidity, you can operate simultaneously dehumidifier and cooling mode to remove humidity effectively.
- The menu of fan speeds may vary depending on the product type.

Standard Operation – Fan Mode

It blows the air in the room, not blowing cold air.



Press  button.

Press:  button to select Fan mode.

Press  button repeatedly to adjust wind powerfulness SLOW → LOW → MED → HIGH → AUTO.

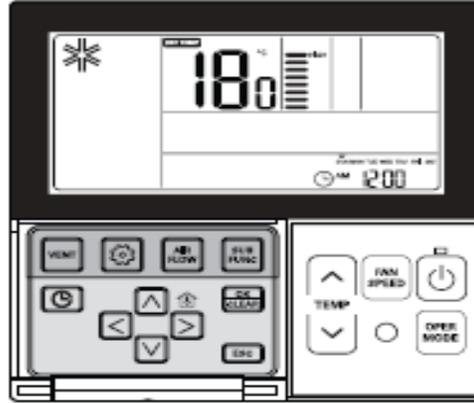
- The compressor will not run in the Fan mode.

- Fan mode blows the room temperature air, not blowing cold air.
- It circulates the air in the room by blowing the room temperature air.
- The menu of fan speeds may vary depending on the product type.

Standard Operation – Fan Speed / Airflow

Fan Speed

The fan speed can be adjusted easily to the desired set point.



Press  button to select the desired wind powerfulness.

- Press  button repeatedly to adjust wind powerfulness SLOW → LOW → MED → HIGH → POW → AUTO.
- The menu of fan speeds may vary depending on the product type.
- See the product manual for more details.

Ex) Fan speed selection



Airflow

Wind direction can be adjusted easily to the desired set point.

Press  button to select the desired wind direction.

- Press Airflow button to select the direction of comfortable wind → Up/Down/Left/Right → Left/Right → Up/Down.
- The menu of wind directions may vary depending on the product type.
- See the product manual for more details.

Ex) Wind direction selection

Airflow	Remote Controller Display Window
Comfortable wind	
Up/Down/Left/Right	  (ON simultaneously)
Left/Right	
Up/Down	

HUMIDIFIERS

Aprilaire®

Humidifiers



Owner's Manual

For Models 350, 360, 400, 400M, 500,
500M, 600, 600M, 700 & 700M

Includes Safety & Operating Instructions
and Warranty Information

READ AND SAVE THESE INSTRUCTIONS

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⚠ WARNING

**120 volts may cause injury from electrical shock.
Disconnect power and shut off water supply before servicing.**

⚠ CAUTION

Sudden operation may cause personal injury or property damage. Turn the Aprilaire® Humidifier Control to "OFF" or lowest setting before servicing.

INTRODUCTION

Thank you for your recent Aprilaire® humidifier purchase. We appreciate your business and are pleased to add your name to our growing list of customers. You have invested in the highest quality equipment available. Aprilaire manufactures whole-house indoor air quality products and is a recognized leader in the heating and air conditioning industry.

Your humidifier will require periodic maintenance to assure continued fine performance. See page 11 to obtain service parts and/or replacement Water Panel® evaporators.

Please take a few minutes and read this booklet. This will familiarize you with the benefits you will receive from the equipment you just purchased and help you understand the routine maintenance that will be required.

Be sure to register your humidifier warranty online at:
www.aprilaire.com/warranty.

Genuine Aprilaire® Replacement Water Panel® evaporators are available from your installing contractor or from most other heating and air conditioning contractors in your area. Use the dealer locator in our web site (www.aprilaire.com) or look in the Yellow Pages under Humidifying Apparatus or Heating & Air Conditioning Contractors. Purchase only genuine Aprilaire Water Panels to maintain peak performance.



PRINCIPLE OF OPERATION

With your purchase of this humidification system, you have invested in a humidifier that operates on the evaporative principle – nature’s own way of adding moisture – providing optimum relative humidity (RH) throughout the heating season. It is very possible that you have questions concerning your new humidifier – questions on what it can do for you, and what you should do to receive maximum benefits from it. This booklet is intended to answer these questions.

Nature, in producing an invigorating comfortable April day, combines just the right temperature and the right amount of moisture. Aprilaire humidifiers employ the same principle, with refinements, to give you the optimum RH for maximum allowable comfort all winter long.

The important considerations in the evaluation of a humidifier are precise control, sufficient capacity, trouble-free performance and minimum maintenance. The operating principle of your Aprilaire humidifier provides all of these advantages. Here, briefly, is the method:

Except for Models 350 and 360, the Aprilaire humidifier is installed to operate in conjunction with the heating, ventilating, air conditioning equipment (HVAC) blower. When the Aprilaire Humidifier Control calls for humidity and the blower motor is operating, water flows to the distribution tray located at the top of the humidifier. The water is uniformly distributed across the width of the tray and through a scientifically designed system of outlets. It flows by gravity over the Water Panel® evaporator, the heart of the humidifier. Dry, hot air is moved through the moisture-laden Water Panel® evaporator where natural evaporation takes place. The now-humidified air carrying moisture in vapor form (nature’s own way) is circulated throughout the home.

With bypass Models 400, 500 and 600 Series, HVAC system airflow is drawn through the humidifier from the supply duct to the return duct. 700 Series models, and Models 350 and 360 have a built-in fan which draws air through the Water Panel.

Models 350 and 360 must use service hot water (140°F maximum) for a heat source, as heat is needed for evaporation. The other models can work with cold or hot water, but hot water provides maximum output and is recommended if the humidifier is to be run in fan-only mode. While the water going to the humidifier is hot, the flushing water to the drain will be cold. The heat is extracted during the evaporation process.

The correct water flow is determined by an orifice provided with each drain type humidifier. When the humidifier is operating, there will be a small, steady stream of water to drain, which flushes away most of the trouble-causing minerals.

Do not use the saddle valve to regulate the water flow. It is designed to be completely open or closed.

The minerals and solid residue not trapped by the replaceable Water Panel® evaporator are flushed down the drain in the Models 350, 360, 500, 500M, 600, 600M, 700 and 700M. This is the most effective and least expensive method to dispose of trouble-causing minerals. The drain also eliminates the problems caused by stagnant water.

There are some homes where drain facilities are not accessible or available. Model 400 Series humidifiers are designed to satisfy these applications.

Trouble-free performance and minimum maintenance are assured by the design features of the Aprilaire humidifier. All humidifier housing parts that come in contact with water are non-metal and will never rust or corrode. Neither heat nor water will affect them under normal operating conditions.

The Water Panel® evaporator, designed especially for uniform, high evaporation, and the Scale Control Insert (which encases the Water Panel) effectively traps mineral deposits which are often the cause of damage to working parts in ordinary humidifiers. **The Water Panel® evaporator is the heart of the humidifier and must be in good condition to assure high capacity trouble-free performance. It should be changed at least annually with the exception of Models 400 and 400M which should be changed at least twice per heating season.**

The distribution tray incorporates a synthetic fabric liner that is designed to deliver water uniformly over the entire top surface of the Water Panel® evaporator, provided the humidifier is mounted level. It is normal for some mineral deposits to form in the distribution tray as it dries out between humidification cycles. These deposits can actually help distribute water in the tray, but if they block the openings, they should be removed as described in the "Periodic Preventative Maintenance" section of this manual.

Your Digital Humidifier Control works in conjunction with your HVAC system to control the operation of the humidifier. The control senses indoor RH and outdoor temperature and automatically adjusts the operation time of the humidifier to provide the optimum humidity level in the home.

The Automatic Control can be set to turn on the HVAC blower when humidity is required. Plumbing the humidifier to hot water is required for this mode of operation.

The digital readout on the control displays the RH level inside the cold air return duct. RH is a measure of the amount of moisture in the air as a percentage of what the air can hold. Warm air can hold more moisture than cold air can.

The control has lights which indicate humidifier operation, when the Water Panel needs to be replaced and when service is required. See "Operating Instructions" for more information.

There are many humidifiers on the market. They all add moisture... with varying degrees of efficiency. None, however, offer the features, design, and performance incorporated into your new Aprilaire humidifier.

OPERATING INSTRUCTIONS – MODELS 400, 500, 600 & 700

The Digital Humidifier Control offers two modes of operation, Automatic or Manual. An explanation of both modes follows. (See **Figure A** on page 5 for Automatic Mode. See **Figure B** on page 6 for Manual Mode.)

When in the Automatic Mode, this system offers the following benefits:

- **You will always receive the optimum amount of humidity so that your home and its furnishings are always protected from the damaging effects of excess condensation or low humidity during the heating season.** The Control automatically adjusts your home's RH based on the outdoor temperature, increasing the time maximum comfort is maintained.
- **Simple operation with few adjustments.** The Control eliminates the need to manually adjust the control when outdoor temperature changes. It also eliminates the need to turn the dial setting to "OFF" during the summer season.

DIGITAL HUMIDIFIER CONTROL INDICATOR LIGHTS

Call Dealer for Service: The red light indicates that the humidifier is not operating normally and that service is required.

Change Water Panel: The yellow light indicates that it is time to change the Water Panel in the humidifier.

Humidifier On: The green light indicates that the humidifier is operating normally.

BLOWER ACTIVATION

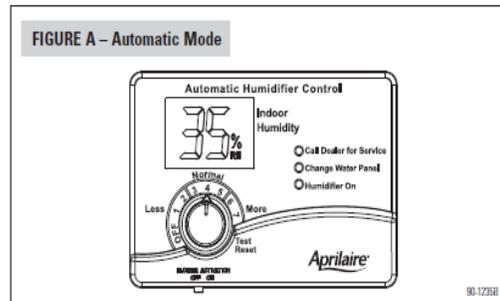
Set the Blower Activation Switch to "ON" to allow the Humidifier Control to activate the furnace fan for additional humidification. Refer to **TABLE 3 – Operation Guide**. This may be required if the humidifier is mounted on a heat pump or a furnace with short run cycles. The humidifier should be plumbed to hot water when using the Blower Activation feature.

When the Blower Activation switch is "ON", the Humidifier Control will turn on the HVAC blower when humidity is required. In the "OFF" position, the humidifier will only operate if humidity is required and the HVAC system is operating.

When the Blower Activation switch is "ON", the Humidifier Control may periodically turn the HVAC blower on to sample the RH of the air.

AUTOMATIC MODE

FIGURE A – Automatic Mode

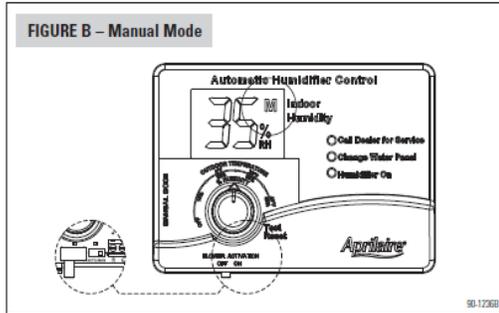


Your Aprilaire Humidifier Control is installed in the cold air return duct. **During the first heating season**, your Humidifier Control needs to be set initially to match your home's condition. Please follow these steps when adjusting your control (refer to **Figure A**).

1. Turn the dial setting knob to "5", which is within the normal range. During the next 24-48 hours it may be necessary to adjust the dial for more or less humidity, depending on your personal comfort and home's requirements. Refer to **TABLE 3 – Operation Guide**.
2. During the coldest portion of the first heating season, minor adjustments may be necessary. This is dependent upon your home's construction. Refer to **TABLE 3 – Operation Guide**.

The RH in your home will now be accurately controlled to meet your needs and should not need further adjustment during future heating seasons. Make note of the dial setting in the event you temporarily move the knob to "OFF" when performing annual maintenance of your Aprilaire humidifier.

MANUAL MODE



When installed in the Manual Mode (see **Figure B** – internal switch in “MAN” position and “M” in the display), it is important to anticipate a drop in outdoor temperature and reduce the setting accordingly to avoid excessive condensation. For example, with an outdoor temperature of 20°F the correct setting will be 35% RH. If the temperature is expected to fall to 0°F, then merely reduce the setting to 25% several hours prior to the temperature change.

See **Table 1** for the recommended settings. These settings, which are based on years of research, represent a compromise between RH levels that would be most desirable for comfort and humidity levels that are suitable for protection of your home and to avoid condensation on your windows. For example, a wintertime indoor RH of 50% may be considered ideal for comfort, but unfortunately, it probably would result in condensation, which can cause damage to your home. Observing the recommended RH levels on your Humidifier Control is an important safeguard. Condensation of water on the inside surface of windows in the form of fogging or frost is usually an indication of too much humidity. This same condensation can occur in other areas in your home, possibly resulting in damage.

Outside Temperature	Recommended RH
+40°F	45%
+30°F	40%
+20°F	35%
+10°F	30%
0°F	25%
-10°F	20%
-20°F	15%

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WATER PANEL CHANGE INDICATOR

The control keeps track of humidifier operation time. The yellow “Change Water Panel” light flashes after a preset amount of running time has elapsed. This running time is preset by the installer based on the humidifier model and water hardness.

Refer to the Annual Maintenance section for instructions on changing the Water Panel or call your heating and air conditioning dealer for service. After the Water Panel is replaced, turn the Control knob to the “Test/Reset” position until the green “Humidifier ON” light flashes, to reset the Water Panel change timer.

TEST/RESET

The Test/Reset feature allows the humidifier operation to be checked even if there is no call for humidity. See “Check the Humidifier Operation” on page 9.

ADDITIONAL INFORMATION

Your humidifier is a precision system that will accurately maintain the RH in your home. For every 2°F change in outdoor temperature, the Digital Humidifier Control will automatically adjust the indoor RH by 1%.

The Digital Humidifier Control will accurately control the humidity in your home to a maximum of 45% RH.

The RH Values in **Table 2** are targets based on outdoor temperature and the Digital Humidifier Control setting. The actual RH may vary due to conditions in the home (cooking, showering, etc.).

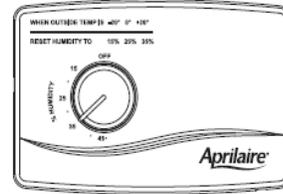
		Outdoor Temperature (°F)						Relative Humidity (%)
		-10°F	0°F	10°F	20°F	30°F	40°F	
Dial Setting	1	10%	10%	10%	15%	20%	25%	
	2	10%	10%	15%	20%	25%	30%	
	3	10%	15%	20%	25%	30%	35%	
	4	15%	20%	25%	30%	35%	40%	
	5	20%	25%	30%	35%	40%	45%	
	6	25%	30%	35%	40%	45%	45%	
	7	30%	35%	40%	45%	45%	45%	

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TABLE 3 – Operation Guide	
Condition	Solution
Condensation on windows.	Reduce the setting on the control dial by 1 increment.
Lack of humidity.	Increase the setting on the control dial by 1 increment. If the Humidifier Control is already at the maximum setting of "7"; set the Blower Activation Switch to "ON". The humidifier should be plumbed to hot water when using the Blower Activation feature.
Humidifier does not operate. (Solenoid does not "click" when control is moved to "Test/Reset" position.)	Turn dial to "Test/Reset". Make certain HVAC blower is operating. If unit still does not operate, consult a heating contractor.
Humidifier won't shut off.	Turn dial to "Off". If unit continues to operate, consult a heating contractor.
Test mode.	System operation is checked by setting the knob to "Test/Reset". Make certain HVAC blower is operating. Humidifier will operate for one minute. NOTE: Placing the knob in "Test/Reset" resets the Water Panel change timer.
Red "Call Dealer for Service" light flashes (Figure A).	Note the error code on the display (E1, E2, E3 or E4) and call your heating and air conditioning dealer.
Yellow "Change Water Panel" light flashes (Figure A).	Refer to the Annual Maintenance section (page 11) for instructions on changing the Water Panel or call your heating and air conditioning dealer for service. After the Water Panel is replaced, turn the Control knob to the "Test/Reset" position until the green "Humidifier On" light flashes, to reset the Water Panel change timer.

**OPERATING INSTRUCTIONS –
MODELS 350, 360, 400M, 500M, 600M & 700M**

FIGURE C – Manual Humidifier Control



Your Aprilaire humidifier is controlled by a Manual Humidifier Control (see **Figure C**). The Manual Humidifier Control is installed either in the cold air return duct or on an interior wall of the home. With the Manual Humidifier Control, it is important to anticipate a drop in outdoor temperature and reduce the setting accordingly to avoid excessive condensation, just as with the Digital Humidifier Control installed in Manual Mode (see page 6).

To determine the indoor RH, slowly turn the knob clockwise and counterclockwise and listen for 2 clicks. The indoor RH is within the range of the 2 clicks.

CHECK THE HUMIDIFIER OPERATION

DIGITAL HUMIDIFIER CONTROL

Set the knob to "Test/Reset", make sure that the water saddle valve is open and that there is electricity to the humidifier. The HVAC fan must be running for the humidifier to function. Note: Turning the knob to "Test/Reset" resets the "Change Water Panel" timer. The humidifier will only operate for 1 minute in test mode. (Model 400 and 400M: Floats must be down for the solenoid valve to allow water flow.) Reduce the Humidifier Control setting to the recommended inside RH, depending on the outside temperature. **DO NOT LEAVE IN TEST MODE AS HUMIDIFIER WILL NOT OPERATE.**

MANUAL HUMIDIFIER CONTROL

Set the knob to the highest setting, make sure that the water saddle valve is open and that there is electricity to the humidifier. The HVAC system must be operating for the humidifier to function. Confirm that the solenoid valve is energized and water is flowing into the humidifier. Return control knob to desired setting.

ADDITIONAL INFORMATION FOR ALL MODELS

Be sure to keep fireplace dampers closed when not in use. They provide an excellent escape route for heat, as well as humidity.

On occasion, indoor moisture producing activities such as clothes drying, cooking, showers, etc., may raise the RH level higher than it should be, even though the Aprilaire humidifier is not operating. Telltale indications are condensation or frost on cold surfaces such as windows, doors, walls, etc. If such condensation persists for several hours, your home should be ventilated to dissipate the potentially damaging excess moisture.

EFFECT OF WATER CHARACTERISTICS

Your humidifier is designed to operate using hot, cold, hard or mechanically softened water. (Hot water is required for Models 350 and 360 and recommended for all models to ensure maximum performance.)

Water contains varying amounts of minerals. The residue remaining as a result of hard water evaporation is primarily calcium and magnesium components and is usually quite hard, scaly, and dense.

Residue from softened water tends to be soft and fluffy and has a greater volume than hard water deposits. In either case, the service life of a Water Panel evaporator will be the same. The Water Panel evaporator should be changed at least once a year with the exception of Models 400 and 400M which should be changed at least twice a heating season. In the drain-equipped models, most of the mineral solids are flushed down the drain.

Hot supply water, 140°F maximum, is recommended with drain type humidifiers for increasing capacity and is required for heat pump and air handler applications.

WARNING

RISK OF SCALDING. Water temperature over 125°F can cause severe burns and scald instantly. Shut off the hot water supply before disconnecting or tapping into any hot water supply line.

ANNUAL MAINTENANCE

For best performance, we recommend that you replace the Water Panel evaporator in your Aprilaire humidifier at least annually with the exception of Models 400 and 400M which should be changed at least twice per heating season.

The "Change Water Panel" indicator light (Digital Control only) will blink when it is time to change your Water Panel. See individual model instructions for additional maintenance.

To purchase a new Water Panel:

- Call the installer of your Aprilaire humidifier.
This information is often found on your equipment.
- Call your heating and air conditioning dealer.
- Use our "Dealer Locator" at: www.aprilaire.com
- Look in the Yellow Pages under Humidifying Apparatus or Heating & Air Conditioning Contractors.
- If none of the above is successful and you still need information, please feel free to write us.
- Purchase only Genuine Aprilaire Water Panels to maintain performance.

If your humidifier is equipped with a Digital Humidifier Control with Water Panel change indicator, after replacing the Water Panel, turn the control knob to the "Test/Reset" position until the "Humidifier On" light blinks to reset its timer. (Blower must be operating and HVAC calling for heat.) Be sure to turn the control knob back to its original setting. If the "Humidifier On" light continues to blink, your humidifier is in Test mode. **DO NOT LEAVE THE CONTROL IN TEST MODE OR HUMIDIFIER WILL NOT OPERATE.**

Heat Recovery Ventilator Operation

I. Safety Considerations

1. Disconnect electric power to the system to prevent the risk of fire or electrical shock before performing repair, service and/or maintenance
2. Do not disassemble, alter, or modify the product.
3. Install the product where it is not directly exposed to or not affected by light, TV, or heating elements.
4. Install by certified/qualified persons in accordance with installation instructions and all applicable codes.

II. Features

1. Room mount microprocessor-based controller with liquid crystal display including membrane buttons for set-point/ programming control, unit on/off, and status indicators.
2. Energy saving featured two operating mode functions – “system start” and “system stop”
3. All programming and set-points are stored in non-volatile memory, and never lost in power failure or during replacement of filter/element.
4. Indicating lamp for fan operation and with motor protection devices for over-voltage and over-current.

III. Technical Specifications

1. Airflow Control(by Speed Selection) : low, Medium, high, off
2. Operating Mode Control(Continuous, Intermittent, Recirculation: hourly
3. Cycles per Hour: 0/0 20/40 and 30/30
4. Reset Time: 1 to 24 hours
5. Time Accuracy: ± 2 sec/ 10000hr
6. Operating Temperature Range: 0 to 50°C
7. Operating Humidity Range : 0 to 95%RH, non-condensing
8. Construction Material: noncombustible ABS
9. Accessories: two M4x25 screws for base mounting

IV. Operating Instruction

1. Power

- 1) In case of power failure or no electrical power to the controller, nothing will be appeared ON the display screen.
- 2) Once “Power” button is pressed, the system will turn on to stand-by mode.

2. Airflow

- 1) Once power is ON to the system, press “^”(up arrow) or “v”(down arrow) buttons(with non-flashing numerals in the display screen) until desired airflow is obtained.

3. System Start/ System Stop

- 1) Press “ System Start” button; then, after preset stop time is lapsed, the system will start.
- 2) Press “System Stop” button; then, after preset start time is lapsed, the system will stop.
- 3) To release pre-set time and pre-set airflow, Press “System Start” and “System Stop” together
- 4) Once power is ON to the system, “^”(up arrow) or “v”(down arrow) buttons may be used for pre-set time(with flashing numerals in the display screen) or desired airflow set(with non-flashing numerals in the display screen).

4. Element/Filter

1) Element

- a. Press “Element” button and the LCD display screen will indicate the remaining run-time as a reminder until the next change of element(actual time = display indicated time x 100).
- b. After element is serviced or changed, reset as follows: Press and hold both “Element” and “^”(up arrow) buttons together for 3 seconds. This will reset the timer (to the pre-set hours) and start counting the time until the next service/ change of element.\
- c. In order to newly set or alter previously selected pre-set time period determined for service/change of element, press and hold “Element” and “System Start” buttons simultaneously for 3 seconds. Numerals will appear flashing in the display screen. Press “^”(up arrow) or “v”(down arrow) buttons to change the displayed time until the desired pre-set time is indicated (actual pre-set time = display indicated time x 100). Once the desired pre-set time is indicated on the display screen, press “Power” button to set the pre-set time. Alternately, pressing both “Element” and “System Start” buttons simultaneously will also pre-set.

2) Filter

- a. Press “Filter” button and the display screen will indicate the remaining time as a reminder until the next change of element (actual time = display indicated time x 100)
- b. After filter is cleaned or replaced, reset as follows: Press and hold both “Filter” and “V” buttons together for 3 seconds. This will reset the timer (to the pre-set hours) and start counting the time until the next change of filters.
- c. In order to newly set or alter previously selected pre-set time period determined for service/change of filters, press and hold “Filter” and “System Stop” buttons simultaneously for 3 seconds. Numerals will appear flashing in the display screen. Press “^”(up arrow) or “v”(down arrow) buttons to change the displayed time until the desired pre-set time is indicated (actual pre-set time = display indicated time x 100). Once the desired pre-set time is indicated on the display screen, press “Power” button to set the pre-set time. Alternately, pressing both “Filter” and “System Stop” buttons simultaneously will also pre-set.



DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES CHINHAЕ
PSC 479 BOX 502
FPO AP 96269

CFACINST 1710.4B
N92
12 Oct 17

COMFLEACT CHINHAЕ INSTRUCTION 1710.4B

Subj: SUPERVISION OF CHILDREN HOME ALONE AND SELF CARE POLICY

Ref: (a) OPNAVINST 1700.9E

Encl: (1) CFAC Child and Youth Programs Self Release Form

1. Purpose. To establish the policy Commander, Fleet Activities Chinhae (CFAC) on standards for child supervision.
2. Cancellation. CFACINST 1710.4A.
3. Applicability. These procedures are applicable to all military members, civilian employees, and their families assigned to or visiting United States Fleet Activities Chinhae (FAC).
4. Discussion. Parents and guardians are responsible for appropriate and adequate supervision of their minor family members at all times. Self-Care is defined as care where the child is responsible for him or herself and generally includes children who are left unattended before or after school and during school vacations/holidays.
5. Policy. Establishes acceptable parameters and provides guidance to parents, enforcement agencies, health care providers, and the general community concerning minimum acceptable standards of supervision for children onboard FAC. Sponsors are responsible for ensuring the health, welfare, and safety of minor family members and dependents at all times and for ensuring that such persons obey the provisions of the policy.
6. Procedures. No child of any age will be left unattended under circumstances involving potential or actual risk to the child's health and safety. Each child is unique; personality, environment, developmental progress and maturity levels are factors used to determine when children are ready to accomplish activities with little or no supervision. Parents should assess their children's maturity and, if necessary, raise the minimum age limits outlined below. The following minimum community standards are:

Age	Left alone in quarters	Left alone overnight	Left alone on playground	Left in Car Unsupervised	Left alone in Public Areas
0-5	No	No	No	No	No
6-9	No	No	Yes*	No	Yes*
10-11	Yes**	No	Yes**	Yes	Yes**
12-15	Yes	No	Yes	Yes	Yes
16-17	Yes	Yes***	Yes	Yes	Yes
18+	Yes	Yes	Yes	Yes	Yes

* Adult within hearing or visual contact

**Not more than four hours

*** With access to a designated adult

a. Children ages five and younger shall be directly supervised while on government property. Children of this age must be under direct parental or designated adult supervision. Designated adult supervision is defined as a professional (e.g., teacher, CYP professional, etc.) or an American Red Cross certified babysitter, age 12 or older for periods not to exceed nine hours.

b. Children ages six to nine must be within sight and sound of the person responsible for their supervision. Children in grades three and above are exempt from the "Outside and Unattended" rule when going to and from CYP programs. Children in this age range should know their address and phone number. These children may walk to/from CYP programs unattended with parental discretion. Only children age eight and older may ride their bikes without adult supervision. Each child must wear proper protective equipment and adhere to the safety standards set by the command.

c. Children ages 10 to 11 shall be provided general supervision and parents shall have knowledge of their whereabouts always. They shall be left alone in quarters for no longer than four hours. The children must know what to do in an emergency and be able to contact the parents at all times.

d. Children ages 12 to 15 may not be left alone in the home for periods of more than ten hours. Leaving a child of this age for more than 10 hours requires adult supervision or a babysitter older than the age of 16. Children ages 12-17 may supervise siblings; however, it is strongly recommended that they be certified as American Red Cross babysitters. They shall not be left unattended in the home overnight.

e. Children age 16 to 17 may be home alone, and left alone in quarters overnight, if there is a designated adult in the area who has been notified by the parents to be responsible for the child in their absence. The designated adult must be given the following

Information: length of absence, time and date of departure and return, name, address, phone number where the parents can be reached and a second emergency contact name and number.

f. Family members age 18 are considered adults and should be treated as such, unless they have a mental or physical disability that would prevent them from being left unattended.

g. Only authorized parents, individuals designated by the parent, or siblings 16 and older with parent consent are authorized to sign children out of CDC/SAC/Youth programs.

h. Parents giving their children ages six to 12 permission to sign themselves in and out of the CYP programs must complete and sign enclosure (1), which will be maintained in the child's CYP file. Each time a child signs out of the CYP program the person at the front desk with call or text the parent (or a designated person) to inform them of the child's departure time.

i. Requirement for Child Sitters:

(1) Minors ages 12 and older may child sit children under the age of 11 for their immediate family members or other families' children.

(2) It is mandatory to take the American Red Cross babysitter course prior to child sitting for children who are not immediate family members.

(3) Qualified child sitters ages 12-13 may child sit for up to three hours. Qualified child sitters ages 14-17 may child sit children for a period not to exceed nine hours per day.

7. Point of Contact. Parents who have questions about this policy may contact the CYP Director at DSN: 762-5381 or Commercial: 055-540-5381.


T. F. McNAMARA

Distribution:
CFACINST 5215.1K (Lists I and IV)



CFACINST 1710.4B
12 Oct 17

Commander, Fleet Activities Chinhae

Child and Youth Programs

Self-Release Form

FOR CHILDREN AGES 10 THROUGH 12

In accordance with Commander, Fleet Activities Chinhae, my child meets the self-release and home alone policy requirements established in CFACINST 1710.4B. I acknowledge I have read and understand the policy. I understand that if I allow my child to self-release from child and youth programs, he or she **MUST** check In/Out at the front desk and CYP is **NOT** responsible for my child before signing into or after signing out of the program.

I hereby give permission for my child, _____, age _____, to self-release from CYP Activities hosted on U.S. Fleet Activities Chinhae. I understand I (or a designated adult) **WILL BE CALLED AND INFORMED OF THE SIGN OUT TIME** by someone at CYP when my child signs out.

Parent/Guardian Name: _____

Parent/Guardian Contact: Cell: _____ Work: _____

Parent/Guardian Signature: _____ Date: _____

*****For Office Use Only*****

**Received by: _____ Date: _____

**Approved by: _____ Date: _____

Enclosure (1)

Quick Contact Information

Self Help hours

Hours: Monday through Friday, 0800-1200 and 1300 – 1700
Saturday 0800- 1200 (Apr 1 – Oct 1).

PW trouble desk

Office Hours: Monday through Friday, 0800 – 1200 and 1300 - 1700
Phone: 762-5311(DSN) or 055-540-5311 (Commercial)
After hours emergencies: 010-3591-5281

Useful Phone Numbers

POC	DSN	COMMERCIAL(055-)
Trouble Call Desk	5311	540-5311
Fire Station	5506	540-5506
CBH/NGIS	5336	540-5336
Duty Medical	5415	540-5415
Community Bank	5109	540-5109
Environmental Office	5278	540-5278
Turtle Cove	5350	540-5350
Third Deck	5358	540-5358
Youth Center	5381	540-5381
Gym	5224	540-5224
Bowling Alley	5382	540-5382
Softball Field	5224	540-5224
Swimming Pool	5364	540-5364
Recreation Equipment Rental	5386	540-5386
Theater	5386	540-5386
AAFEES	5351	540-5351
Commissary	5204	540-5204
293rd Signal Company	5000	540-5000
Post Office	5803	540-5803
Chapel	5388	540-5388