



The Villages at Fort Belvoir Resident Responsibility Guide

Revised 30 September 2021

Community Management Office and Maintenance Telephone Numbers

Fairfax Community Management Office	703.781.4833
Serving residents of Belvoir, Cedar Grove, Fairfax, Gerber, Jadwin Loop, Rossell and Park Villages	
George Washington Community Management Office	703.781.0597
Serving residents of Dogue Creek, George Washington and River Villages	
Vernondale Community Management Office	703.781.7280
Serving residents of Colyer, Herryford and Vernondale Villages	
Woodlawn Community Management Office	703.781.0566
Serving residents of Woodlawn Village	
Lewis Community Management Office	703.781.5901
Serving residents of Lewis Village	
24-Hour Service Request Line	703.619.3880
Family Housing Welcome Center	703.619.3877
The Villages at Belvoir Website	www.villagesatbelvoir.com

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- Directorate of Emergency Services Fire Prevention Memorandum for all Fort Belvoir Housing Occupants
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- Telephone Number Quick Reference

Welcome to The Villages at Belvoir

Welcome to your new home and to The Villages at Belvoir! Recognizing how much you and your family sacrifice for our country, we are deeply honored and proud to have the privilege of serving you at home.

We know that your quality of life is not just impacted by your home here at The Villages at Belvoir, but also by the quality of the community in which you live and the services you receive as a resident. To ensure that your time with us as a resident is enjoyable and stress free, our team is dedicated to providing you and your family with a level of quality services that exceed your expectations. For example, your community features an on-site community management team, and we provide you with lawn care, leaf removal, and a 24-hour emergency and routine maintenance request line. We also host opportunities for you to socialize with your neighbors by holding numerous community events and through our sponsorship of events held by organizations here on Post. In addition, we continually communicate valuable housing and community news and information to you through via e-mail and text messages through our One Call Now messaging system, our Facebook page, as well as through newsletters and online at our website, www.villagesatbelvoir.com.

The Villages at Belvoir community offers military families new, renovated and traditional homes along with five new community centers and offices, each of which features numerous amenities available to you and for the enjoyment of family and friends. Fort Belvoir Residential Communities, LLC (FRBC) continues to enhance and add to the many amenities located throughout our community, and your ideas and suggestions are always welcome.

This Resident Responsibility Guide (RRG) is a legal part of the Resident Occupancy Agreement (Agreement). It provides details and information about your community, our operations and services, and your responsibilities as a Resident. Please review this guide thoroughly as it is designed to assist you while residing with us, and feel free to provide us with comments and suggestions on how make the guide as useful and informative as possible - your feedback is important to us. We are proud to serve those who serve our country and to welcome your family to Fort Belvoir.

We are proud to welcome you home.

1. INTRODUCTION

The Fort Belvoir Residential Communities, LLC (FBRC) partnership officially began operations at Fort Belvoir on 1 December 2003, and our team has been working ever since to rebuild, renovate, and maintain to the highest standards of family housing at Fort Belvoir.

The Villages at Belvoir is a community comprised of the following 15 Villages:

- Belvoir
- Cedar Grove
- Colyer
- Dogue Creek
- Fairfax
- George Washington
- Gerber
- Herryford
- Jadwin Loop
- Lewis
- Park
- River
- Rossell
- Vernondale
- Woodlawn Village

Amenities available throughout our Villages include tot lots, baseball fields, soccer fields, tennis courts, basketball courts, neighborhood centers, picnic shelters, a fitness center and trail, a dog park and a community garden.

Key features of the Property Management and Operations Plan include:

- Five Neighborhood Centers with Community Management Offices that are open to serve Residents Monday through Friday from 8:30 a.m. until 5:30 p.m.
- A response time of 72 hours for routine service requests, a four (4) hour response time for urgent service requests, and immediate (no more than one hour) response time for emergency situations.
- Hosting Resident social programs, community events, and participating in Army family services and programs.

The FBRC mission is simple: To improve the quality of life for members of the armed forces and their families.

2. RESPONSIBILITIES AND DUTIES

2.1 Definitions

Definitions of terms used throughout the Resident Responsibility Guide (RRG) are as follows:

Agreement:	Resident Occupancy Agreement
Landlord:	Fort Belvoir Residential Communities, LLC (FRBC)
Resident:	Individual who signed the Resident Occupancy Agreement
Premises:	The dwelling address indicated within the Agreement

2.2 Landlord Responsibilities

Landlord agrees to maintain all electrical, plumbing, heating, ventilating, air conditioning, appliances and other facilities and common areas in good and safe working condition, subject to the covenants and duties undertaken by Resident(s) below. Landlord further agrees to comply with all applicable building and housing code requirements governing residential rental property in the Commonwealth of Virginia.

2.3 Resident Responsibilities

Resident agrees to:

- Keep the Premises clean and safe;
- Use all electrical, plumbing, heating, ventilating, air conditioning, appliances and other facilities and common areas in a reasonable manner;
- Conduct himself/herself, and require family members, guests and other invitees to conduct themselves, in a manner that will not disturb other residents' peaceful enjoyment or cause annoyance to other residents;
- Take care not to intentionally or negligently destroy, damage or remove any part of the Premises, nor permit any member of the Resident's family, any guest or other person to do so;
- Furnish and replace all light bulbs and changing furnace and air conditioner filters;
- Maintaining the Premises in a manner to prevent accumulation of moisture and the growth of mold and promptly reporting water leaks, intrusion, or visible mold, mildew, or water damage.
- Report maintenance problems in a timely manner;
- Abide by all rules, responsibilities and regulations imposed by the Landlord; and
- Comply with all applicable provisions of local building and housing codes materially affecting health and safety.

3. GENERAL INFORMATION

3.1 Conditions of Occupancy

The Resident will use the Premises solely as a single-family residence for the military sponsor and qualified family members. The use of the home for any other purpose, including shelter for any additional persons, except temporary guests residing in the home for less than thirty (30) days, is prohibited without prior written Landlord consent.

3.2 Ice and Snow Removal

When a snow event occurs, The Villages at Belvoir is responsible for providing "passable" conditions on the roads throughout housing neighborhoods. There are specific contract requirements for performing snow removal services. The snow removal priority will start with roadways, side streets and alleyways. Once these roadways are passable, the sidewalks will be addressed as per the schedule below. There are multiple teams of plow trucks and laborers that will start in multiple zones as conditions warrant. In accordance with Fort Belvoir DPW

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plowing practices, The Villages at Belvoir Road plowing operations will begin after 2 inches of snowfall has accumulated. Once snow plowing operations have begun, they will continue throughout the duration of the storm.

Plowing priorities are as follows:

1. Two-lane roadways within the Villages will be plowed to provide one passable lane of traffic.
2. Side streets and alleyways within the Villages.
3. Once snowfall has ended, snow removal priorities are as follows:
4. Clearing sidewalks starting at the Community Centers/Welcome Center and Maintenance Shop.
5. Clearing the Specker Field House parking lot located across the street from the Belvoir Chapel on 12th Street.
6. Clearing sidewalks and driveways at designated GOQ homes as well as for families enrolled in the Deployment Support Program.
7. All other common use sidewalks. Common use sidewalks are defined as those that run parallel to the road.

** Passable means that roads may be snow packed with one travel lane accessible.

Families with special needs who require assistance with the snow removal process are asked to contact their Community Management Office to discuss any special needs or requests.

When there is significant snow accumulation, understand that the initial plowing operation is intended to provide passable conditions only. This allows us to provide all neighborhoods with a passable way out as early as possible. As soon as they are able, plow trucks will start working on clearing roadways curb-to-curb or bumper-to-bumper.

Once roadways are widened for safe passage of two vehicles, or reaching their widest point, the plow trucks will spend more time on clearing parking spaces, dead ends and alleyways that are not obstructed by vehicles.

Families who qualify for the Deployment Support Program will need to register at their local Community Center prior to the snow event in order to qualify for service.

The type of snow (wet or powdery), the temperatures and wind conditions during and following a storm can alter the schedule or have an effect on snow removal efforts.

Working together, residents can play an important role in helping The Villages at Belvoir provide more effective snow removal to all of the neighborhoods. The following actions will benefit all of us during snow emergencies:

- Park all vehicles in your garage, driveway or designated parking space. If you live in a Village with no garages or driveways, and you need to utilize parking spaces or roadways, everyone is asked to please park on the same side of the road when possible.
- Do not shovel your vehicle, parking space and/or garage out until the contractor has cleaned the roadways curb-to-curb/bumper-to-bumper or cleared the alleyway. This will help you from having to duplicate your shoveling efforts.
- Place shoveled snow in lawn areas and islands where possible. Do not place shoveled snow back in roadways.
- It would be helpful if upon returning home you moved your vehicles into areas that have already been cleared by the contractor.

- Do not park in front of areas the contractor is using to pile snow.
- Please do not stop the contractor and request that they plow your individual space.
- Please instruct children on the dangers of playing in or around roadways especially during extreme weather events.
- You may utilize the Specker Field House parking lot located across the street from the Belvoir Chapel on 12th Street as overflow parking.

It is the Resident's responsibility to remove snow and ice from all exit steps and sidewalks leading from the Premises to the common use sidewalk, as well as from your driveway/parking pad/garage entrance.

For your convenience, a limited supply of sand or ice melt will be available at your Community Management Office on a first come, first served basis. A limited supply of snow shovels may be signed out and borrowed through the Community Management Offices while supplies last.

Snow Removal Expectations

- 0-3 inches - Plowing begins as needed and is completed within 12 hours after the storm has ended.
- 4-8 inches - Plowing begins as needed and roads are passable 24 hours after the storm has ended.
- 9-12 inches - Plowing begins as needed and roads are passable 36 hours after the storm has ended.
- 12-18 inches - Plowing begins as needed and roads are passable 36-48 hours after the storm has ended.
- Over 18 inches - Plowing begins as needed and roads are passable 48 hours after the storm has ended.

3.3 Renter's Insurance

Landlord requires all residents to purchase and maintain a renter's insurance policy throughout their residency at The Villages at Belvoir. See Community Specific Addenda for more details.

3.4 Landscaping

Landlord will provide standard landscaping maintenance services including mowing, edging and leaf removal on a programmed schedule in both the family housing common areas and in unfenced yards of all Premises. Services are scheduled in a manner that provides all Residents with a consistent appeal with the community.

Residents are responsible for mowing, trimming, removing clippings (if necessary), and watering the grass, shrubs, and plants to maintain proper conditions in all fenced back yard areas. In the event that a Resident fails to maintain their fenced back yard, the Resident will be charged for any lawn services performed in these areas to restore the yard to proper appealing conditions as determined by Landlord.

3.5 Resident Occupancy Agreement

Each Resident is required to sign an Agreement with Landlord prior to moving into the assigned home/Premises. A Special Power of Attorney is required for a spouse to sign the Agreement in lieu of a service member who is physically outside of the National Capital Area. All Residents must use the allotment process for payment of BAH to Landlord unless their branch of service does not authorize it.

3.6 Maintenance Requests

All communications regarding property management should be routed to the Community Management Office. Contact information and business hours for the Community Management Offices is included on the inside front cover of this document and on The Villages at Belvoir website.

To submit a maintenance request, Residents have the option to:

- Call the 24-hour maintenance line at 703.619.3880;
- Call or email the Community Management or Maintenance Office;
- Visit the Community Management Office in person;
- Submit a Routine Service Request via the Resident Portal;
- Use the on-line service request form available through the Residents section of The Villages at Belvoir website for ***routine maintenance requests only***; or
- Emergency service requests shall be submitted by Resident by telephone call to 703.619.3880.

The Landlord provides 24-hour emergency maintenance service. ***Emergency work orders take priority over all other work orders because they require immediate action.*** A service technician will respond promptly, either by telephone or in person, to confirm the classification of any emergency maintenance request and establish priorities for addressing multiple emergencies. The following situations are examples of the classification of requests, but are not limited to these situations only.

3.6.1 Emergency Maintenance Request

An emergency maintenance request applies when any condition is present that may constitute an immediate threat to health, safety, or property. These requests are responded to, either by telephone or in person, within one (1) hour.

Examples: loss of heating (when exterior temperature is below 50 degrees), loss of air conditioning (when exterior temperature is above 85 degrees), sewage back-up, electrical hazards, inoperable exterior door lock, broken water line, or flooding.

IMMEDIATELY REPORT fire and natural gas leaks to the Fire Department by calling 703.781.1800 and then report the leak to the Community Management Office.

3.6.2. Urgent Maintenance Request

An urgent maintenance request applies when any condition exists that could become an emergency if not addressed in a timely manner. Urgent maintenance requests are responded to, either by telephone or in person, within four (4) hours.

Examples: Range/oven failures, refrigerator failure, water heater failure, inoperable toilet when only one toilet is present in the home, broken window, garage door jammed or inoperable, or when a light fixture, switch, or outlet is not working.

3.6.3 Routine Maintenance Request

A routine maintenance request applies when any condition exists that is not categorized as emergency or urgent situation.

Residents should inform the person taking the maintenance request if there are any verifiable medical conditions that will be aggravated by the condition present in the home related to the request.

When responding to a maintenance request, Landlord maintenance personnel will ring the doorbell, knock on the door, and wait an appropriate amount of time before entering the

Premises. Uniformed maintenance technicians will hang a notice on the front door knob when they are in the home and will leave a notification slip behind after they have completed the work in the home. In the event maintenance personnel are unable to gain access to your home, a \$25 false trip charge will be incurred. To avoid a false trip charge, contact your Community Management Office a minimum of two (2) hours before the scheduled appointment.

All warranty requests are handled according to warranty policy. The Landlord will schedule all warranty work and in turn will notify the Resident of the scheduled date of service. It is the Resident's responsibility to either be at the Premises on the scheduled day or prepare the Premises for entry. If the technician is not able to enter the Premises due to an unconfined pet or an unattended child age 18 and under in the home, charge

Residents should contact their respective Community Management Office if there are any questions concerning any maintenance issues. We encourage all residents to complete and return the Maintenance Rating Card (green card) left behind by the maintenance technician each time maintenance work is performed. Survey cards may be returned by mail or by dropping them off at any Community Management Office. These cards assist us in evaluating our service technicians and the services we provide.

3.7 Office Hours

Community Management Offices are open Monday through Friday, 8:30 a.m. to 5:30 p.m. Office hours can always be found on The Villages at Belvoir website (villagesatbelvoir.com) and posted at all Community Management Offices.

After normal office hours, Residents may call the 24-hour maintenance request line at 703.619.3880 to place a maintenance request with a maintenance-qualified operator. When the maintenance call center receives an emergency call, the operator will verify that the Resident has spoken with appropriate emergency responders such as fire, police, or medical assistance. An emergency that requires immediate maintenance response will result in direct contact by the operator with on-call resources to initiate emergency maintenance service.

3.8 Privacy Policy

No Resident information will be released to third parties unless requested in writing by the Resident. The only exception to this policy is when a request is received in writing from authorized Department of Defense personnel acting in an official capacity or other parties approved by appropriate legal authority.

3.9 Rent/Basic Allowance for Housing

Each Resident senior service member will receive a monthly Basic Allowance for Housing (BAH) for the Fort Belvoir duty station based on the Resident's rank and family status. At the time of move in, the senior-ranking service member must establish an allotment to FBRC with the Defense Finance and Accounting Service (DFAS) using the Military Assistance Company (MAC) in order for Landlord to receive rent automatically. Proof of such action must be provided to Landlord at the time of Agreement signing, by submission of DD Form 5960 accompanied by a copy of the Resident's military assignment orders. If the Resident is unable to establish an allotment due to DFAS or MAC limitations, the Resident will be required to pay their monthly rent to the Community Management Office via personal check, certified check or money order by the first of each month. If a personal check is returned due to "insufficient funds," a \$50.00 charge will be assumed by the Resident and the Resident's account will be placed on "no check status" and all future monies due must be made in the form of certified funds.

Resident shall not be in default by reason of Landlord's failure to receive a BAH payment due to an error or delay caused by the military, as long as the appropriate military authority provides written acknowledgement of this error or delay within five (5) days of the payment date and the default is cured within thirty (30) days (unless extended by Landlord upon the written request of the Army). Landlord will take the appropriate action necessary to collect funds until proper documentation and/or payment is received.

3.10 Rubbish, Refuse, and Recycling

Trash containers and recycling bins are provided to each Resident. Containers must be covered and stored out of sight until trash day. Containers may be put out for pick-up no earlier than 6:00 PM on the evening prior to the scheduled pick-up day and must be removed from the curb and returned to the storage area after pick-up no later than 6:00 PM the next day. Bulk items will not be stored outside the Premises or at the curb except the evening prior to the scheduled pick-up day.

The pick-up schedule, including changes due to holidays, is available through all Community Management Offices.

Pick-up Schedule: Trash and Recycle: Monday - Please refer to the recycling guideline flyers included in the Appendix section of this Guide for more information on recycling programs in place here on Fort Belvoir.

4. MOVE-IN/MOVE-OUT RESPONSIBILITIES

4.1 Move-In Inspection

A Move-In Inspection Report will be completed by the Resident, Community Management Office representative, and at the election of the Resident, a Military Housing Office ("MHO") representative, with any repairs needed noted by the Resident. If repairs are not practical, the Move-In Inspection Report will note the existing condition so that the Resident will not be held responsible for any pre-existing condition when they move-out. No agreement regarding future repairs is made unless the repair was specified on the Move-In Inspection Report. Any items identified to be repaired will be entered as a work order request. See Paragraph 9 of Agreement for more details. Inspection report due back to Community Management Office no later than (3) Business days after moving into the Premises

4.2 Termination of Agreement/Vacate Notice

Landlord requires a written 30-day notice of termination/intent to vacate prior to Resident vacating the Premises, including at the end of the Agreement term. Residents may obtain the Notice to Vacate Form from the Community Management Office.

Residents are required to visit their Community Management Office when delivering the Notice of Intent to Vacate Form in order to coordinate the actions required to clear family housing, including terminating the service member's BAH allotment, scheduling the move-out inspection, and providing forwarding information. See Paragraphs 4, 5, and 6 of Agreement for details on early terminations.

4.3 Pre-Inspection & Move-Out Inspection

Vacating Residents are required to schedule a pre-move out inspection and final inspection within five (5) days of submitting the Notice to Vacate form. Resident may attend the pre-move out inspection, elect to have a representative attend the pre-move out inspection and/or may elect to bring a representative from the MHO.

A Final Move-Out Inspection will be completed within (2) business days after the date

Landlord has knowledge Resident has vacated the Premises. Resident is encouraged to accompany the Community Management Office representative during both inspections. Resident may attend the pre-move out inspection, elect to have a representative attend the pre-move out inspection, and/or may elect to bring a representative from the MHO.

4.4 Cleaning Requirements (Vacating Premises)

Premises must be empty and in broom swept condition by 5:30 p.m. (Eastern Time) on the scheduled vacate date. Please remember that another service member will be moving into your home. Therefore, we ask that you prepare your home for acceptable move in condition by ensuring that it is clean, in good repair, the carpet is free of stains and pet urine, and your backyard is mowed and the landscaping intact.

When vacating, the Resident must leave the Premises in the same high standard of cleanliness and repair that it was received. The Resident is responsible for leaving the Premises with no damage (unless noted on the Move-In Inspection Report) and in broom-clean condition - normal wear and tear is expected. Broom clean condition implies that the Premises is clean throughout - all surfaces wiped down and all flooring has been swept or vacuumed prior to the move-out inspection and carpets are cleaned and free of stains. A Cleaning and Damages Cost List is available at each Community Management Office.

Kitchen

- Clean range, range hood, elements, oven racks, burners, burner rings, broiler pan, storage drawer and knobs - completely assembled and free of all dirt, baked-on debris, grease, food, and cleaning residue
- Wipe down refrigerator and freezer inside and out, and remove all food
- Wipe down all cabinets, drawers, shelves, cutting boards, countertops and remove all liners/shelf paper from shelves and drawers
- Wipe down sinks and faucets
- Clean and empty dishwasher
- Mop and sweep/vacuum floors

Bathroom

- Wipe down tile, tub and shower - left free of mildew and mold
- Wipe down toilets and sinks - left free of mildew and mold
- Empty all cabinets including medicine and drawers
- Mop and sweep floors
- Empty linen closet and remove shelf paper

General

- Wipe down blinds - free of dust
- Sweep garage and patios
- Clean and disinfect garbage receptacles
- Remove all trash and personal items, surrounding grounds and storage areas
- Clean carpet - must be free of stains
- Refer to Section 5.1 for requirements applicable to alterations Refer to Section 5 (Care of Homes) for additional requirements.

4.5 Normal Wear and Tear

Repairs or replacement of equipment due to normal wear and tear will be at the Landlord's expense. Resident is liable for any damage that is determined to be in excess of normal wear and tear and for costs associated with cleaning not completed as described in Paragraph 4.3.

IMPORTANT NOTE: Any work not completed by the Resident that is completed instead by Landlord or a Landlord contractor will be charged back to the Resident. A cleaning and damage cost estimate sheet, outlining the standard costs to clean or repair Premises left dirty or damaged beyond normal wear and tear is available through all Community Management Offices. If more than seven (7) business days are required to perform our turnover process due to damage or wear and tear beyond the normal that was caused by Resident (and, as applicable, the household), Resident may be assessed additional rent to cover the rent loss while Landlord makes the required repairs.

5. CARE OF HOMES

5.1 Alterations

Resident must obtain written permission from Landlord before starting any alteration or modification to the Premises including the grounds. This includes, but is not limited to modifications to the electrical, plumbing, lighting, telephone and cable systems, landscaping, patios and walkways, fencing, or installing shrubbery, flower or vegetable gardens. Should painting, wallpapering, stenciling, or other changes to wall surfaces be approved, the wall must be returned to the original condition prior to move-out. Alteration requests are to be submitted to the Landlord by completing a Request for Modification/Accommodation form available from the Community Management Office. Note that alterations may be permitted at Resident expense with requirement that Resident restore to original condition upon move out or be charged for such repair.

At the time of move in, homes may or may not include non-standard alterations left by previous residents. This includes, but is not limited to: shelving, faucets, shower heads, ceiling fans, and light fixtures. Landlord is not responsible for maintenance to non-standard alterations and upgraded items will be replaced with the standard fixture if replacement is required.

All non-standard garden areas installed by Resident must be maintained by the Resident during occupancy and returned to their original condition prior to termination of occupancy. This includes the installation of sod in all areas that have been altered. Any new sod must be of the same variety and species as the surrounding area. See Paragraph 7 Section E of Agreement for more details.

5.2 Exterior Condition/Appearance

While Landlord is responsible for all exterior repairs and maintenance, Resident is responsible for maintaining the overall appearance of the areas around their Premises, including:

- Driveways and sidewalks will be free of oil stains, marks, and writing. Ice and snow will be promptly removed, within designated Resident responsibility areas, as soon as practical after a storm.
- Placement of Resident installed gardens, water fountains, birdbaths, and similar items must be pre-approved, in writing, by Landlord.
- Resident-installed swings, trampolines, sandboxes, pools, playhouses, and similar play equipment must be pre-approved, in writing, by Landlord before being installed. Play equipment must be placed within the confines of the fenced back yard (when fencing is a feature of the Premises) and behind the Premises so as not to be visible from the front of the Premises.

- Personally owned trampolines are limited to sixteen (16) feet in width and must include netting around equipment. Trampolines should be compatible in size to the back yard of the Premises, placed only on a flat surface, and not located where there will be an adverse visual impact from the street or from neighbor's Premises. Residents are encouraged to secure additional liability insurance, which shall be in addition to the renter's insurance required by Paragraph 19 of the Agreement, to cover any injuries that may occur because of play equipment usage. All equipment is to be kept in good repair and removed upon vacating the Premises.
- Satellite dish antennas must be pre-approved, in writing, by Landlord. Once approved antenna will be installed on a post and not on the roof, brick, or any other exterior building feature.
- Trees and utility poles will not be used to install dog runs, signs, hammocks, basketball goals, or any other similar item.
- All toys, lawn equipment, and similar items must be stored out of sight in assigned storage areas when not in use.
- No holes will be made on the exterior surface of the Premises, including brick walls, siding, or over-hangs. Nothing will be fastened to the exterior of the Premises, including signs, bicycle racks or hooks, plant holders or hooks, hose racks, antennas, satellite dish antenna, basketball goals, dog runs, and other similar items.
- Installation of flagpoles must be pre-approved, in writing, by Landlord and must be installed in locations approved by Landlord.
- Trash or debris will not be allowed to accumulate or be stored in a visible location.
- Construction materials for self-help projects are to be neatly stored in an unobtrusive location. Any self-help projects that would physically alter the exterior or interior structure of Premises are not permitted.
- The use of any extension cords must meet current Post fire safety codes and Occupational Safety and Health Administration (OSHA) standards.
- Exterior painting of Premises is not authorized.
- Doghouses must be pre-approved, in writing, by Landlord. Once approved, doghouses are to be placed in an approved location within a fenced area and must not be visible from the front of the Premises.
- In accordance with Installation guidelines, political signs are prohibited within The Villages of Belvoir residential communities.

5.3 Fences

Residents residing in traditional housing Villages who desire to install a fence **must obtain written pre-approval** from Landlord. All fences must be of the type approved by Landlord and installed in a pre-approved location. The Resident will maintain all Resident installed fencing. Residents are not allowed to paint, attach, or alter fencing in any way without written pre-authorization from Landlord. Residents are required to maintain backyard fencing, to include mowing at least one mower strip on the outside perimeter of the fence and removing weeds, grass, and debris from around the fence. **Note:** Additional Resident installed fencing is not permitted in newly constructed Villages.

5.4 Interior Maintenance

Resident shall promptly submit a maintenance request to Landlord for any repairs to be made to the Premises or its contents, fixtures, security devices, or other equipment that belongs to Landlord. Broken or unserviceable housing components, structural damage, water leaks, cracked walls, and other maintenance work is to be immediately reported to the Community Management Office. Nail hangers or screws may be used to mount pictures and curtain rods. DO NOT use the adhesive hangers as they may damage the sheetrock or plaster on the walls.

5.5 Maintenance and Repair

Landlord agrees to:

- Keep common areas clean (to include the removal of leaves);
- Keep lawns mowed, trimmed, and edged during the growing season (fenced back yards excluded);
- Provide pest control services as needed;
- Maintain fixtures, furnaces, water heaters, and appliances in good and safe working condition; and
- Make all reasonable repairs (subject to Resident's obligation to pay for damages for which Resident is liable and subject to the covenants undertaken by the Resident).

Although Landlord agrees to provide the above, failure to do so will not be grounds for Resident's termination of the Agreement unless Resident has given written notice of the defective condition and Landlord fails to remedy the condition within twenty-one (21) days. Resident may not terminate the Agreement if Resident, a member of Resident's family or some other persons on the Premises with Resident's consent intentionally or negligently causes the defective condition or obstructs Landlord's efforts to correct defect. Such defective conditions will be repaired at Resident's expense.

5.6 Pest Control

Fort Belvoir is located on 8,656 acres alongside the Potomac River with numerous trees and wooded areas. The location combined with the hot, humid summers in the Washington, DC, area makes Fort Belvoir a habitat for various insects (to include mosquitoes) and wildlife (to include snakes). Included in this guide is a notice from the Installation on pest control prevention.

Landlord agrees to cooperate with Installation's pest control program. This includes, among other things, Resident maintaining the Premises inside and out in a clean and sanitary condition at all times. Resident shall immediately notify Landlord of the presence of pests or vermin in the Premises or common areas. Residential pest control is regulated by the Installation's environmental office and will be undertaken only on an "as needed" basis.

Emptying and cleaning cabinets, drawers and closets, pulling furniture away from walls and allowing exterminators to enter and treat the Premises are all preventive measures.

5.7 Plumbing

The equipment in the Premises bathrooms and kitchens shall not be used for trash disposal. Residents shall not flush sweepings, rubbish, rags, disposable diapers, sanitary napkins, tampons, ashes, cat litter, or other obstructive substances at any time. Do not place metal, string, grease, coffee grounds, nutshells, glass, olive or fruit pits, potato peels, corncocks, paper, wire, bones or non-food in disposal. Resident is responsible for any repairs or damage resulting from the misuse of such equipment and shall reimburse Landlord for any necessary expenses incurred in the repair of such equipment. Portable washers or dryers are prohibited, unless approved in advance and **in writing** by Landlord.

5.8 Window Coverings

No aluminum foil, sheets, blankets or any other type of coverings shall be used over the windows. Any modifications to the blinds will require a written request from the Resident and written pre-approval from the Community Management Office.

6. SAFETY GUIDELINES

6.1 Barbeque Grills

The use of charcoal barbecue grills and gas fired grills on decks, balconies, covered parking areas, patios, or under any building overhang is prohibited by Landlord and the Fort Belvoir Fire and Rescue Department. All grills must be used a minimum of twenty (20) feet from any building structure. The storage of fuel bottles from the gas fired grills (attached or unattached) inside any structure or on balconies is prohibited. Charcoal grills may be stored on porches, decks, balconies, and patios provided the charcoal is completely extinguished and cold.

6.2 Smoke/Carbon Monoxide Detectors

Smoke detectors shall not be disabled, disconnected or batteries removed for any reason. Resident shall replace smoke detector batteries and immediately report any malfunctions to their Community Management Office. **Replacement batteries are available at no cost from the Community Management Offices.** Resident will be responsible for any loss or damage from fire, smoke, or water if that condition arises from the Resident disconnecting, damaging, failing to replace a battery, or failing to report malfunctions to their Community Management Office.

Landlord has provided carbon monoxide detectors (when natural gas is provided to the Premises) and smoke detectors. The Resident agrees that they are safe and acceptable subject to Landlord's duty to make needed repairs upon written request submitted by Resident. Any additional smoke detectors desired by Resident may be installed at Resident's expense only after prior written approval from Landlord. When installed, any such additional items shall become the property of Landlord.

6.3 Fire Prevention

All fires must be immediately reported to the Fire Department, telephone 703.781.1800, regardless of the size or nature of the fire, including those extinguished without Fire Department assistance. Additionally, Resident must notify Landlord of the fire by telephone 703.619.3880 as soon as possible.

A fire extinguisher is placed in the kitchen for Resident use. Please immediately report any fire extinguisher discharges to your Community Management Office. In Premises that have over-the-range fire suppression systems installed, the Resident is required to report immediately any malfunctions or discharges to their Community Management Office. All such fire suppression systems are provided as a convenience and are in no way intended to provide any level of safety to person or property. Unattended cooking is the number one cause of household fires. Clogged dryer vents and overloading electrical outlets are two other common causes of fires.

Refer to the Appendix Section of this Guide for a letter from DES on fire safety and prevention tips and ensure that your entire family follows these preventive guidelines.

6.4 Fireplaces and Firewood

Residents with fireplaces are permitted to cut and remove wood from the designated areas on-Post. For information, contact the Natural Resources Division, DIS, at 703.806.4007.

Additionally, Residents with fireplaces are responsible for calling in a maintenance request to have chimneys cleaned and inspected prior to use on an annual basis. Firewood must be stored a minimum of twenty-two (22) feet from any buildings in order to protect homes from termite infestation.

6.5 Portable Fire Pits and Bonfires

Bonfires are prohibited under all circumstances. Portable fire pits are permitted as long as the following safety guidelines are followed:

- An open burning permit is required. Call the Installation fire prevention section at 703.734.6597 for an inspection of the fire pit and required equipment.
- The fire pit must be placed a minimum of thirty (30) feet from any structure.
- Placement of a fire pit under any type of overhang or under trees when it is in use is prohibited.
- The fire pit must have a screen to prevent sparks from escaping.
- Fires must be kept small and under control at all times.
- Fire or emergency services personnel have the authority to determine that a fire needs to be extinguished.
- During times of extreme fire hazard conditions, fire pits cannot be utilized.
- A fire extinguisher must be within reach of the fire pit area.
- A garden hose must be fully operable and readily available to extinguish fires at the end of use and in case of spot fires.
- Reference Paragraph 6.4 of this document for wood storage guidelines.
- Construction of permanent fire pits is prohibited.

6.6 Ingress and Egress

Entrances, hallways, walks, driveways, alleyways, and lawns and other common areas shall not be obstructed or used for any purpose other than ingress and egress. If it is necessary to block temporarily an ingress or egress area, Residents **must obtain written permission from Landlord a minimum of 48 hours in advance.**

6.7 Lock and Key Changing

Keys will be issued to all Residents age 12 and above, provided verification of ID. If additional or replacement keys are requested or required, charges may apply and will be detailed at the time the replacement key request is made.

6.8 Keeping Your Home Safe for Children

Included in the Appendix section of this Guide are two U.S. Consumer Product Safety Commission (CPSC) publications that provide information on things you can do to help keep your home safe for children. We ask that you take the time to review these publications, to include the recommendations as they apply to window blind coverings. You will note that all window blind coverings in your home have warning stickers or labels on them and it is imperative that you take all necessary precautions to ensure the safety of children in all areas within your home where window blinds are present. **Please do not remove these warning stickers or labels from the blinds as they are a very important safety reminder for your family as well as families who will reside in the home in the future.**

6.9 Security Devices

Resident will obtain written permission from Landlord before installing any additional security devices, including additional locks. Landlord will be given keys, codes and other applicable information regarding the operation of the device immediately upon installation. All security devices installed by Resident must comply with all applicable federal, state, municipal, or other governmental agency, law, code, regulation, ordinance or statute. Resident agrees to hold Landlord harmless from action arising from the use or malfunction of any security device installed by Resident. Security devices will be removed and the Premises restored to move in condition at Resident's expense upon vacating the Premises.

Important Note: Fort Belvoir Police and Fire Department personnel **do not respond to**

alarms from privately installed security devices.

6.10 Safety Guidelines

Resident agrees to follow all Installation security guidelines. Resident understands that additional protective actions implemented by Landlord, if any, are neither a guarantee nor warranty that there will be no criminal activity. Resident agrees that personal safety and security is the responsibility of the Resident.

Please refer to the Security Guidelines information included in the Appendix section of this Guide for an outline of guidelines to help ensure the safety of yourself, your family, and your property.

6.11 Care of Children

Regardless of the age the child, Residents are responsible for their dependent children at all times.

Children seven (7) years old and younger will not be left alone for any period of time. This includes leaving children unattended in cars, playgrounds, homes, or yards.

Youth 8-10 years old may only be left alone, adult monitored, during daylight and early evening hours for occasional, short period of time- up to 1 ½ hours- but not on a regular, self-care basis, such as before and after school every day.

Youth 11-12 years old may be left in self-care that is adult monitored for up to 3 hours but not at night or in circumstances requiring inappropriate responsibilities.

Youth 13-15 years old may be left in self-care that is adult monitored, but not overnight and not in circumstances requiring inappropriate responsibility.

Youth 16-17 years old may be left in self-care that is adult monitored for up to 2 consecutive overnight periods but not in circumstances of inappropriate responsibility.

Refer to Fort Belvoir Policy Memorandum #37, Fort Belvoir Child Supervision Guidelines, dated 12 August, 2016 in the Appendix, for more information regarding child supervision.

Refer to Section 8.13 of this Guide for information regarding Family Child Care in the Home.

7. UTILITIES

7.1 Utilities

Landlord will pay for utilities as listed in Box 12 of Schedule 1 of the Agreement. . The Resident Responsibility Utility Program is an Office of the Secretary of Defense initiative that is being implemented on military installations across the United States in privatized housing as a means to conserve energy. All Fort Belvoir homes are metered so utility billing begins immediately. See Paragraph 10, A of the lease agreement for more details.

For more information on this program, please refer to the Department of Defense brochure included in the Appendix Section of this Guide.

7.2 Utility Malfunctions

Resident will be provided reasonable advance notice, whenever possible, for utility outages due to repairs. **Any inconvenience or damages caused by unexpected utility interruptions are the responsibility of the utility provider. Please call the emergency maintenance**

request line at 703.619.3880 if you experience a loss of gas, electric, or water service.

If a power outage affects numerous Post facilities, Landlord will contact applicable Post personnel/DPTMS as well as the utility provider to ascertain when service will be restored. Note that the Army coordinated effort with electricity provides each Resident with an individual account number and asks that Residents contact utility providers in addition to Landlord for Post-wide outages. This action records the correct number of homes without service, which in turn prioritizes response by utility provider to any outages.

7.3 Telephone, Cable Television, and Internet Service

Telephone, cable television, and Internet service are provided by Verizon. If Landlord enters into an exclusive agreement for telephone, cable television, or internet service, Residents will be required to use the exclusive provider within the terms of the exclusive contract.

7.4 Energy Conservation

The Village at Belvoir participates in energy conservation practices. Please refer to the Appendix Section of this document for tips on reducing energy consumption in your Premises.

8. PROPERTY POLICIES

Family Housing on Fort Belvoir is provided as a privilege to military members and their families. Landlord is not obligated to provide housing to any service member. Occupancy may be terminated, with the concurrence of the Garrison Commander, if the privilege is abused by any Resident.

8.1 Access to Premises

Except in the event of emergencies, for all scheduled Preventative Maintenance, unit inspections or other needs to access the Premises, advance notice will be given to the Resident by the Landlord. Routine Maintenance Repairs are responded to during normal business hours. See Paragraph 6 “Entry onto Premises” of the Lease Agreement for more details.

8.2 Animal Control

General animal control is provided by the Installation. The telephone number for animal control is 703.806.3109.

Fort Belvoir has wooded areas that are home to many native creatures. In the unfortunate circumstance where you may come across a deceased animal, we ask that you immediately report the location of the deceased animal to our 24-hour maintenance service line at 703.619.3880. The Villages at Belvoir will arrange for the proper disposal of the animal, to include ensuring that it is delivered to the Veterinary Clinic here on Post for proper analysis as required by State law.

8.3 Automobiles, Motorcycles, and Other Motor Vehicles

Resident agrees to abide by parking and vehicle regulations and to require guests to abide by all vehicle and parking regulations. Inoperable or unsightly cars, motorcycles and other motor vehicles (cars with flat tires, broken windows, etc.) are not permitted in or around any Premises. Any such vehicles as well as any vehicles that are improperly parked, have expired license plates, expired inspection stickers, or are unlicensed or not registered properly may be towed away at the vehicle owner’s expense.

The Provost Marshal's Office will be notified of any vehicles in violation of Installation policy and will authorize the towing of the vehicle at the owner's expense. Residents are asked not to repair or clean any vehicle on the property, to include performing oil changes, emptying vehicle trash (including ashtrays) onto the ground or in parking lots.

8.4 Trailers, Recreational Vehicles and PODS/Portable Storage Units

The Installation maintains a storage lot for recreational vehicles and equipment on the Installation. Arrangements for storage can be coordinated with the operators of the vehicle storage lot. Travel trailers, motor coaches, cargo trailers, camper bodies, camper trailers, commercial vehicles, tractor trailers, boats, personal watercraft, boat/pwc trailers, and horse/livestock trailers may not be parked or stored on the street, in garages, driveways, yards, alleyways, carports, or residential parking lots.

Recreational vehicles may be parked in the housing area for the purpose of loading and unloading only for up to 24 hours. Trailers and/or recreational vehicles parked for more than 24 hours in a housing area will be brought to the attention of the Provost Marshals Office for enforcement of Post policy.

PODS/Portable Storage Units that are no larger than size of driveway pad are allowed on site for a maximum of 24 hours subject to the following restrictions:

- Must be parked in driveway and not on grass, street or other common areas
- Placement cannot obstruct the flow of traffic

8.5 Basketball Backboards and Soccer/Hockey Goals

All portable recreation equipment must be used in approved safe areas that do not threaten to damage houses, ancillary structures or grounds, and that do not create a nuisance or affect the quiet enjoyment of neighbors. All equipment, including basketball, hockey and soccer goals, and related equipment must be stored out of sight after use. Storage is not permitted on the streets, sidewalks, driveways, common areas, alleyways, front yards, or medians. No court markings are to be painted on to the ground or playing surface. All equipment must be maintained in good condition at all times or will be subject to removal.

Basketball backboards cannot be attached to any housing structures such as homes, garages, utility poles, fences or trees; nor can they be affixed to permanent or semi-permanent freestanding poles.

Residents are encouraged to use the basketball courts and playing fields that are provided throughout the housing areas and in the community recreation centers.

8.6 Changes in Resident Status

The Agreement will be terminated in accordance with the terms listed below:

- If the Resident dies, eligible dependents may continue to occupy the Premises at the discretion of the Landlord for up to 365 days, subject to the surviving spouse or guardian executing a new Agreement, agreeing to pay rent and be responsible for all of the terms and conditions contained in the Agreement. The surviving spouse or guardian may terminate the Agreement at any time during the term of the Agreement by giving five (5) days written notice. Immediate notice of any such change in eligibility status is required.
- If Resident is honorably discharged/retires from military service, the Resident and eligible dependents may, at the discretion of Landlord, continue to occupy the Premises for up to sixty (60) days. Resident agrees to pay rent and be responsible

for all of the terms and conditions contained in the Agreement. The Resident is required to provide immediate notice of any such change in eligibility status. Resident must vacate quarters within ten (10) working days if discharged from military service under other than honorable conditions.

- If the dependent or marital status of Resident changes, Resident is required to immediately notify Landlord of any such change in eligibility status. If Resident becomes ineligible for family housing, the Resident and eligible dependents may, at the discretion of Landlord, continue to occupy the Premises for up to thirty (30) days. The Resident is required to provide immediate notice of any such change in eligibility status.

If Resident does not immediately notify Landlord of any change in eligibility status, Resident is liable for paying the full Fort Belvoir with dependent BAH, calculated from the time the Resident became ineligible until such time as the Premises is vacated.

8.7 Dispute Resolution Process and Exceptions to Policy

All Exception to Policy requests are to first be submitted in writing to your Community Management Office for resolution. The signed Agreement and Resident Responsibility Guide will be reviewed to determine policy relative to dispute/request. The Community Manager will respond to Resident in a prompt manner. If Community Manager does not resolve concern to the satisfaction of the Resident, the Resident may then submit the concern/request in writing to the Community Director who will review along with Community Manager's previous response and will provide Resident with a response. If Community Director does not resolve concern to the satisfaction of Resident, the Resident may then take the concern to the Residential Communities Liaison Office (RCLO) for resolution.

A copy of the policies for dispute resolution and requests for exception to policy are available at each Community Management Office.

As a valued resident of our community, your concerns are very important to us. If you have a concern or wish to dispute any matter relating to the Lease, we have made the following two-step preliminary dispute resolution process available to you so that your concerns are elevated quickly, and to the appropriate staff members, in order to help ensure a timely response to your concerns. To afford us an opportunity to thoroughly evaluate and address your concerns as quickly as possible, any complaint or dispute must initially be submitted to us using the following two-step process:

- (I) Submit a complaint in writing to the Community Director: To initiate the preliminary dispute resolution process, you must:
 - (i) Prepare and submit a written complaint, using the Owner approved form, to your Community Director describing in detail the complaint, providing adequate supporting information and documentation (i.e., complete written description of the issue, photos, invoices, estimates, etc.), and detailing what specific steps we might be able to take to address your concerns. This form is available by request from your Community Director.
 - (ii) Cooperate with us as we investigate your concerns, which may include, without limitation, providing us with prompt access to your Premises for inspection or repairs, providing additional documentation, or answering questions about your complaint.
 - (iii) Allow your Community Director up to five business days from the receipt of your written complaint to fully evaluate your concerns and respond to your complaint.

- (2) Elevate your complaint to the Regional Representative: If you are not satisfied with your Community Director's response to your complaint, you must:
 - (i) Make a written request to your Community Director that your complaint be elevated to the Regional Representative.
 - (ii) Cooperate with us on any additional reasonable requests to allow the Regional Representative an opportunity to thoroughly investigate your complaint so we may attempt to adequately address and resolve it to your satisfaction.
 - (iii) Allow the Regional Representative up to ten business days from the receipt of your written request to review, evaluate and respond to your complaint.

If this two-step preliminary dispute resolution process does not resolve the dispute to your satisfaction, you have the right to utilize the informal dispute resolution process made available through the MHO. You should first attempt to resolve your dispute through the two-step preliminary dispute resolution process outlined above before pursuing the informal dispute resolution process through the MHO. If your dispute, as reviewed under this two-step preliminary dispute resolution process and the informal dispute resolution process made available through the MHO, does not adequately resolve the dispute to your satisfaction, you have the right to pursue your complaint through the formal dispute resolution process as more particularly outlined in the Universal Lease, which will be provided upon request.

8.8. Deliveries

Commercial deliveries may be accepted on behalf of Residents by Community Management Office personnel, space permitting. If accepted, each delivery will be recorded. Residents picking up the package from Community Management Office must sign for each package. Packages retrieved by persons other than the addressee require written permission from the addressee. Landlord is not responsible for packages that are delivered to the Community Management Office.

8.9 Eviction/Involuntary Termination of Agreement

The Fort Belvoir Garrison Commander will be the approving authority on all involuntary terminations for misconduct or violations of RRG requirements by military members, family members, and guests. Landlord may recommend termination of the Agreement and eviction of the Resident to the Garrison Commander in accordance with state and local law for violations of the Agreement or RRG requirements that:

- Affect or threaten to affect the health or safety of other Residents in the community;
- Results in significant damage to the housing unit or units, or
- Substantially interferes with the right to quiet enjoyment of other Residents in the community.

See Paragraph Section 10.H of Agreement for more details.

8.10 Extended Absence

Residents are required to notify the appropriate Community Management Office, in writing, whenever the Premises will be unoccupied for a period of seven (7) days or more (e.g., vacations, TDY, etc.) and to provide emergency contact information. Residents also need to report to the Provost Marshal Office and make a written request for periodic security checks under their Housewatch Program.

8.11 Emergency Access

In the event of an emergency, death or illness involving a Resident, Landlord will give access to the Premises, or release the Resident's possessions only to persons listed as additional occupants on the Agreement unless directed otherwise by a court of competent jurisdiction. All others requesting the above must submit a written authorization from the Resident or from a duly authorized, legally designated representative (i.e., current, valid Power of Attorney).

8.12 Failure to Repair

Where Landlord has a duty to repair or remedy a condition that materially affects the physical health or safety of a Resident, the Resident may not terminate the Agreement, withhold rent, offset rent against needed repairs, or pursue judicial remedies unless all of the following procedures have been followed:

- (i) The Resident has given Landlord prior written notice to repair or remedy a condition which materially affects the physical health or safety of an ordinary Resident;
- (ii) The Landlord has had a reasonable time to repair or remedy the condition, considering the nature of the problem and the reasonable availability of materials, labor and utilities from the utility provider;
- (iii) The Landlord has not made a diligent effort to repair or remedy the condition;
- (iv) Resident has given subsequent written notice to Landlord stating that the Resident intends to terminate the Agreement, complete the repair and deduct charges from rent, or pursue judicial remedies in the event the condition is not repaired or remedied; and
- (v) The Resident is not delinquent in the payment of rent when both notices under (i) and (iv) were given.

8.13 Family Child Care in the Home

In accordance with Landlord regulations, Premises may be used as an authorized Family Child Care (FCC) home. Department of Defense and Army regulations and Landlord policy require Residents who provide childcare in their home for more than ten (10) childcare hours per week on a regular basis to become a certified FCC provider. Residents must contact the Fort Belvoir Child and Youth Services Office in order to apply for FCC certification and approval. Only those Residents who have successfully completed the FCC requirements are eligible to function as a Family Child Care Home in The Villages at Belvoir communities. Residents providing FCC in their homes agree to hold Landlord harmless against action arising from the use of their Premises as a FCC facility. The cost of adding or removing any equipment or service required to use the home as a FCC facility is the responsibility of the Resident. Any equipment added to the Premises must be removed before termination of occupancy and restored to original condition.

8.14 Guests and Visitors

Residents are allowed to have non-immediate family and unrelated guests in the Premises for up to thirty (30) days during any one-year period. Resident must complete and submit a Bona Fide Guest Form and obtain written approval from their Community Management Office for any guests staying longer than thirty (30) days.

8.15 Holiday Decorations/Outside Lighting

Underwriters Laboratories (UL) approved and factory listed for outside use exterior decorative lighting may be temporarily placed in areas no higher than the edge of the roof gutter. All exterior lighting must be "GFI" protected. Fire safety is of the utmost concern so all Residents are reminded that Premises have limited amp circuits and care must be taken to prevent overloading. As such, running electric cords through windows and doors, or across heating ducts or vent systems, is strictly prohibited.

Holiday decorations can be placed no higher than the edge of the roof gutter. Plastic clip-on hooks may be commercially obtained and used to attach decorative lighting, garlands, and so forth. The use of staples, nails, screws, or other mechanical fasteners to attach decorations or lighting to the Premises and associated structures is prohibited. Attachment of anything to vinyl siding is prohibited. Additionally, electrical decorations must be unplugged when Premises is unoccupied.

Holiday lighting may be erected between Thanksgiving and 10 January. Outside decorative lights are to be turned off no later than midnight, except on Christmas Eve and New Year's Eve, when they are allowed to remain on overnight. Outside lights are not authorized during daylight hours.

Decorative lighting for other occasions such as Halloween is authorized but cannot be put up earlier than one month prior to the occasion and must be removed no later than one week following the holiday.

8.16 Home Businesses

The Premises is to be used for residential use only, with exceptions permitted solely upon written approval of Owner. See Section 8.13 for information regarding Family Child Care in the home. Any Resident determined to be operating a business in their home will be deemed in default of the Agreement.

8.17 Metal Detectors

The use of metal detecting equipment is prohibited on all Installation property unless prior permission is obtained from the Fort Belvoir Department of Public Works, Environmental and Natural Resources Division.

8.18 Name Signs

Residents living in Belvoir Village may request to have a name placard that displays the rank and last name of the Resident placed on the front of Premises. If requested, name placards are provided by Landlord at no cost to the Resident. New and existing Residents of Belvoir Village who are promoted should contact their Community Management Office to request new name placards.

8.19 Noise/Quiet Hours

Quiet hours are observed and in force between the hours of 2200 and 0800 (10:00 p.m. to 8:00 a.m.) Sunday through Thursday and between the hours of 0001 and 0800 (12:01 a.m. to 8:00 a.m.) on Friday and Saturday. Outside of established quiet hours, Residents are required to maintain the volume of voices, stereos, televisions, and musical devices within and outside of their Premises at a reasonable level. Please be considerate of your neighbors since other Residents may have non-standard working hours or situations that can be adversely affected by noise emanating from outside their Premises. Noisy or disorderly conduct will **not** be tolerated at any time.

8.20 Parking

Parking is permitted only on paved surfaces in designated parking areas. Parking on lawns, planted areas, sidewalks, and patios is strictly prohibited. **Garages are to be used for their primary reason: parking of vehicles - not living or storage.** At all times, the Resident is required to maintain enough space in their garage for the appropriate number of non-recreational street legal vehicles to be parked. Residents are required to review and comply with all current Parking Policy requirements.

8.21 Pet Policy

The following encompasses the pet policy in effect for all residents of The Villages at Belvoir:

1. Pets are privately owned, domesticated animals living in Premises. Acceptable pets include dogs, cats, fish, guinea pigs, hamsters, and birds.
2. No more than three (3) pets per Premises are allowed.
3. A Pet Deposit equal to \$250 per pet is required at time of Agreement signing in certified funds (money order or cashier's check only). The Pet Deposit is not a limit of Resident's liability for damages, cleaning, deodorizing, flea treatment(s), replacement and/or personal injuries as herein further specified. FBRC will refund the Pet Deposit(s) within 30 days of Resident vacating the Premises provided there is no damage to the Premises. The Resident's liability applies to carpets, doors, walls, drapes, window screens, furniture, appliances, and any other part of the Premises, landscaping, or other improvements to FBRC property. Resident shall be liable for the entire amount of any injury to the person or property of others caused by such pet.
4. Carpet will be inspected upon move out for pet stains using multiple methods to determine if damage is present, including inspecting underneath the carpet.
5. All pets must be registered at the Fort Belvoir Veterinarian Treatment Facility within five (5) working days of occupying a home or acquiring a pet. Pet owners must provide Landlord with verification of appropriate immunization along with the completed/executed Pet Registration Form. A photo of each pet must accompany the Pet Registration Form.
6. Residents with pets must sign a separate Pet Addendum with their Community Management Office as part of the Agreement.
7. If the Resident or any guest violates any term of the Pet Policy as described here and in the Resident Responsibility Guide and in the Pet Addendum, the Resident will be subject to the remedies provided in the Agreement.
8. All Residents must comply with all applicable state, federal, and local laws as well as all installation specific requirements associated with the ownership, registration, control, and vaccination of pets.
9. Residents may not board in privatized housing any dog of a breed (including mixed breed) that is deemed "aggressive or potentially aggressive" unless the dog is a certified military working dog that is being boarded by its handler/trainer. For purposes of this policy, aggressive or potentially aggressive breeds of dogs are defined as Pit Bulls (American Staffordshire Bull Terriers or English Staffordshire Bull Terriers), Rottweilers, Doberman Pinschers, Chow Chow, and wolf hybrids. Prohibition also extends to other dogs that demonstrate a propensity for dominant or aggressive behavior as indicated by any of the following types of conduct:
 - a. Unprovoked barking, growling, or snarling at people approaching the animal
 - b. Aggressively running along fence lines when people are present
 - c. Biting or scratching people
 - d. Escaping confinement or restriction to chase people
10. Residents may not board in privatized housing exotic animals such as, but not limited to, reptiles, rodents (other than hamsters and guinea pigs), ferrets, hedgehogs, skunks, rats, raccoons, squirrels, potbellied pigs, monkeys, arachnids, or any farm animal.
11. Pets must be on a leash at all times when outside the fenced area of a Premises. Pets cannot be tied or staked outside of the home. Residents who walk their pets must carry a plastic bag or other appropriate container to retrieve and dispose of any droppings.
12. No fish aquariums larger than 20 gallons are permitted.

Landlord also maintains the authority to:

1. Determine additional requirements for tenant liability insurance
2. Terminate Resident Occupancy Agreement for failure to remove aggressive or unruly pets
3. Assess additional charges for damages
4. Grant exceptions to the Pet Policy, after validation from HQDA that the exception does not conflict with existing Army policy for installations.

Note: Service Animals and Assistance Animals that are subject to the Americans with Disabilities Act and the Fair Housing Act may be exempt from the definition of “pet” as that term is used herein. Upon receipt of an appropriate request, a reasonable accommodation shall be made with regard to service animals and assistance animals.

8.22 Pools

Personally owned wading pools up to 18 inches in depth and eight (8) feet in diameter may be placed in the back yard within the confines of the fence (when fencing is a feature of the Premises). Pools should not be visible from the front of the Premises and placed on a flat surface. Residents are encouraged to secure additional liability insurance, which shall be in addition to the renter’s insurance required by Paragraph 19 of the Agreement, to cover any injuries that may occur as a result of pool usage. All equipment is to be kept in good repair and removed upon vacating the Premises.

Resident is responsible for ensuring that children utilizing the pool are closely supervised by an adult, and for ensuring that pools are emptied and properly stored daily. For health and safety reasons, it is recommended that chlorine tablets be added to the water in pools. Any damage to grass areas will be repaired at Resident’s expense.

8.23 Prohibited Conduct/Weapons

All of the following are considered breach of the Agreement and may result in eviction.

- Possessing a weapon prohibited by law;
- Discharging a firearm within the community;
- Displaying a firearm in the common areas in a way that may alarm others;
- Possession or sale of illegal drugs;
- Disposing of hazardous chemicals in a manner contrary to local ordinance;
- Harassing or discriminatory acts; and
- Disturbing the rights or comfort of others

All personally owned firearms and weapons must be registered with the Provost Marshals Office and stored in accordance with all applicable regulations. This includes BB guns, paintball guns, pistols, rifles, bows or any other weapon or firearm.

Legal weapons and firearms may be stored in the Premises as long as they are locked, to include trigger locks, and stored out of the reach of children. Ammunition must be stored in a separate location from the firearm. No loaded firearms are allowed on the Fort Belvoir Installation unless the owner is an active, full-time member of a local, state, or federal law enforcement agency or military service member and is authorized to carry the weapon during the normal course of their duties.

8.24 Reimbursement for Damages

Resident shall promptly reimburse Landlord for any loss, property damage, or costs of repairs or service to the Premises caused by negligence or by improper use by Resident, occupants, visitor or guest, unless Resident has properly made repairs pursuant to requirements or permissions set forth in the Agreement. Such reimbursement is due at the time Landlord makes demand. Landlord's failure or delay in demanding any sums due by Resident shall not be deemed a waiver.

Landlord may require advance payment of repairs for which Resident is liable. All payments are to be made by cashier's check or money order and delivered to the Community Management Office.

8.25 Resident Services and Facilities

Landlord may provide various services, equipment, and facilities for Resident's use, which may include, but are not limited to pools, spas, fitness center facilities, business centers, sporting equipment, playground equipment, and jogging/bike paths. Use of any service or facility is subject to the restrictions described in the rules, regulations or instructions provided at the facility. Resident agrees to use the equipment or facility in a prudent manner that is not offensive or dangerous, and in a manner that complies with policies established by Landlord or its representatives. Landlord retains the right to deny use or access to any Resident, occupant, visitor, or guest who, in Landlord's opinion, fails to read and follow instructions or fails to comply with the rules or with any of the requirements.

8.26 Satellite Dishes

The installation of satellite dish systems **must be pre-approved**, in writing, by Landlord before installation. Satellite dish should be located behind or to the side of the Premises on a freestanding pole. Satellite dishes cannot be attached to any Premises structures such as homes, garages, utility poles, fences, or trees. Satellite dishes cannot be installed in the front yard of any Premises. Landlord reserves the right to use landscaping or other screening materials in the event that satellite equipment is visible from the street. The maximum permissible size of a satellite dish is 18 inches. Any lines/cables from the satellite dish to the Premises must be underground. A digging permit is required and Miss Utility must be called at 1-800-552-7001 a minimum of 48 hours before digging.

8.27 Self-Help Center

All repairs and maintenance are handled by your Community Management Office personnel. However, for Resident convenience, we offer a centralized Self-Help Center located in our main post maintenance facility at 6034 16th Street (Building 1108). The Center is open Monday through Friday from 8:30 a.m. until 4:30 p.m.

The following self-help items are available to all residents at the Self-Help Center:

- Air filters
- light bulbs for appliances, bedrooms, hallways, and bathrooms (please note that you must bring the burned-out bulb for exchange and recycle)
- Touch-up paint along with a foam brush
- Grass seed (single two-quart bag)
- Ice melt (in season)

To get to the Self-Help Center from the Family Housing Welcome Center located on 12th Street:

- Turn left onto Gunston Road
- Turn right onto 16th Street
- Cross over Theote Road at the stop sign
- Continue straight to The Villages at Belvoir Maintenance Building located on your right (Building 1108)

8.28 Skateboarding

For everyone's safety, skateboarding is only authorized on sidewalks in residential areas and in the skate park at Youth Services. Residents are encouraged to secure additional liability insurance, which shall be in addition to the renter's insurance required by Paragraph 19 of the Agreement, to cover any injuries that may occur as a result of skateboarding. The use of appropriate safety and protective equipment is required. **Important Note:** Skateboarding is not permitted on any brick pathways, including the Welcome Center and the Community Management Office walkways.

8.29 Soliciting

For Residents peaceful enjoyment of their Premises, Landlord does not allow solicitors in residential areas. Landlord will consider individual waiver requests from the Garrison Commander to allow special solicitations. If approved, solicitors must have, in their possession, a copy of the written authorization from the Garrison Commander.

Residents are asked to request that unauthorized solicitors leave residential community grounds immediately and then notify the Community Management Office of their presence.

8.30 Speed Limit

Speed limits within The Villages at Belvoir are regulated by the Provost Marshal's Office and, unless otherwise posted, are normally limited to 15 miles per hour. Residents observing violations of posted speed limits should report violations to the Provost Marshals Office at 703.806.3104.

8.31 Storage Sheds

Residents residing in traditional Villages only may submit a request for a storage shed to their Community Management Office. Landlord, at its option, may allow standard storage sheds for the Resident's temporary use. No other sheds may be used in the residential areas. Only sheds pre-approved by Landlord are allowed and all sheds must be purchased by the Resident. Sheds may only be placed in an approved location and must not be visible from the front of the Premises. Resident shall not store food of any type, including pet food, birdseed, or any other material that may attract animals, rodents, or pests in the storage sheds. Residents are responsible for removing the shed and reseeding the area prior to vacating the Premises.

8.32 Tents and Awnings

Erection of tents is authorized only for the temporary use of children and for family camping in backyards. Running electric extension cords from the Premises to the tent for the purpose of providing electrical power is strictly prohibited. Shade awnings should be freestanding and not attached to any structure of the Premises, including the fence, siding, or garage. Awnings must be confined to the backyard and not visible from the street.

8.33 Waterbeds

Waterbeds are not authorized in Premises except for medical reasons. All exceptions must be pre-approved in writing by Landlord. If approved, waterbed location is limited to the first floor of the Premises.

8.34 Yard Sales

Individual yard sales held by Residents are not allowed. Community-wide yard sales, coordinated and marketed by Landlord, will be held a minimum of twice each year, usually in the spring and fall.

9. CHANGES TO RESIDENT RESPONSIBILITY GUIDE

9.1 Changes to the Resident Responsibility Guide

It may become necessary from time to time to change existing rules and/or adopt new rules. If a rule changes or additions are required, 30-day written notice of such changes and/or adoptions will be delivered to Residents. Resident agrees that, by remaining in their Premises, they agree to adhere to such changes and/or adoptions.

9.2 No Oral Agreements

No oral agreements may be entered into and the Resident Responsibility Guide cannot be modified unless by written amendment or Addendum. This is the entire Resident Responsibility Guide. The Resident Responsibility Guide and its supporting documents are intended to comply with all applicable provisions of the Commonwealth of Virginia's Landlord Tenant laws. The Resident Responsibility Guide shall be construed in accordance with such Law and the other applicable laws of the Commonwealth of Virginia and all obligations hereunder are to be performed in Fairfax County, Virginia, in which the Premises are located.

APPENDIX

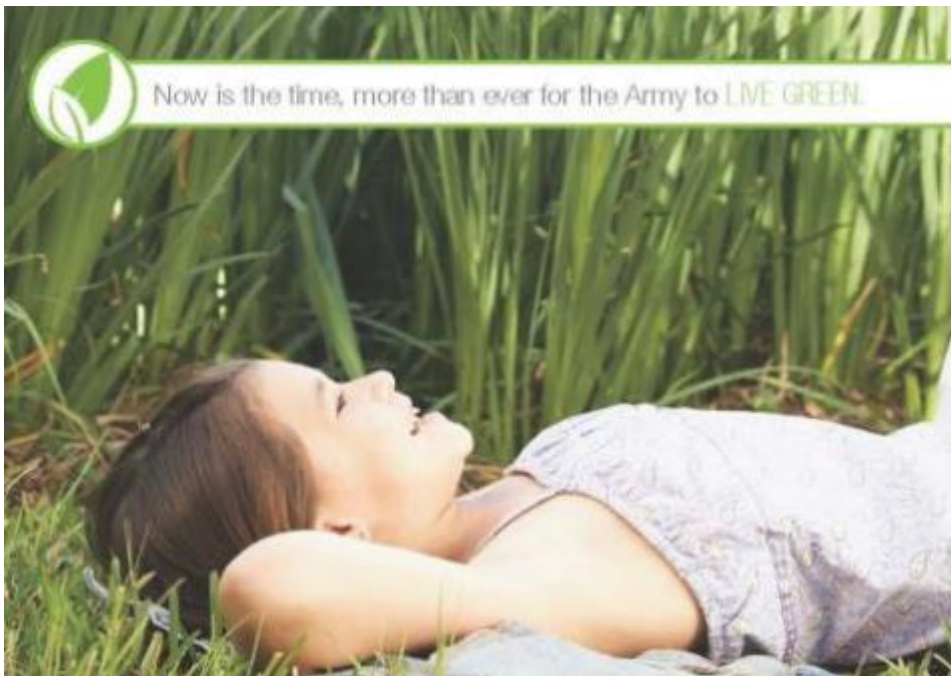


LIVE **ARMY** GREEN

US Army Residential Communities Initiative (RCI)
RCI ENERGY CONSERVATION PROGRAM



Now is the time, more than ever for the Army to **LIVE GREEN.**



Across the Department of Defense, energy conservation programs are underway with a goal to reduce our overall energy consumption in the United States by 20 percent; ultimately reducing our dependency on foreign energy.

The Office of the Secretary of Defense (OSD) and the Department of the Army's (DA) Residential Communities Initiative (RCI) with Congressional support, has required DA to work with each privatized Family housing partner to develop procedures which provide incentives for Soldiers and their Families living on post to be responsible for their energy consumption. Saving energy and our nation's precious natural resources are key elements of the program.

LIVEARMYGREEN is the Army and privatized partners' communications program for Soldiers and their Families to gain a better understanding of the OSD and the DA's utility policy through education about utility billing at Army installations as well as conservation education in the form of energy-saving tips, programs and events.



"We have developed a program based on fairness where Soldiers are responsible only for their consumption. Just like Soldiers are leading the fight against the global war on terrorism, we now see Soldiers and their Families being good stewards about saving our nation's energy."

Ivan G. Bolden
Chief, Public-Private Initiatives Division,
Directorate of Installation Services,
Office of the Assistant Chief of Staff
for Installation Management

Why Go Green?

Conservation is not only the way of the future, but energy conservation is good for YOUR community. Millions of dollars are annually spent at Army Installations for residential utilities. By conserving, more funds can be allocated for enhancements such as new playgrounds or home energy efficiency upgrades!



How to Live **ARMY** Green?

As a resident of privatized Army Housing, you already are part of the solution. Simple, eco-friendly choices you and your Family make can have a huge impact on your total utility consumption and a long-term impact on the environment as a whole. Contact your Neighborhood Office for specific environmentally-friendly programs and activities already taking place in your community. You can make a major difference just by following the simple tips you received in your move-in packet.

Under the OSD policy, all new and renovated homes at RCI sites will be for gas and/or electricity. Each privatized partner will administer the Resident Conservation Program and a third-party provider will be hired to read meters and administer the billing process. Monthly Conservation Statements, or invoices, will be sent to each resident's home.



"I think that the program makes good common sense... Why would you have the air conditioning on and the windows open... you're only cooling the outside."

Fort Carson Resident
Fort Carson, Colorado

What is a Monthly Conservation Statement?

Under the Army's RCI Resident Conservation Program, you receive a monthly conservation statement from a third-party utility billing company. These statements will include your meter readings, the amount of your consumption and where you stand (including your buffer) in relation to your established baseline.**

How is my Conservation Statement calculated?

Using your home's attributes such as size, age and location, your home is grouped with the same type or similar homes to determine the energy baseline for each type of home.

The average Baseline is calculated monthly. The monthly calculation takes into consideration several factors including removing like homes that may be vacant. Your average Baseline is then calculated for homes similar to yours.

A buffer zone surrounds the baseline to provide Families with the opportunity to receive a no action Required notice on their statement, or no payment is due. Families consuming above the baseline and the additional buffer zone will receive a Balance Due notice on their statement, meaning a payment is due. Families conserving under the baseline and the buffer zone will receive a Rebate check or Reward statement* for their conservation efforts.

** The Baseline is an average of gas and electricity for a particular home and like homes. Baselines vary according to installations and neighborhoods. In addition to the Baseline there may be a buffer applied to your baseline. Resident who fall within the buffer will not be responsible for paying the amount above the average, however a resident above the buffer will be held responsible.

* Most communities establish Trigger Points which must be met before a rebate is issued or the balance due is collected. The amount is accrued to the next month until the trigger point is reached. For more information, please contact your Neighborhood Office regarding your Conservation Statements, questions you have or ways you can manage your Family's energy usage.



"Our Family takes a lot of pride in recycling and energy conservation. We keep lights out when not in use, run the dishwasher only when full, and unplug items not in use such as the coffee pot and cell phone charger. We are a large Family and think conserving energy and recycling is of the utmost importance and easily attainable. We are consistently below the allotted amount, so it's not hard at all to be environmentally friendly."

Warner Family
Fort Drum, NY

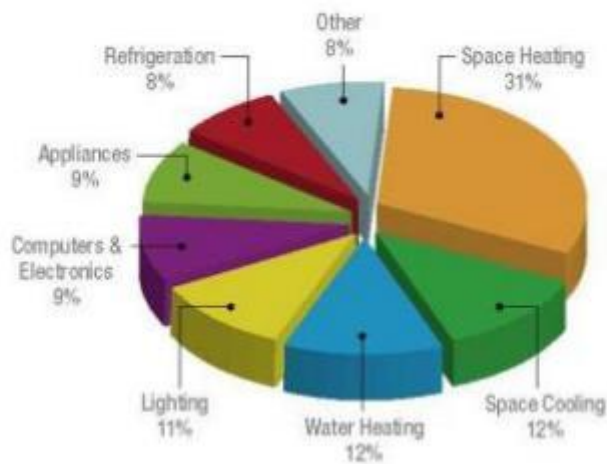




LIVE GREEN TIP

Wait... Not Lurid! The energy used in the production of a bottle of water is enough to power 100,000 homes. But nothing is a water bottle from the tap requires no energy! Use of energy on down waste of resources. (EPA Home of Nov 2004)

DID YOU KNOW?
Average Energy Usage Breakouts Per Home



How We Use Energy in Our Homes

Heating and cooling accounts for the biggest chunk of a typical utility bill. Source: 2007 Buildings Energy Data Book, Table 4.2.1, 2005 energy cost data.

- Turn off kitchen, bath, and other ventilating fans within 20 minutes after you are done cooking or bathing to retain heated air.
- Many appliances draw small amounts of power when they are switched off. These "phantom" or "vampire" loads occur in most appliances that use electricity, such as DVD players, televisions, stereos, computers, and kitchen appliances. According to the U.S. Department of Energy in the average home, 75% of the electricity used to power home electronics is consumed while the products are turned off. This can be avoided by unplugging the appliance or using a power strip and using it to cut all power to the appliance.
- Air-dry dishes instead of using your dishwasher's drying cycle.
- Wash only full loads of dishes and clothes.
- Take short showers instead of baths.



"the FCI utility conservation program works out pretty good... I think that I've paid a minimal amount only three times and I've lived here for two years!"

Fort Stewart Resident
Fort Stewart, Georgia



Gain Some Perspective

IF YOU...	YOU WILL SAVE ENOUGH ENERGY TO...	IF 1,000 PEOPLE JOINED YOU...
Use the microwave to cook two meals a week	Run air conditioning for one hour	Power a local school for two days
Lower the thermostat on your water heater by one degree	Watch TV for 56 hours	Power a fire station for 39 weeks
Replaced one light bulb with a compact florescent light (CFL) bulb	Surf the web for 214 hours	Power a hospital for three days
Use the cold water cycle for one load of laundry	Recharge your laptop 17 times	Power 1 home for 30 days
Lower the thermostat by one degree in the winter	Watch 646 DVDs	Power 85,220 office computers for one year

Source: MITol USA

LIVE ARMY GREEN TIP

Get a lunch box. Decrease the use of disposable paper lunch bags.



Want to Find Out More?

For more information on the Army's RCI Utility Policy, please visit:
www.acsim.army.mil/installationservices/pprid.htm

To learn how you can save more energy, conserve our precious national resources and see the impact you are making on the environment and our world, please visit these related websites:

- <http://www.energys.gov>
- www.epa.gov/climatechange/energysavings/energy_calculator.html
- www.energystar.gov/index.cfm?section=globawarming_showPledgeHome
- www.planetgreen.discovery.com
- www.thegreenguide.com





GO GREEN, BE GREEN

LIVE **ARMY** GREEN

Military Solutions | Customer Service

Questions about your utility bill?

CONTACT US	Toll Free Live Customer Service:	1.866.947.7379
	Customer Service Hours:	8 a.m. to 9 p.m. Eastern Time
	24 Hour Payment Line:	1.877.259.4977
	Email:	service@conservice.com
	Website :	www.militaryutilities.com

Quick Reference Guide to Military Utilities Website

1. Login at www.militaryutilities.com




Your user name and password are located on your Conservice statement:

		Customer Service Toll Free: 1-866-947-7379 24 Hour Automated Payment Line Toll Free: 1-877-259-4977 Service Problems with Utilities Toll Free: 1-866-947-7379	<table border="1"> <tr> <td>Account #:</td> <td>1111111</td> </tr> <tr> <td>Total Charges:</td> <td>\$0.00</td> </tr> <tr> <td>Due Date:</td> <td>No payment is due at this time</td> </tr> <tr> <td>Statement Date:</td> <td>01/12/2013</td> </tr> </table>	Account #:	1111111	Total Charges:	\$0.00	Due Date:	No payment is due at this time	Statement Date:	01/12/2013
Account #:	1111111										
Total Charges:	\$0.00										
Due Date:	No payment is due at this time										
Statement Date:	01/12/2013										
Utility Statement for Military Community Name											
Account Name	Service Address	Account Number	Web Pin								
John Doe	Street Address, City, State, ZIP	1111111	9999999								
Current Electric Totals											
Service Type	Beginning Ending	Rate	Multiplier Billed Usage	Totals							
Electric Allowance	11/12/2012 - 12/13/2012			\$10.44							
Temporary Free Utility Credit				\$2.00							
Electricity	11/12/2012 (47152) - 12/13/2012 (47325)	\$8.1425	455.00 kWh	\$39.56							
Current Electric Totals: due 01/05/2013				\$0.00							
Total Current Charges				\$0.00							
Prior Balance	THANK YOU FOR KEEPING YOUR ACCOUNT CURRENT.			\$0.00							
Payments Received				\$0.00							
Grand Total Due 01/05/2013			No payment is due at this time.	\$0.00							

For your first login, your username is your **Account Number** and your password is your **Web Pin**.
 Your Web Pin varies in length. Please only enter the first 8 characters.
 You can change your username and password in the account setting screen after logging in.

How to Read Your Statement

Contact Information



Military Solutions
www.militaryutilities.com

Customer Service
Toll Free: 1-866-947-7379
24 Hour Automated Payment Line
Toll Free: 1-877-223-4344
Service Problems with MUtilities
Looking Office: 1-703-761-2880

Account #:	1448851
Totals:	\$0.00
Due Date:	No payment is due at this time
Statement Date:	10/30/2014

Utility Statement for Fort Belvoir - Humphrey Village

Account Name	Service Address	Account Number	Web Pin
CONSERVATIVE	5077 Sandy St. Fort Belvoir, VA 22060	1448851	1448851

Current Electric

Service Type	Beginning-Ending	Rate	Multiplier	Billed Usage	Totals
Electricity	08/05/2014 02:00 - 08/05/2014 04:00	8.075		93.90 kWh	\$72.31
Electric Allowance	08/05/2014 - 08/05/2014				-\$72.31
Current Electric					\$0.00

Current Gas

Service Type	Beginning-Ending	Rate	Multiplier	Billed Usage	Totals
Gas	08/05/2014 01:01 - 08/05/2014 02:01	1.34228	5.00 CUF		\$6.71
Gas Allowance	08/05/2014 - 08/05/2014				-\$6.71
Current Gas					\$0.00


Utilities Total	Totals
Prior Balance Brought Forward	\$0.00
Payments Received Since Prior Bill	\$0.00
Grand Total	\$0.00

No payment is due at this time.


<p>Electricity</p> <p>Baseline Value: \$72.31 93.90 kWh</p> <p>Year Usage: 172.31 935.00 kWh</p>	<p>Gas</p> <p>Baseline Value: \$6.71 5.00 CUF</p> <p>Year Usage: 56.71 5.00 CUF</p>	<p>Gas</p> <p>Baseline Value: \$6.71 5.00 CUF</p> <p>Year Usage: 56.71 5.00 CUF</p>
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CONSERVICE offers E-Statements! Log on to our website or call 1-866-947-7379 for more info!

Please see reverse for explanations and messages.



Military Solutions
P.O. BOX 4717 LOGAN, UT 84323-4717
8421



Account #: 1448851 Fort Belvoir - Admin
Current Balance: \$0.00
Due Date: No payment is due at this time

ADMIN
5200 PATRICK RD
BELVOIR VA 22060-2100

Your payment should be made out to:
CONSERVICE
P.O. BOX 4718
LOGAN UT 84323-4718

Yes, I want to enroll and have my monthly payments automatically deducted from the account on my enclosed check. You must include a voided check and visit www.militaryutilities.com for terms of use. Signing on the line will confirm enrollment for automatic monthly payment service.

Utility Explanations

Service Type	Description
<u>Electricity :</u>	Your sub metering system measures the amount of electricity used in your home. A consumption report is sent to monitor usage.
<u>Electric Allowance :</u>	Electric Allowance will zero out electric charges on the consumption report.
<u>Gas:</u>	Your sub metering system measures the amount of gas used in your home. A consumption report is sent to monitor usage.
<u>Gas Allowance :</u>	Gas Allowance will zero out gas charges on the consumption report.

This bill is not from your local utility provider or from any other provider. Your charges are calculated using the service provider bills issued most recently.

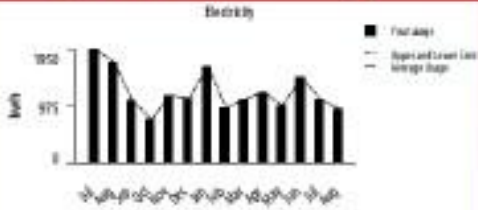
Message Center

Welcome to Conserve!

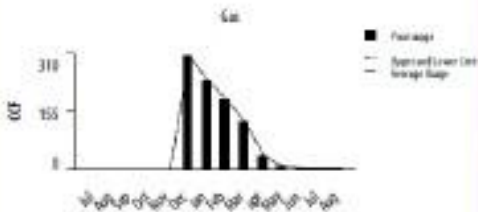
We have recently started billing utilities for your community. We encourage you to take a minute and review your bill and notice the exciting features we have included. You will notice a different Conservation Message in this section each month. Please feel free to contact our customer service department if you have any questions.



Graphical View of Utility Usage Compared to Average Usage Baseline



This bill's usage is 933 kWh.
This bill's target consumption is 933 kWh.



This bill's usage is 5 CCF.
This bill's target consumption is 5 CCF.

Year Usage Profile

Month	Your Usage	Lower Limit	Average Usage	Upper Limit	Amount
Jul	1943	1943	1943	1943	139.34
Aug	1726	1726	1726	1726	122.89
Sep	1870	1870	1870	1870	76.18
Oct	751	751	751	751	53.47
Nov	1921	1921	1921	1921	82.95
Dec	1193	1193	1193	1706	79.46
Jan	1955	1625	1633	1633	117.84
Feb	946	946	946	946	67.36
Mar	1303	1364	1394	1364	78.60
Apr	1224	1224	1224	1224	94.88
May	989	989	989	989	76.65
Jun	1475	1475	1475	1475	114.31
Jul	1939	1899	1899	1899	85.17
Aug	933	933	933	933	72.31

Year Usage Profile

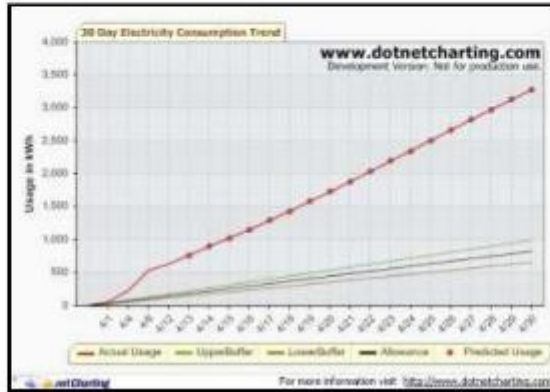
Month	Your Usage	Lower Limit	Average Usage	Upper Limit	Amount
Jul	0	0	0	0	0.00
Aug	0	0	0	0	0.00
Sep	0	0	0	0	0.00
Oct	0	0	0	0	0.00
Nov	0	0	0	0	0.00
Dec	306	306	306	306	325.84
Jan	240	240	240	240	257.54
Feb	189	189	189	189	195.59
Mar	128	128	128	128	170.46
Apr	37	37	37	37	47.39
May	9	9	9	9	11.89
Jun	5	5	5	5	6.45
Jul	5	5	5	5	6.75
Aug	5	5	5	5	6.71

Once logged in, you'll see the following screen:

The screenshot shows the user dashboard for Conserve Service Military Solutions. It includes a header with the logo and an American flag, a navigation menu on the right, and several main sections: 'Your Current Balance', 'Your Account Summary', and 'Contact Conserve Service'. Numbered callouts (1-7) point to specific elements: 1 points to the current balance details; 2 points to the 'Go Green' link; 3 points to the 'Bill Facts' link; 4 points to the 'Pay Now' button; 5 points to the 'View Your Bill' button; 6 points to the 'Sign up for auto-pay' link; and 7 points to the 'Change Accrual Option' link.

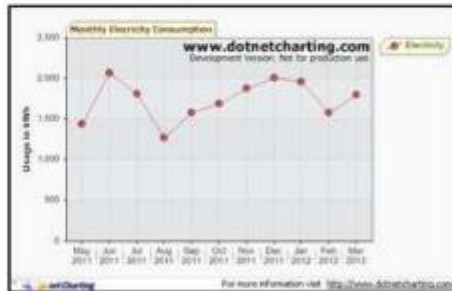
1. View up to the minute account information including charges and balances
2. Go Green – sign up to receive your bills electronically
3. Learn how your utility bills are calculated
4. Make payments online
5. View PDF bill image
6. Sign up for auto-pay
7. Change your rebate accrual options

Daily Reads – If Applicable Click on “Your Account History” to review daily usage trends.



Day	10/13	10/14	10/15	10/16	10/17	10/18	10/19	10/20	10/21	10/22	10/23	10/24	10/25	10/26	10/27	10/28	10/29	10/30	10/31
Usage(kWh)	50.52	48.38	48.38	47.70	48.31	48.78	49.23	48.32	45.60	46.66	49.15	49.81	49.99	50.42	51.43	51.91	51.83	52.17	52.52
Cost	\$9.96	\$9.54	\$9.54	\$9.41	\$9.53	\$9.62	\$9.71	\$9.53	\$9.58	\$9.6	\$9.69	\$9.82	\$9.86	\$9.94	\$10.14	\$10.24	\$10.22	\$10.29	\$10.36
Allowance	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85	\$10.85

Prediction for (10/2010)		Actual Usage for (10/2010)		Summary	
Total Usage(kWh)	1418.11	Total Usage(kWh)	472.00	Allowance Used	27.4%
Total Cost	\$279.67	Total Cost	\$93.08	Predicted Status	Within buffer
Allowance	\$339.60			Estimated Payment/Rebate	None



When you sign up for automatic payments, not only will your balance be paid on its due date automatically each month, but you will also receive any rebates electronically, rather than waiting for a check in the mail.

Simply visit www.militaryutilities.com

Log in with your account number as your user name and the web pin on your bill as your password.

Once logged in, locate the shaded box on the right side of the screen that says "Sign up for auto EFT payments" as pictured. You will be taken to a page where you can enter your bank account information and set up autopay.



or

Send a voided check with your payment stub



Check the box at the bottom of your utility bill and sign on the X. Send to Conservice with a voided check.

- Rebates are deposited into your bank account
- Avoid late fees and processing fees
- No more waiting for a rebate check in the mail
- Convenient, reliable, and easy
- If you have a balance, it will be paid on time
- Sign up for automatic payments today!

CONSERVATION TIPS

from Conservice



save water:

- Every time you use cold water instead of hot, you save energy and money.
- A dripping faucet is more than annoying... It's expensive. Report leaky faucets to save on your water bill.
- Leaks inside the toilet can waste up to 300 gallons of water a day. Toilet leaks can be detected by adding a few drops of food coloring to water in the toilet tank. If the colored water appears in the bowl, the toilet is leaking.
- Do not let the faucet flow while brushing your teeth. Use a glass of water for rinsing teeth.
- Take showers instead of baths to save about 1000 gallons per month.
- Wait until your dishwasher is full before using it.
- Wait until you have a full load of laundry before running the machine to save both water and energy.
- Refrigerate a bottle of drinking water instead of letting a faucet flow until the water is cold enough to drink.
- Cut down on the amount of rinsing you do before loading the dishwasher. Most modern dishwashers do an excellent job of cleaning dishes, pots, and pans all by themselves.
- Don't let the faucet run while you clean vegetables. Rinse them in a filled sink or pan. This can save 150 to 250 gallons a month.



save energy:

- Save electricity by plugging electronics into a power strip that can be turned off when your electronics are not in use.
- Unplug cell phone chargers and appliances when not in use.
- Use smaller lamps over work areas so work can be done without lighting the whole room.
- When using a clothes dryer, wait until you have a full load.
- Clean the lint filter thoroughly after each load. A clogged filter restricts the flow of air and reduces the performance of the dryer.
- Turn your computer off when not in use. Most experts agree that turning your computer on and off will have no significant effect on their operation or life.
- Use a laptop. A typical desktop computer consumes about 10 times the power as most laptop computers.
- Set your thermostats at 78° F in the summer and 68° F in the winter and leave them there. You can immediately realize a 3% to 5% decrease in energy use for every degree you adjust the thermostat.
- In the winter, open curtains and shades to let the sun warm your home naturally.
- During the winter dress warmly, even indoors. This will allow you to set your thermostat a few degrees lower and still stay comfortable.
- Avoid using appliances that give off a lot of heat during hot summer days.

Understanding Electricity

To calculate kilowatt usage: (Wattage x hours used per day) / 1000 = Daily kilowatt-hour (kWh) consumption

Do you know how much electricity our appliances use?					
Appliance	Watts	Hours Used	kWh / day	Monthly	.10c / kWh
In the Kitchen					
Refrigerator - Frost Free 16 CF	725	24	17.4	522	\$52.20
Coffee Maker From	900	2	1.8	54	\$5.40
Coffee Maker To	1200	2	2.4	72	\$7.20
Blender	300	1	0.3	9	\$0.90
Garbage Disposal	450	1	0.45	14	\$1.35
Dishwasher From*	1200	1	1.2	36	\$3.60
Dishwasher To	2400	1	2.4	72	\$7.20
Microwave Oven From	750	1	0.75	23	\$2.25
Microwave Oven To	1100	1	1.1	33	\$3.30
Toaster From	800	1	0.8	24	\$2.40
Toaster To	1400	1	1.4	42	\$4.20
Toaster oven	1225	1	1.225	37	\$3.68
In the Laundry Room					
Clothes Washer From	350	2	0.7	21	\$2.10
Clothes Washer To	500	2	1	30	\$3.00
Clothes Dryer From	1800	2	3.6	108	\$10.80
Clothes Dryer To	5000	2	10	300	\$30.00
General Home Appliances					
Aquarium From**	50	24	1.2	36	\$3.60
Aquarium To	1210	24	29.04	871	\$87.12
Clock Radio	10	24	0.24	7	\$0.72
Hair dryer From	1200	1	1.2	36	\$3.60
Hair dryer To	1875	1	1.875	56	\$5.63
Portable Heater From	750	4	3	90	\$9.00
Portable Heater To	1500	4	6	180	\$18.00
Clothes Iron From	1000	1	1	30	\$3.00
Clothes Iron To	1800	1	1.8	54	\$5.40
Radio (steria) From	70	1	0.07	2	\$0.21
Radio (steria) To	400	1	0.4	12	\$1.20
Garage Door Opener	350	1	0.35	11	\$1.05
Dehumidifier	785	8	6.28	188	\$18.84
Single Electric Blanket	60	8	0.48	14	\$1.44

Understanding Electricity

To calculate kilowatt usage: (Wattage x hours used per day) / 1000 = Daily kilowatt-hour (kWh) consumption

Do you know how much electricity our appliances use?					
Appliance	Watts	Hours Used	kWh / day	Monthly	.10c / kWh
Double Electric Blanket	100	8	0.8	24	\$2.40
Fans					
Ceiling From	65	8	0.52	16	\$1.56
Ceiling To	175	8	1.4	42	\$4.20
Table Fan From	10	1	0.01	0	\$0.03
Table Fan To	25	1	0.025	1	\$0.08
Window From	55	8	0.44	13	\$1.32
Window To	250	8	2	60	\$6.00
Furnace	750	8	6	180	\$18.00
Whole house From	240	8	1.92	58	\$5.76
Whole house To	750	8	6	180	\$18.00
Televisions					
19" From	65	8	0.52	16	\$1.56
19" To	110	8	0.88	26	\$2.64
27"	113	8	0.904	27	\$2.71
36"	133	8	1.064	32	\$3.19
53"-61" Projection	170	8	1.36	41	\$4.08
Flat Screen	120	8	0.96	29	\$2.88
42" Plasma	270	8	2.16	65	\$6.48
42" LCD	176	8	1.408	42	\$4.22
Entertainment Electronics					
Sattelite Dish	30	8	0.24	7	\$0.72
VCR From	17	3	0.051	2	\$0.15
VCR To	21	3	0.063	2	\$0.19
DVD From	20	3	0.06	2	\$0.18
DVD To	25	3	0.075	2	\$0.23
Original Xbox	80	4	0.32	10	\$0.96
Xbox 360	160	4	0.64	19	\$1.92
Playstation 2	45	4	0.18	5	\$0.54
Playstation 3	194	4	0.776	23	\$2.33
Wii	18	4	0.072	2	\$0.22

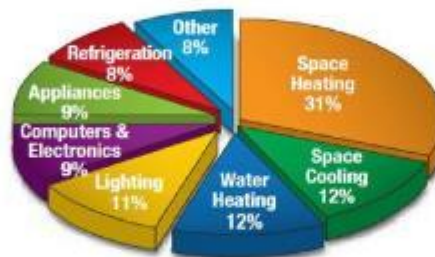
Understanding Electricity

To calculate kilowatt usage: (Wattage x hours used per day) / 1000 = Daily kilowatt-hour (kWh) consumption

Do you know how much electricity our appliances use?						
Appliance	Watts	Hours Used	kWh / day	Monthly	.10c / kWh	
Other						
Vacuum Cleaner From	1000	1	1	30	\$3.00	
Vacuum Cleaner To	1440	1	1.44	43	\$4.32	
Water Heater (40 gallon) From	4500	3	13.5	405	\$40.50	
Water Heater (40 gallon) To	5500	3	16.5	495	\$49.50	
Water Pump (deep well) From	250	24	6	180	\$18.00	
Water Pump (deep well) To	1100	24	26.4	792	\$79.20	
Water Bed (w/heater) From	120	8	0.96	29	\$2.88	
Water Bed (w/heater) To	380	8	3.04	91	\$9.12	
In the Office						
CPU Awake	120	3	0.36	11	\$1.08	
CPU Asleep	30	21	0.63	19	\$1.89	
Laptop	50	3	0.15	5	\$0.45	
Copier	1265	1	1.265	38	\$3.80	
Fax Machine	45	1	0.045	1	\$0.14	
Printer	660	1	0.66	20	\$1.98	

*using the drying feature greatly increases energy consumption

** starting with 5 gallon tank



http://www.energypower.gov/our_home/appliances/index.jsp#appliance

http://edl.fra.gov/energy/energy_efficiency/energy_efficiency.html

http://www.energypower.gov/our_home/appliances/index.jsp#appliance

http://www.fedex.com/energy/energy_efficiency/energy_efficiency.html

Department of Energy. Source: 2007 Building Energy Data Book, Table 4.2.1. 2005 energy use data.



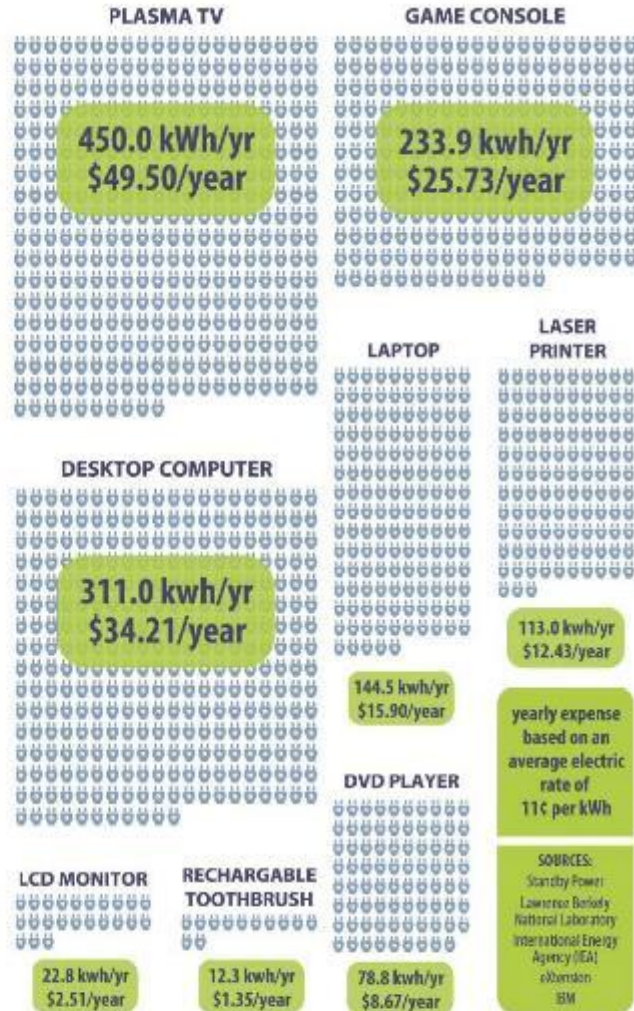
VAMPIRE ELECTRONICS

Even when household appliances are turned off, most are still using electricity. These devices, known as 'vampire electronics,' use standby power when turned off. The average home has about 20 vampire electronics. A Cornell University study found the average household will spend \$200 a year for standby power ... that's about a month's worth of electricity for most homes.

In some circumstances standby power provides useful functions such as remote control, clock displays, and timers but in other cases it's simply wasted power. In addition to common home office and home electronics equipment, chargers for mobile phones, iPods, laptops, and power tools suck energy from your home when they are plugged into an outlet, even if they are not charging.

WHAT CAN YOU DO?

It's easy to become a vampire slayer. Simply kill the power to devices when they are not in use. An easy way to do so is to plug potential vampires into a power strip which can be turned off at the flip of a switch. Or simply unplug the devices when not in use. Purchasing and using smart power strips can make it even easier to cut power to peripheral devices that consume power.



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GENERAL HOME TIPS

COOLING

- In summer, keep the sun out by closing draperies, blinds or shades. This helps reduce the energy required to cool your home.
- In summer, a thermostat set at 78 degrees is recommended if the home is occupied. Your kilowatt-hour usage for cooling increases approximately 3% for each degree of temperature setting below 78. During unoccupied hours, turn off the air conditioner.

HEATING

- In winter, a thermostat set at 68 degrees or lower during the day when the home is occupied is recommended. Your kilowatt-hour usage for heating increases approximately 3% for each degree of temperature setting above 68 degrees.

APPLIANCES

- Turn off non-essential lights and appliances.
- Avoid running large appliances such as washers, dryers, and electric ovens during peak energy demand hours from 5:00 a.m. to 9:00 a.m. and 4:00 p.m. to 7:00 p.m.
- Operate the dishwasher only when fully loaded, avoid rinse and hold cycles. For additional savings, don't use the drying cycle.
- When using the electric range, plan ahead and cook a number of dishes or meals for later use. Open oven doors only when necessary.
- Reduce the water heater thermostat setting to 120° F and reduce use of heated water for clothes washing. (Caution-some dishwashers require 140° F water.)

MISCELLANEOUS

- Close shades and blinds at night to reduce the amount of heat lost through windows. This also applies during the day for warm climates.
- Avoid unnecessary opening of doors and windows and be sure they are not left open.

CLOTHES WASHER

- Use the correct amount of detergent. Too many bubbles make your machine work harder and use more energy.
- Presoak or use the soak cycle when washing heavily soiled garments like your child's soccer uniform. You'll avoid two washings and save energy.
- Up to 90 percent of the cost of washing clothes comes from heating the water, so use hot water only for very dirty clothes, and always use cold water in the rinse cycle.

CLOTHES DRYER

- Fill your dryer, but do not pack it like luggage bound for Europe.
- Clean the lint screen after each load. A dirty lint screen can cause your dryer to use up to 30 percent more energy-and it can be a fire hazard.
- Keep your dryer's outside exhaust clean. A clogged exhaust lengthens drying time.
- If your dryer has an automatic dry cycle, use it rather than a timed cycle.
- Since lightweight items take less drying time, separate loads into heavy and light items. Underwear and rugs do better if kept apart!

DISHWASHER TIPS

- According to researchers, a load of dishes cleaned in a dishwasher requires 37 percent less water than washing dishes by hand. However, if you fill the wash and rinse basins instead of letting the water run, you'll use half as much water as a dishwasher would.
- 80 percent of the energy your dishwasher uses is for heating water. Remember- by saving water, you're also helping your city's wastewater facility save on the energy used to pump it, treat it, and clean it. Up to 50 percent of a typical city's energy bill goes to supplying water and cleaning it after use!
- Avoid using the "rinse hold" setting on your dishwasher. This feature uses 3 to 7 more gallons of hot water for each use. Never use "rinse hold" for just a few dirty dishes. Instead consider the old-fashioned hand wash/rinse basin option.
- If your dishwasher has an air-dry setting, choose it instead of heat-drying. You'll cut your dishwasher's energy use 15 to 50 percent. If there's no air-dry setting, turn the dishwasher off after its final rinse and open the door. The dishes will dry slowly, but without using any extra electricity!
- Many newer dishwashers do not require you to rinse dishes off before loading. If you prefer to pre-rinse use cold water on your dishes before loading them.

COOKING TIPS

- Microwave ovens use around 50 percent less energy than conventional ovens; they're most efficient for small portions or defrosting.
- Use your microwave as often as possible in the summer.
- Use toaster ovens or microwave ovens to cook small- to medium-sized meals.
- Don't open the oven door too often when checking your food, especially if it's your prize recipe for a baking contest. Each time you open the door the oven temperature drops by 25°. Watch the clock or use a timer instead.
- Turn off electric burners several minutes before the allotted cooking time. The heating element will stay hot long enough to finish cooking without using more electricity. The same principle works with your oven cooking.
- Stagger pans and baking sheets on upper and lower racks to improve airflow
- Use glass or ceramic pans in ovens. You can turn down the temperature about 25° and foods will cook just as quickly.
- Match the size of the pan to the heating element; more heat will get to the pan and less will be lost to the surrounding air or found by the pan handle! A 6-inch pan on an 8-inch burner will waste over 40 percent of the energy.

REFRIGERATORS AND FREEZERS

- Leave enough space between your refrigerator and the walls or cabinets so air can circulate around the condenser coils. Trapped heat increases energy consumption.
- For food safety keep your refrigerator between 36° and 40° F and your freezer between 0° and 5° F. A refrigerator that is colder than safety dictates uses up to 25 percent more energy, and will freeze your milk and lettuce.
- Check door seals regularly to make sure they're airtight. To test them, close the door on a dollar bill and try to pull it out. (Larger bills are harder to come by, but work just as well!) If the dollar slides out easily, you're wasting energy and money.
- Get rid of that older, energy-hogging second refrigerator in your garage! It's costing you about \$120 a year to operate. One large refrigerator is cheaper to run than two smaller ones. (Warning: If you get rid of an older refrigerator or freezer, please dispose of it properly by making certain that the door is removed.)
- Chest freezers are typically more efficient than upright freezers, because they're better insulated and cold air doesn't spill out when the door is opened.
- Brush or vacuum dirty refrigerator or freezer coils. You'll improve your appliance's efficiency by as much as 30 percent

Utility Program and Billing FAQ

Q – What is a group profile?

A – Homes are grouped together based on similar characteristics such as square footage, number of bedrooms and bathrooms, whether there is a basement or not, type of home (single family, interior or exterior unit) and the age of the home.

Q – Is household size used in factoring group profiles?

A – Unfortunately, due to the move-in and move-out activity and the constantly changing landscape of the residents within each home, household size is a constant variable and is not used in determining the group profiles. Group profiles are based solely on the home itself, since the home will always remain the same.

Q - What is a baseline?

A – Baselines are determined from taking the average consumption of all homes in a group profile, excluding vacant homes. Whether or not a resident is over or under that baseline determines whether they have a balance due or a rebate due to them.

Q – Isn't a utility allowance already part of my BAH?

A – Yes, the baseline/utility allowance is a part of the BAH. For more information on the OSD and DA's utility policy please read this brochure [Live Army Green](#).

Q – What is a utility audit?

A – A utility audit can be a useful tool in determining if there are specific factors contributing to higher usage. Among other things, a maintenance technician will check for window/door drafts, proper functionality of appliances, toilet/faucet leaks, temperature regulation and any other specific concerns upon request. Utility audits can be set up through the management office or through the Operations Coordinator, Rhonda Brown at rvbrown@themichaelsorg.com or at 703.619.3868.

Q – Where can I go for account support?

A – Conservice has a dedicated customer service line with live support for you to utilize. If further assistance is necessary, you may contact your Community Management Office or the Operations Coordinator, Rhonda Brown at rvbrown@themichaelsorg.com or at 703.619.3868.

Q - How can I pay my bill?

A – The preferred method is to make a payment at your Community Management Office using a check or money order. You can also pay Conservice online or by phone with a credit card (\$3 transaction fee), by mail with a check, with a one-time EFT (electronic funds transfer) from your bank account, or by setting up auto pay where the disbursement will be automatically debited from your bank account on the payment due date. Auto pay will also provide the benefit of you will receive any rebates you may be due electronically. There is also the option of accruing credits on your account to be applied to future bills or to be disbursed as a lump sum upon move out.

Q – Is there a certain dollar amount that I have to be over/under before a payment/rebate is due?

A – Yes. There is a \$15 trigger, or threshold for Conservice accounts that determines whether a payment or rebate is due. If the bill is higher than \$15, payment is due by the due date on the utility statement. If there is an amount due by but it is less than \$15, payment would not be due until there is an accrued account balance of \$15 or more. This applies for credits as well. A rebate would not be due to you until there is an accrued account credit balance of \$15 or more.



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Frequently Asked Questions Information on Compact Fluorescent Light Bulbs (CFLs) and Mercury November 2010

Why should people use CFLs?

Switching from traditional light bulbs (called incandescent) to CFLs is an effective, simple change everyone in America can make right now. Making this change will help to use less electricity at home and prevent greenhouse gas emissions that lead to global climate change. Lighting accounts for close to 20 percent of the average home's electric bill. ENERGY STAR qualified CFLs use up to 75 percent less energy (electricity) than incandescent light bulbs, last up to 10 times longer, cost little up front, and provide a quick return on investment.

If every home in America replaced just one incandescent light bulb with an ENERGY STAR qualified CFL, in one year it would save enough energy to light more than 3 million homes. That would prevent the release of greenhouse gas emissions equal to that of about 800,000 cars.

Do CFLs contain mercury?

CFLs contain a very small amount of mercury sealed within the glass tubing – an average of 4 milligrams (mg). By comparison, older thermometers contain about 500 milligrams of mercury – an amount equal to the mercury in 125 CFLs. Mercury is an essential part of CFLs; it allows the bulb to be an efficient light source. No mercury is released when the bulbs are intact (not broken) or in use.

Most makers of light bulbs have reduced mercury in their fluorescent lighting products. Thanks to technology advances and a commitment from members of the National Electrical Manufacturers Association, the average mercury content in CFLs has dropped at least 20 percent or more in the past several years. Some manufacturers have even made further reductions, dropping mercury content to 1 mg per light bulb.

What are mercury emissions caused by humans?

EPA estimates the U.S. is responsible for the release of 103 metric tons¹ of mercury emissions each year. More than half of these emissions come from coal-fired electrical power. Mercury released into the air is the main way that mercury gets into water and bio-accumulates in fish. (Eating fish contaminated with mercury is the main way for humans to be exposed.)

Most mercury vapor inside fluorescent light bulbs becomes bound to the inside of the light bulb as it is used. EPA estimates that the rest of the mercury within a CFL – about 11 percent² – is released into air or water when it is sent to a landfill, assuming the light bulb is broken. Therefore, if all 272 million CFLs³ sold in 2009 were sent to a landfill (versus recycled, as a worst case) – they would add 0.12 metric tons, or 0.12 percent, to U.S. mercury emissions caused by humans.

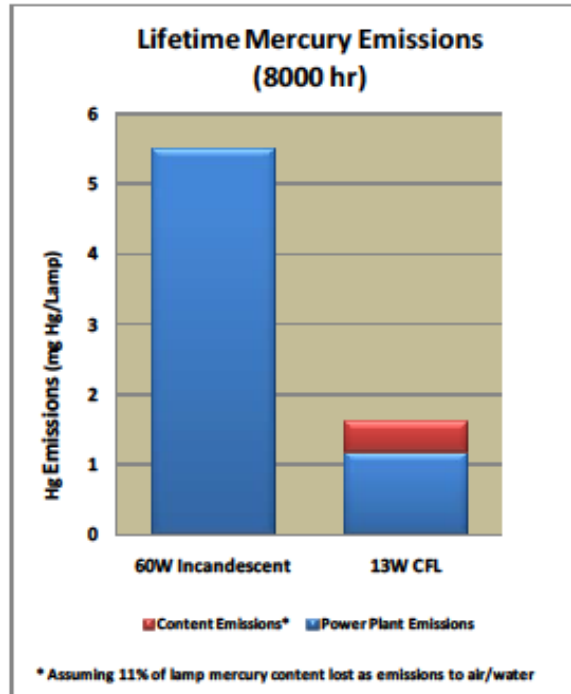
How do CFLs result in less mercury in the environment compared to traditional light bulbs?

Electricity use is the main source of mercury emissions in the U.S. CFLs use less electricity than incandescent lights, meaning CFLs reduce the amount of mercury into the environment. As shown in the table below, a 13-watt, 8,000-rated-hour-life CFL (60-watt equivalent; a common light bulb type) will save 376 kWh over its lifetime, thus avoiding 4.3 mg of mercury. If the bulb goes to a landfill, overall emissions savings would drop a little, to 3.9 mg. EPA recommends that CFLs are recycled where possible, to maximize mercury savings.

Table 1

Light Bulb Type	Watts	Hours of Use	kWh Use	National Average Mercury Emissions (mg/kWh)	Mercury from Electricity Use (mg)	Mercury From Landfilling (mg)	Total Mercury (mg)
CFL	13	8,000	104	0.012	1.2	0.44	1.6
Incandescent	60	8,000	480	0.012	5.5 ⁴	0	5.5

Figure 1



Because CFLs also help to reduce greenhouse gasses, other pollutants associated with electricity production, and landfill waste (because the bulbs last longer), they are clearly the environmental winner when compared to traditional incandescent light bulbs.

What precautions should I take when using CFLs in my home?

CFLs are made of glass and can break if dropped or roughly handled. Be careful when removing the bulb from its packaging, installing it, or replacing it. Always screw and unscrew the light bulb by its base (not the glass), and never forcefully twist the CFL into a light socket. If a CFL breaks in your home, follow the cleanup recommendations below. Used CFLs should be disposed of properly (see below).

What should I do with a CFL when it burns out?

EPA recommends that consumers take advantage of available local recycling options for compact fluorescent light bulbs. EPA is working with CFL manufacturers and major U.S. retailers to expand recycling and disposal options. Consumers can contact their local municipal solid waste agency directly, or go to epa.gov/cfl/cflrecycling.html or www.earth911.org to identify local recycling options.

If your state or local environmental regulatory agency permits you to put used or broken CFLs in the garbage, seal the bulb in two plastic bags and put it into the outside trash, or other protected outside location, for the next scheduled trash collection. Never send a fluorescent light bulb or any other mercury-containing product to an incinerator.

If your ENERGY STAR qualified CFL product burns out before it should, look at the CFL base to find the manufacturer's name. Visit the manufacturer's web site to find the customer service contact information to inquire about a refund or replacement. Manufacturers producing ENERGY STAR qualified CFLs are required to offer at least a two-year limited warranty (covering manufacturer defects) for CFLs used at home. In the future, save your receipts to document the date of purchase.

How should I clean up a broken fluorescent bulb? ⁵

Fluorescent light bulbs contain a small amount of mercury sealed within the glass tubing. When a fluorescent bulb breaks in your home, some of this mercury is released as mercury vapor. To minimize exposure to mercury vapor, EPA recommends that residents follow cleanup and disposal steps. A cleanup overview is described below; please visit epa.gov/cfl/cflcleanup.html for more information.

CLEANUP AND DISPOSAL OVERVIEW

The most important steps to reduce exposure to mercury vapor from a broken bulb are:

1. **Before cleanup**
 - a. Have people and pets leave the room.
 - b. Air out the room for 5-10 minutes by opening a window or door to the outdoor environment.
 - c. Shut off the central forced air heating/air conditioning (H&AC) system, if you have one.
 - d. Collect materials needed to clean up broken bulb.
2. **During cleanup**
 - a. Be thorough in collecting broken glass and visible powder.
 - b. Place cleanup materials in a sealable container.
3. **After cleanup**
 - a. Promptly place all bulb debris and cleanup materials outdoors in a trash container or protected area until materials can be disposed of properly. Avoid leaving any bulb fragments or cleanup materials indoors.
 - b. For several hours, continue to air out the room where the bulb was broken and leave the H&AC system shut off.

What is mercury?

Mercury is an element (Hg on the periodic table) found naturally in the environment. Mercury emissions in the air can come from both natural and man-made sources. Coal-fired power plants are the largest man-made source because mercury that naturally exists in coal is released into the air when coal is burned to make electricity. Coal-fired power generation accounts for 51 percent⁶ of the mercury emissions in the U.S.

The use of CFLs reduces power demand, which helps reduce mercury emissions from power plants.

For more information on all sources of mercury, visit <http://www.epa.gov/mercury>

For more information about compact fluorescent bulbs, visit <http://www.energystar.gov/cfls>

EPA is continually reviewing its cleanup and disposal recommendations for CFLs to ensure that the Agency presents the most up-to-date information for consumers and businesses.

¹ Source: U.S. EPA 2005 National Emissions Inventory.

² Source: Cain, A., S. Disch, C. Twaroski, J. Reindl, C. R. Case. Substance Flow Analysis of Mercury Intentionally Used in Products in the United States. *Journal of Industrial Ecology*. Volume 11, Issue 3, pages 61-75, July 2007.

³ Source: U.S. Federal Trade Commission – USA Trade Online /Stat USA.

⁴ Energy Information Administration data averaged over a five-year period.

⁵ This document contains information designed to be useful to the general public. This document does not impose legally binding requirements, nor does it confer legal rights, impose legal obligations, or implement any statutory or regulatory provisions. This document does not change or substitute for any statutory or regulatory provisions. This document presents technical information based on EPA's current understanding of the potential hazards posed by breakage of mercury-containing fluorescent lamps (light bulbs) in a typical household setting. Finally, this is a living document and may be revised periodically without public notice. EPA welcomes comments on this document at any time and will consider those comments in any future revisions of this document.

⁶ Source: U.S. EPA 2005 National Emissions Inventory.

Mold Prevention Tip Sheet

It is our goal to maintain the highest quality living environment for our residents. To help achieve this goal, it is important to work together to minimize the potential for conditions that could lead to the growth of naturally occurring mold.

Residents can help minimize mold growth in their home by taking the following actions:

- Open windows. Proper ventilation is essential. If it is not possible to open windows, run the fan on the apartment air-handling unit to circulate fresh air throughout your apartment.
- In damp or rainy weather conditions, keep windows and doors closed.
- If possible, maintain a temperature of between 50° and 80° Fahrenheit within your home at all times.
- Clean and dust your apartment on a regular basis as required by your lease. Regular vacuuming, mopping, and use of environmentally safe household cleaners is important to remove household dirt and debris that contribute to mold growth.
- Periodically clean and dry the walls and floors around the sink, bathtub, shower, toilets, windows, and patio doors using a common household disinfecting cleaner.
- On a regular basis, wipe down and dry areas where moisture sometimes accumulates, like countertops, windows, windowsills, bathroom sinks, toilets, and shower enclosures.
- Use the pre-installed bathroom fan or alternative ventilation when bathing or showering and allow the fan to run until all excess moisture has vented from the kitchen.
- Use care when watering houseplants. If spills occur, dry up excess water immediately.
- Ensure that your clothes dryer vent is operating properly, and clean the lint screen after every use.
- When washing clothes in warm or hot water, watch to make sure condensation does not build up within the washer and dryer closet; if condensation does accumulate, dry with a fan or towel.
- Thoroughly dry any spills or pet urine on carpeting.
- Do not overfill closets or storage areas as ventilation is important in these spaces.
- Do not allow damp or moist stacks of clothes or other cloth materials to lie in piles for an extended period of time.
- Immediately report to the management office any evidence of mold growth that cannot be removed by simply applying a common household cleaner and wiping the area. Also report any area of mold that reappears despite regular cleaning.
- Immediately report to the management office any failure or malfunction with your heating, ventilation or air-conditioning ducts in your apartment.
- Immediately report to the management office any inoperable windows or doors.
- Immediately report to the management office any musty odors that you notice in your home.



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-MWA

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #37, Fort Belvoir Child Supervision Guidelines

1. Reference. AR 608-18 (The Army Family Advocacy Program), 30 October 2007 (RAR 001, 13 September 2011).
2. Purpose. To provide child supervision guidelines for Fort Belvoir.
3. Applicability. This policy applies to all US Army Garrison Fort Belvoir directorates, organizations assigned, attached, and partner personnel at Fort Belvoir.
4. Policy.
 - a. Fort Belvoir follows the Fairfax County Child Supervision Guidelines.
 - b. Children seven years old and younger will not be left alone for any period of time. This includes leaving children unattended in cars, playgrounds, homes, or yards.
 - c. Youth 8-10 years old may only be left alone, adult monitored, during daylight and early evening hours for occasional, short periods of time - up to 1 ½ hours - but not on a regular, self-care basis, such as before and after school every day.
 - d. Youth 11-12 years old may be left in self-care that is adult monitored for up to 3 hours but not at night or in circumstances requiring inappropriate responsibilities.
 - e. Youth 13-15 years old may be left in self-care that is adult monitored, but not overnight and not in circumstances requiring inappropriate responsibility.
 - f. Youth 16-17 years old may be left in self-care that is adult monitored for up to 2 consecutive overnight periods but not in circumstances of inappropriate responsibility.
 - g. Adult monitored is defined as meeting the following conditions:
 - (1) Youth and parent/caretaker have communicated on house rules and guidelines for acceptable behavior.

“LEADERS IN EXCELLENCE”

IMBV-MWA

SUBJECT: Fort Belvoir Policy Memorandum #37, Fort Belvoir Child Supervision Guidelines

(2) Youth and parent/caretaker have communicated on safety/emergency plans, and youth is aware of what to do in case of emergency.

(3) Youth in self-care has knowledge of how to access parent or other responsible adult at all times (including knowing the parent/caretaker's whereabouts and having a telephone number where parent can be reached).

5. Guidelines for selecting a babysitter.

a. Generally, age 13 is the minimum recommended age for a babysitter. In making decisions about who is an acceptable babysitter, consider not only age, but also maturity.

b. The physical environment where the babysitting will take place must be safe.

c. The sitter must possess a level of maturity necessary for applying solid judgment and decision-making skills. No emotional, medical, or behavioral problems may affect the sitter's ability.

d. The length of time, the number of hours, the age and number of children, and the time of day must be consistent with the sitter's age and ability.

e. As the age and level of maturity of the sitter increases, so can the level of responsibility. Responsibilities include performing specialized tasks such as getting children ready for bed, preparing food and taking care of other specific needs.

f. The sitter must know how and when to get help and have a safety plan for emergencies.

6. Other considerations.

a. Is the sitter comfortable around children?

b. Does the sitter possess basic childcare skills?

c. Does the sitter show a responsible attitude?

d. Does the sitter respond to any special medical needs your child may have?

IMBV-MWA

SUBJECT: Fort Belvoir Policy Memorandum #37, Fort Belvoir Child Supervision Guidelines

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SUBJECT: Fort Belvoir Policy Memorandum #37, Fort Belvoir Child Supervision Guidelines

- e. Does the sitter have experience with children?
 - f. Does the sitter know basic first aid and CPR?
 - g. Has the sitter demonstrated responsible behavior in the past?
 - h. Does the sitter have references? Have you checked them out?
7. Follow the following procedures:
- a. Inform sitter of your Family's safety plan for emergency situations and ensure sitter is able to carry out the plan.
 - b. Have realistic expectations for food preparation and bathing.
 - c. Tell sitter where you will be and how to reach you.
 - d. Remind sitter to limit personal phone calls and not to allow visitors into the home.
 - e. Fairfax County Child Supervision Guidelines require that no child under the age of 16 years old should be left alone overnight. Overnight sitters should ideally be 18 years or older.
8. Proponent. The Directorate of Family and Morale, Welfare and Recreation, Family Advocacy Program (FAP) is the proponent for this policy. The FAP is designed to help us meet our responsibilities and build a strong, healthy community. Points of contact are the FAP Manager, (703) 805-3980, and the Chief of the Department of Social Work Services, (571) 231-1228.



ANGIE K. HOLBROOK
Colonel, AG
Commanding



THINKBEFORE YOUTHROWSM



Place all items mixed together & unbagged into your recycling container. Give some items a quick rinse.

GLASS



All glass bottles & jars

PAPERS



Mixed paper, newspaper, office paper, junk mail & bagged shredded paper

Flattened cardboard & paperboard

Magazines, phone books, catalogs, & books

CARTONS



Juice boxes, milk, wine & broth cartons

PLASTICS



Plastics labeled #1-7

Wide-mouth plastics

Rigid plastics

METALS



Aluminum & steel cans, non-hazardous aerosols, pots & pans, small appliances

Look for alternative disposal methods for these items. Do not toss in your recycling container.



Batteries



Light bulbs



Sharps & medical waste



Polystyrene cups, plates, & bowls



Wrappers



Plastic bags



Paper plates & napkins, bio-based plastics



Glassware, heat resistant glass & ceramics



Clothing



Wires, cables, plastic binding & lights



Tires

why is this recyclable?
why is this **not** recyclable?

thinkbeforeyouthrow.org

*Acceptable materials are subject to change at any time





REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON, FORT BELVOIR
DIRECTORATE OF EMERGENCY SERVICES
6080 ABBOTT ROAD, BUILDING 2124
FORT BELVOIR, VIRGINIA 22060-5203

IMNE-BEL-DES

24 October 2008

MEMORANDUM FOR ALL FORT BELVOIR HOUSING OCCUPANTS

SUBJECT: Fire Prevention

1. Welcome to Fort Belvoir and to your housing! The Directorate of Emergency Services wants to ensure that you and your family have a safe stay in your on-post, leased housing during your tour of duty to the National Capital Region. In order to make that a reality, we need your assistance and that of your family.

2. Despite all the awareness campaigns and public service messages, fires in on-post housing remains a great concern to this Directorate. When signing for housing, you will be asked to sign a document verifying the presence of smoke detectors. While signing this document, I encourage you to reflect on housing fire safety and what you and your family can do to prevent fires. You and your family members have a personal responsibility to be fire conscious, in addition to your duty to your family to provide them with a safe home environment. You are also obligated to maintain your housing in good condition. In accordance with the leased housing agreement you sign and you may be required to pay for damages that result from a willful or negligent act. Please keep in mind that fire damage to homes can be very expensive.

3. The fire prevention program on the Installation is only as successful as the occupants make it. Carelessness continues to be the major cause of most housing fires. The locations and reasons for most fires in these areas in the home are listed below:

- a. Kitchen – Unattended cooking on the stove.
- b. Utility and Heater Rooms – Storage of combustible materials and flammable liquids near heating units and vent stack, not cleaning lint screens and vents in dryers.
- c. Closets, Living Rooms, Basements, Bedrooms, Attics, and Outside – Children playing with matches in these areas, overloading electrical outlets, and light bulbs too close to combustible materials.

4. As discussed above, each housing unit has smoke detectors which should provide an early warning in the event of a fire. These detectors should be tested on a regular basis a minimum of once a month and the batteries replaced twice a year; a good way

“EXCELLENCE THROUGH SERVICE”

IMNE-BEL-ES
SUBJECT: Fire Prevention

to remember this is when you change your clock for daylight savings times, change your batteries. To enhance the operation of your detectors you should clean the detectors with a vacuum cleaner to remove dust build up. If your detector should not operate or malfunctions you need to report it immediately to the Service Order Desk, 703-806-3109, for repair.

5. The most important task is to make an evacuation plan for your family in the event of a fire. Keep the **Fire Department emergency number, (703) 781-1800**, posted near your phone and instruct all members of your family in the correct procedures for reporting a fire. In any event, if a fire should occur, be sure to get everyone out safely and call the Fire Department without delay. When the Fire Department arrives, advise them that everyone is or is not accounted for.

6. I have enclosed a **Fire Safety Checklist** with this memorandum. Using this checklist at least annually will help ensure your safety and the safety of your family. Fire safety inspections can also be requested by calling the Fire Prevention Branch at (703) 805-2091. I encourage each family to purchase and maintain an ABC type fire extinguisher to keep in your housing unit. They can be purchased at any hardware type store in the area.

7. On behalf of the Directorate of Emergency Services and the Fire and Emergency Services Division, I welcome you and your family to the ranks of the fire conscious community of Fort Belvoir.



DAVID W. PARCHMAN
Director
Directorate of Emergency Services

“EXCELLENCE THROUGH SERVICE”

Home Fire Safety Checklist

Score a fire safety home run — do a home fire safety inspection!

Striking out fire in your home requires a little homework. Take about 20 minutes to inspect your home. As you go from room to room, answer the questions below. For each question you answer “yes” to, give yourself a point. When you’re finished, add up the points to find out your score. **Kids, ask a grown-up to help you complete this checklist!**

First Base - Cooking Safety

- Yes No Does a grown-up always stay in the kitchen when food is cooking on the stove?
- Yes No Are stove tops and counters clean and uncluttered?
- Yes No Are there pot holders within easy reach of the stove?
- Yes No Are pot handles turned inward so they can’t be bumped?
- Yes No Are curtains and other things that can burn well away from the stove?
- Yes No Is there a “kid-free” zone of three feet (one metre) around the stove when grown-ups are cooking?

Second Base - Heating Safety

- Yes No Are portable space heaters always turned off when adults leave the room or go to sleep?
- Yes No If space heaters are used in your home, are they at least three feet (one metre) away from anything else that can burn, including people, furniture, and pets?
- Yes No Does your fireplace have a sturdy screen to catch sparks?
- Yes No Has your chimney been inspected and cleaned during the past year?
- Yes No Has your furnace been serviced by a professional in the past year?
- Yes No Are propane tanks and other fuels stored outside your home?

Third Base - Electrical Safety

- Yes No Are extension cords used safely? (Are they not under carpets or across doorways?)
- Yes No Are electrical cords in good condition, without cracks or frayed areas? (A grown-up should unplug lamps and appliances before inspecting the cords.)
- Yes No Are kitchen appliances – such as the coffee-maker, toaster oven, and microwave – plugged into separate receptacle outlets?


Home Plate - Smoke Alarms/ Home Fire Escape

- Yes No Does your home have smoke alarms on every level, including the basement, and outside each sleeping area?
- Yes No Are the batteries working in all your smoke alarms? (A grown-up should help by pushing the test button to find out.)
- Yes No Are all the exits in your home clear of furniture, toys, and clutter?
- Yes No Does your family have a home fire escape plan that includes two exits, usually a door and a window, from each room?
- Yes No Has your family picked a safe place to meet outside after you exit your home?

Yes No Have you and your family practiced a home fire drill within the last six months? (Why not do one tonight?)


Yes No Do you know the fire department's emergency phone number (which should be called from a neighbor's or nearby phone once you get outside)?


What's Your Fire Safety Batting Average?


 If you answered "yes" to all of the checklist questions above, congratulations! You scored a fire safety home run!



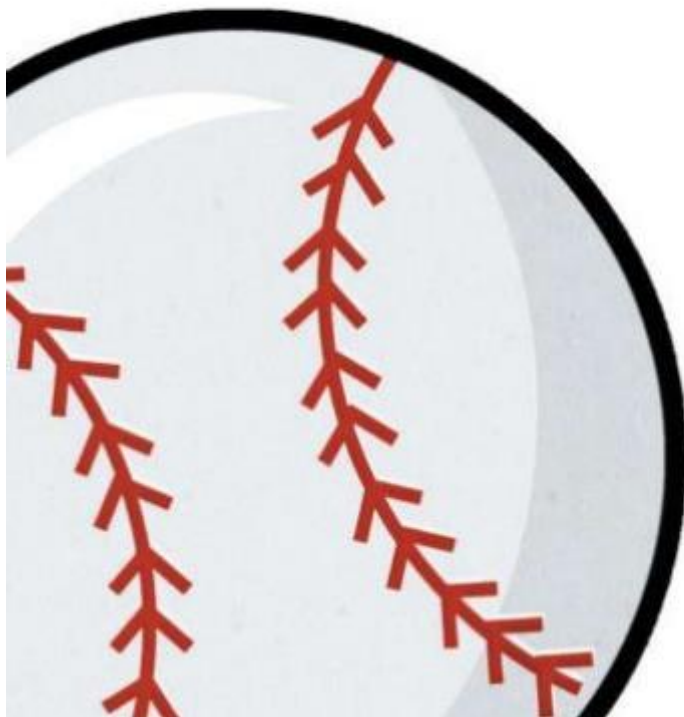
Sparky® is a trademark of the NFPA

 If you answered "yes" to 15 to 20 questions, you've made it to third base. Just make a few adjustments, and you'll easily hit a fire safety home run.

 If you answered "yes" to 10 to 14 questions, you've hit a double. You're going in the right direction, but you've got some work to do before you get to home plate.

 If you answered "yes" to fewer than 10 questions, you've reached first base, but you need to make many changes around your home in order to reach home plate.

For all questions to which you answered "no," make sure your family takes the steps needed to make them a "yes" so you can all score a fire safety home run!



National Fire Protection Association
1 Batterymarch Park
Quincy, MA 02169
www.nfpa.org
www.firepreventionweek.org
www.sparky.org

Lead-Based Paint Risk Assessment



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
DIRECTORATE OF INSTALLATION SUPPORT
9430 JACKSON LOOP, SUITE 107
FORT BELVOIR, VIRGINIA 22060-5130

18 OCT 2002

ANFB-ELE-EE (200)

MEMORANDUM FOR Fort Belvoir Housing Residents

SUBJECT: Resident Education Letter, Lead-Based Paint Risk Assessment Results

1. The purpose of this letter is to inform you on the findings of a lead risk assessment survey that was conducted in representative family housing units located throughout Fort Belvoir. The survey provided significant data for the determination of potential lead hazard areas.
2. As anticipated, lead in paint, dust, and soil was discovered in family housing neighborhoods. See the enclosed table for a summary of results from the housing areas surveyed. A "positive" (see column % Positive) result indicates that lead in paint, dust, and/or soil was present in excess of thresholds established by the United States Environmental Protection Agency (USEPA). These results are statistically representative of all housing units within each housing area. Lead-based paint exists in family housing neighborhoods, but levels of lead in dust and soil are lower than expected. The levels of lead in dust and soil are generally low because most painted surfaces are being maintained in good condition.
3. **What do these sample results mean to you?** Due to the age of most housing units, the presence of lead paint in the quarters is completely expected. The presence of lead based paint or dust does not imply a health hazard. According to U.S. Army Medical Command (MEDCOM) and USEPA, to present a threat there must be a pathway from the source to the exposed individual. The primary hazard is peeling paint and dust which could be ingested by young children. Our survey of the quarters showed that most interior painted surfaces are sound. Should you discover peeling paint, collect the loose paint using a wet paper towel and call for a service order to have the surface repainted. You may also use our self-help store supplies to spot paint these surfaces.
4. The presence of lead dust listed in the enclosed table is not cause for undue concern. The vast majority of the dust samples were found in the window troughs. Window troughs are the

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ANFB-ELE-EE

SUBJECT: Resident Education Letter, Lead-Based Paint Risk Assessment Results

exterior component of a window system where the sash meets the sill. When storm windows are present this area includes the area between the inner window and the exterior storm window. This area is inaccessible to you and young children when the window is closed. We found most window troughs to be very soiled which indicates they are not being routinely cleaned. The friction of the window being moved up and down, scraping minute quantities of paint, and the lack of routine cleaning of the windowsills are the reasons for the number of positive dust samples. You can minimize this dust by washing your windowsills and troughs with soap and water.

5. Alternatively, you can just keep your windows closed year around if you do not want to bother cleaning the sills and troughs. Remember the dust found in the sills and troughs are only a hazard if ingested. The main pathway is by young children placing their hands or toys in these windowsill areas and then putting them in their mouths. Keeping all areas where children have access free of dust or dirt is a good housekeeping practice that will minimize the risk of lead contamination.

6. Positive soil results are also not cause for undue concern. Several housing areas were identified as containing high levels of lead in bare soil. The most probable cause of these high readings was from the rain water downspouts found on the outside of the buildings. Lead solder was used in the past to join parts of the pipe together. The areas where the downspouts released the rainwater on the ground had the highest concentration of positive samples. An acceptable method to eliminate this possible hazard to young children is to maintain grass cover through seeding, sodding, or mulching bare soil areas.

7. You can minimize the risk of lead exposure to your family. Good housekeeping is the key in reducing this exposure. We will do our part by keeping you informed as to where lead can be found in the quarters and educating you as how to eliminate any lead residue from your quarters. We request your cooperation in handling the lead issue. To assist you in this effort, we will disseminate information through the *Belvoir Eagle* and through the village mayors.

ANFB-ELE-EE

SUBJECT: Resident Education Letter, Lead-based Paint Risk Assessment Results

In addition, the following actions can help you minimize your family's exposure to lead hazards:

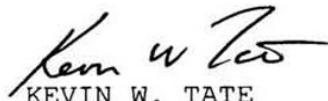
- Clean floors, windowsills and frames weekly. Use warm water and an all-purpose cleaner, applied with a mop or sponge. Dispose of water down a household drain; do not dump outside. Thoroughly wash out mops and sponges to remove any residual paint, dust, or dirt,
- Ensure children's hands are washed often, particularly before meals and at nap and bed time,
- Keep play areas clean,
- Keep children from chewing on painted surfaces,
- Make sure that children eat nutritious, low fat meals high in iron and calcium (Children with good diets absorb less lead).

8. Potential health hazards in our homes can cause concern.

Dewitt Army Community Hospital confirms that there are no records of children having elevated blood lead levels as a result of living in Fort Belvoir Quarters. Monitoring for risk factors during the 12-15 month well baby check identifies at-risk children for further screening.

9. If you have further questions, the point of contact for this action is Ann Engelberger of the Environmental and Natural Resource Division of this Directorate at 806-4007.

Encl



KEVIN W. TATE

LTC, EN

Director of Installation Support

FORT BELVOIR LEAD PAINT SURVEY RESULTS, SPRING 1998

Housing Areas	Number of Representative Housing Units	Number of Units Surveyed	Paint Sample Results		Dust Sample Results		Soil Sample Results	
			Number of Samples	% Positive	Number of Samples	% Positive	Number of Samples	% Positive
Belvoir Village	58	11	21	57.1	79	15.2	13	23.1
Gerber Village	64	13	23	60.9	103	18.4	26	3.8
100 Area	12	6	17	5.9	48	10.4	12	0.0
Rossell Village	62	12	19	10.5	88	10.2	16	0.0
Jadwin Loop	25	8	7	0.0	62	17.7	8	12.5
T400 Area	33	8	7	57.1	54	0.0	10	0.0
GW, River, Colyer, & Fairfax Villages	640	26	7	57.1	162	8	13	69.2
Colyer Village & Dogue Creek	326	20	26	76.9	152	0.0	16	25.0
Woodlawn Village	444	22	7	0.0	77	0.0	18	0.0
Lewis Heights	446	22	10	50	192	1.6	59	1.7



Protect Your Family From Lead in Your Home



Are You Planning to Buy or Rent a Home Built Before 1978?

Did you know that many homes built before 1978 have **lead-based paint**? Lead from paint, chips, and dust can pose serious health hazards.

Read this entire brochure to learn:

- How lead gets into the body
- How lead affects health
- What you can do to protect your family
- Where to go for more information

Before renting or buying a pre-1978 home or apartment, federal law requires:

- Sellers must disclose known information on lead-based paint or lead-based paint hazards before selling a house.
- Real estate sales contracts must include a specific warning statement about lead-based paint. Buyers have up to 10 days to check for lead.
- Landlords must disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a specific warning statement about lead-based paint.

If undertaking renovations, repairs, or painting (RRP) projects in your pre-1978 home or apartment:

- Read EPA's pamphlet, *The Lead-Safe Certified Guide to Renovate Right*, to learn about the lead-safe work practices that contractors are required to follow when working in your home (see page 12).



Simple Steps to Protect Your Family from Lead Hazards

If you think your home has lead-based paint:

- Don't try to remove lead-based paint yourself.
- Always keep painted surfaces in good condition to minimize deterioration.
- Get your home checked for lead hazards. Find a certified inspector or risk assessor at epa.gov/lead.
- Talk to your landlord about fixing surfaces with peeling or chipping paint.
- Regularly clean floors, window sills, and other surfaces.
- Take precautions to avoid exposure to lead dust when remodeling.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe certified renovation firms.
- Before buying, renting, or renovating your home, have it checked for lead-based paint.
- Consult your health care provider about testing your children for lead. Your pediatrician can check for lead with a simple blood test.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat healthy, low-fat foods high in iron, calcium, and vitamin C.
- Remove shoes or wipe soil off shoes before entering your house.

Lead Gets into the Body in Many Ways

Adults and children can get lead into their bodies if they:

- Breathe in lead dust (especially during activities such as renovations, repairs, or painting that disturb painted surfaces).
- Swallow lead dust that has settled on food, food preparation surfaces, and other places.
- Eat paint chips or soil that contains lead.

Lead is especially dangerous to children under the age of 6.

- At this age, children's brains and nervous systems are more sensitive to the damaging effects of lead.
- Children's growing bodies absorb more lead.
- Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



Women of childbearing age should know that lead is dangerous to a developing fetus.

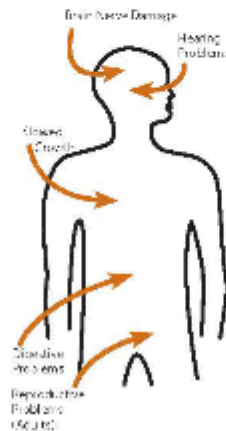
- Women with a high lead level in their system before or during pregnancy risk exposing the fetus to lead through the placenta during fetal development.

Health Effects of Lead

Lead affects the body in many ways. It is important to know that even exposure to low levels of lead can severely harm children.

In children, exposure to lead can cause:

- Nervous system and kidney damage
- Learning disabilities, attention-deficit disorder, and decreased intelligence
- Speech, language, and behavior problems
- Poor muscle coordination
- Decreased muscle and bone growth
- Hearing damage



While low-lead exposure is most common, exposure to high amounts of lead can have devastating effects on children, including seizures, unconsciousness, and in some cases, death.

Although children are especially susceptible to lead exposure, lead can be dangerous for adults, too.

In adults, exposure to lead can cause:

- Harm to a developing fetus
- Increased chance of high blood pressure during pregnancy
- Fertility problems (in men and women)
- High blood pressure
- Digestive problems
- Nerve disorders
- Memory and concentration problems
- Muscle and joint pain

Check Your Family for Lead

Get your children and home tested if you think your home has lead.

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect lead. Blood lead tests are usually recommended for:

- Children at ages 1 and 2
- Children or other family members who have been exposed to high levels of lead
- Children who should be tested under your state or local health screening plan

Your doctor can explain what the test results mean and if more testing will be needed.

Where Lead-Based Paint Is Found

In general, the older your home or childcare facility, the more likely it has lead-based paint.¹

Many homes, including private, federally-assisted, federally-owned housing, and childcare facilities built before 1978 have lead-based paint. In 1978, the federal government banned consumer uses of lead-containing paint.²

Learn how to determine if paint is lead-based paint on page 7.

Lead can be found:

- In homes and childcare facilities in the city, country, or suburbs,
- In private and public single-family homes and apartments,
- On surfaces inside and outside of the house, and
- In soil around a home. (Soil can pick up lead from exterior paint or other sources, such as past use of leaded gas in cars.)

Learn more about where lead is found at epa.gov/lead.

¹ "Lead-based paint" is currently defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter (mg/cm), or more than 0.5% by weight.

² "Lead-containing paint" is currently defined by the federal government as lead in new dried paint in excess of 90 parts per million (ppm) by weight.

Identifying Lead-Based Paint and Lead-Based Paint Hazards

Deteriorating lead-based paint (peeling, chipping, chalking, cracking, or damaged paint) is a hazard and needs immediate attention. **Lead-based paint** may also be a hazard when found on surfaces that children can chew or that get a lot of wear and tear, such as:

- On windows and window sills
- Doors and door frames
- Stairs, railings, banisters, and porches

Lead-based paint is usually not a hazard if it is in good condition and if it is not on an impact or friction surface like a window.

Lead dust can form when lead-based paint is scraped, sanded, or heated. Lead dust also forms when painted surfaces containing lead bump or rub together. Lead paint chips and dust can get on surfaces and objects that people touch. Settled lead dust can reenter the air when the home is vacuumed or swept, or when people walk through it. EPA currently defines the following levels of lead in dust as hazardous:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) and higher for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ and higher for interior window sills

Lead in soil can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. EPA currently defines the following levels of lead in soil as hazardous:

- 400 parts per million (ppm) and higher in play areas of bare soil
- 1,200 ppm (average) and higher in bare soil in the remainder of the yard

Remember, lead from paint chips—which you can see—and lead dust—which you may not be able to see—both can be hazards.

The only way to find out if paint, dust, or soil lead hazards exist is to test for them. The next page describes how to do this.

Checking Your Home for Lead

You can get your home tested for lead in several different ways:

- A lead-based paint **inspection** tells you if your home has lead-based paint and where it is located. It won't tell you whether your home currently has lead hazards. A trained and certified testing professional, called a lead-based paint inspector, will conduct a paint inspection using methods, such as:

- Portable x-ray fluorescence (XRF) machine
- Lab tests of paint samples

- A **risk assessment** tells you if your home currently has any lead hazards from lead in paint, dust, or soil. It also tells you what actions to take to address any hazards. A trained and certified testing professional, called a risk assessor, will:

- Sample paint that is deteriorated on doors, windows, floors, stairs, and walls
- Sample dust near painted surfaces and sample bare soil in the yard
- Get lab tests of paint, dust, and soil samples

- A combination inspection and risk assessment tells you if your home has any lead-based paint and if your home has any lead hazards, and where both are located.

Be sure to read the report provided to you after your inspection or risk assessment is completed, and ask questions about anything you do not understand.



Checking Your Home for Lead, continued

In preparing for renovation, repair, or painting work in a pre-1978 home, Lead-Safe Certified renovators (see page 12) may:

- Take paint chip samples to determine if lead-based paint is present in the area planned for renovation and send them to an EPA-recognized lead lab for analysis. In housing receiving federal assistance, the person collecting these samples must be a certified lead-based paint inspector or risk assessor
- Use EPA-recognized tests kits to determine if lead-based paint is absent (but not in housing receiving federal assistance)
- Presume that lead-based paint is present and use lead-safe work practices

There are state and federal programs in place to ensure that testing is done safely, reliably, and effectively. Contact your state or local agency for more information, visit epa.gov/lead, or call **1-800-424-LEAD (5323)** for a list of contacts in your area.²

² Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

What You Can Do Now to Protect Your Family

If you suspect that your house has lead-based paint hazards, you can take some immediate steps to reduce your family's risk:

- If you rent, notify your landlord of peeling or chipping paint.
- Keep painted surfaces clean and free of dust. Clean floors, window frames, window sills, and other surfaces weekly. Use a mop or sponge with warm water and a general all-purpose cleaner. (Remember: never mix ammonia and bleach products together because they can form a dangerous gas.)
- Carefully clean up paint chips immediately without creating dust.
- Thoroughly rinse sponges and mop heads often during cleaning of dirty or dusty areas, and again afterward.
- Wash your hands and your children's hands often, especially before they eat and before nap time and bed time.
- Keep play areas clean. Wash bottles, pacifiers, toys, and stuffed animals regularly.
- Keep children from chewing window sills or other painted surfaces, or eating soil.
- When renovating, repairing, or painting, hire only EPA- or state-approved Lead-Safe Certified renovation firms (see page 12).
- Clean or remove shoes before entering your home to avoid tracking in lead from soil.
- Make sure children eat nutritious, low-fat meals high in iron, and calcium, such as spinach and dairy products. Children with good diets absorb less lead.

Reducing Lead Hazards

Disturbing lead-based paint or removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.



- In addition to day-to-day cleaning and good nutrition, you can **temporarily** reduce lead-based paint hazards by taking actions, such as repairing damaged painted surfaces and planting grass to cover lead-contaminated soil. These actions are not permanent solutions and will need ongoing attention.
- You can minimize exposure to lead when renovating, repairing, or painting by hiring an EPA- or state-certified renovator who is trained in the use of lead-safe work practices. If you are a do-it-yourselfer, learn how to use lead-safe work practices in your home.
- To remove lead hazards permanently, you should hire a certified lead abatement contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent control.

Always use a certified contractor who is trained to address lead hazards safely.

- Hire a Lead-Safe Certified firm (see page 12) to perform renovation, repair, or painting (RRP) projects that disturb painted surfaces.
- To correct lead hazards permanently, hire a certified lead abatement professional. This will ensure your contractor knows how to work safely and has the proper equipment to clean up thoroughly.

Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Reducing Lead Hazards, continued

If your home has had lead abatement work done or if the housing is receiving federal assistance, once the work is completed, dust cleanup activities must be conducted until clearance testing indicates that lead dust levels are below the following levels:

- 40 micrograms per square foot ($\mu\text{g}/\text{ft}^2$) for floors, including carpeted floors
- 250 $\mu\text{g}/\text{ft}^2$ for interior windows sills
- 400 $\mu\text{g}/\text{ft}^2$ for window troughs

For help in locating certified lead abatement professionals in your area, call your state or local agency (see pages 14 and 15), or visit epa.gov/lead, or call 1-800-424-LEAD.

Renovating, Repairing or Painting a Home with Lead-Based Paint

If you hire a contractor to conduct renovation, repair, or painting (RRP) projects in your pre-1978 home or childcare facility (such as pre-school and kindergarten), your contractor must:

- Be a Lead-Safe Certified firm approved by EPA or an EPA-authorized state program
- Use qualified trained individuals (Lead-Safe Certified renovators) who follow specific lead-safe work practices to prevent lead contamination
- Provide a copy of EPA's lead hazard information document, *The Lead-Safe Certified Guide to Renovate Right*



RRP contractors working in pre-1978 homes and childcare facilities must follow lead-safe work practices that:

- **Contain the work area.** The area must be contained so that dust and debris do not escape from the work area. Warning signs must be put up, and plastic or other impermeable material and tape must be used.
- **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:
 - Open-flame burning or torching
 - Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment
 - Using a heat gun at temperatures greater than 1100°F
- **Clean up thoroughly.** The work area should be cleaned up daily. When all the work is done, the area must be cleaned up using special cleaning methods.
- **Dispose of waste properly.** Collect and seal waste in a heavy duty bag or sheeting. When transported, ensure that waste is contained to prevent release of dust and debris.

To learn more about EPA's requirements for RRP projects, visit epa.gov/getleadsafe, or read *The Lead-Safe Certified Guide to Renovate Right*.

Other Sources of Lead

Lead in Drinking Water

The most common sources of lead in drinking water are lead pipes, faucets, and fixtures.

Lead pipes are more likely to be found in older cities and homes built before 1986.

You can't smell or taste lead in drinking water.

To find out for certain if you have lead in drinking water, have your water tested.

Remember older homes with a private well can also have plumbing materials that contain lead.

Important Steps You Can Take to Reduce Lead in Drinking Water

- Use only cold water for drinking, cooking and making baby formula. Remember, boiling water does not remove lead from water.
- Before drinking, flush your home's pipes by running the tap, taking a shower, doing laundry, or doing a load of dishes.
- Regularly clean your faucet's screen (also known as an aerator).
- If you use a filter certified to remove lead, don't forget to read the directions to learn when to change the cartridge. Using a filter after it has expired can make it less effective at removing lead.

Contact your water company to determine if the pipe that connects your home to the water main (called a service line) is made from lead. Your area's water company can also provide information about the lead levels in your system's drinking water.

For more information about lead in drinking water, please contact EPA's Safe Drinking Water Hotline at 1-800-426-4791. If you have other questions about lead poisoning prevention, call 1-800-424-LEAD.*

Call your local health department or water company to find out about testing your water, or visit epa.gov/safewater for EPA's lead in drinking water information. Some states or utilities offer programs to pay for water testing for residents. Contact your state or local water company to learn more.

13 *Hearing- or speech-challenged individuals may access this number through TTY by calling the Federal Relay Service at 1-800-877-8339.

Other Sources of Lead, continued

- **Lead smelters** or other industries that release lead into the air.
- **Your job.** If you work with lead, you could bring it home on your body or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture. Call your local health department for information about hobbies that may use lead.
- Old **toys** and **furniture** may have been painted with lead-containing paint. Older toys and other children's products may have parts that contain lead.⁴
- Food and liquids cooked or stored in **lead crystal** or **lead-glazed pottery or porcelain** may contain lead.
- Folk remedies, such as "**greta**" and "**azarcon**," used to treat an upset stomach.

⁴ In 1978, the federal government banned toys, other children's products, and furniture with lead-containing paint. In 2008, the federal government banned lead in most children's products. The federal government currently bans lead in excess of 100 ppm by weight in most children's products.

For More Information

The National Lead Information Center

Learn how to protect children from lead poisoning and get other information about lead hazards on the Web at epa.gov/lead and hud.gov/lead, or call **1-800-424-LEAD (5323)**.

EPA's Safe Drinking Water Hotline

For information about lead in drinking water, call **1-800-426-4791**, or visit epa.gov/safewater for information about lead in drinking water.

Consumer Product Safety Commission (CPSC) Hotline

For information on lead in toys and other consumer products, or to report an unsafe consumer product or a product-related injury, call **1-800-638-2772**, or visit CPSC's website at cpsc.gov or saferproducts.gov.

State and Local Health and Environmental Agencies

Some states, tribes, and cities have their own rules related to lead-based paint. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your state or local contacts on the Web at epa.gov/lead, or contact the National Lead Information Center at **1-800-424-LEAD**.

Hearing- or speech-challenged individuals may access any of the phone numbers in this brochure through TTY by calling the toll-free Federal Relay Service at **1-800-877-8339**.

U. S. Environmental Protection Agency (EPA) Regional Offices

The mission of EPA is to protect human health and the environment. Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

Region 1 (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact
U.S. EPA Region 1
5 Post Office Square, Suite 100, OES 03-4
Boston, MA 02109-3912
(888) 372-7341

Region 2 (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact
U.S. EPA Region 2
2850 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3679
(732) 321-6671

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, DC, West Virginia)

Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA 19103
(215) 814-2088

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact
U.S. EPA Region 4
AFC, Lower, 12th Floor, Air, Pesticides & Toxics
61 Forsyth Street, SW
Atlanta, GA 30303
(404) 562-8988

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact
U.S. EPA Region 5 (DT-8)
77 West Jackson Boulevard
Chicago, IL 60604-3666
(312) 886-7836

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, Texas, and 56 Tribes)

Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue, 12th Floor
Dallas, TX 75202-2733
(214) 655-2704

Region 7 (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact
U.S. EPA Region 7
11201 Renner Blvd.
WWPD/TOPE
Lenexa, KS 66219
(800) 223-0425

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
(303) 312-6966

Region 9 (Arizona, California, Hawaii, Nevada)

Regional Lead Contact
U.S. EPA Region 9 (CMD-4-2)
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-4280

Region 10 (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact
U.S. EPA Region 10
Solid Waste & Toxics Unit (WCM-128)
1200 Sixth Avenue, Suite 900
Seattle, WA 98101
(206) 553-1200

Consumer Product Safety Commission (CPSC)

The CPSC protects the public against unreasonable risk of injury from consumer products through education, safety standards activities, and enforcement. Contact CPSC for further information regarding consumer product safety and regulations.

CPSC

4330 East West Highway
Bethesda, MD 20814-4421
1-800-638-2772
cpsc.gov or saferproducts.gov

U. S. Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. Contact HUD's Office of Healthy Homes and Lead Hazard Control for further information regarding the Lead Safe Housing Rule, which protects families in pre-1978 assisted housing, and for the lead hazard control and research grant programs.

HUD

451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
(202) 402-7698
hud.gov/offices/lead/

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U. S. EPA Washington DC 20460
U. S. CPSC Bethesda MD 20814
U. S. HUD Washington DC 20310

CPH-747-S-12-001
June 2017

IMPORTANT!

Lead From Paint, Dust, and Soil in and Around Your Home Can Be Dangerous if Not Managed Properly

- Children under 6 years old are most at risk for lead poisoning in your home.
- Lead exposure can harm young children and babies even before they are born.
- Homes, schools, and child care facilities built before 1978 are likely to contain lead-based paint.
- Even children who seem healthy may have dangerous levels of lead in their bodies.
- Disturbing surfaces with lead-based paint or removing lead-based paint improperly can increase the danger to your family.
- People can get lead into their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- People have many options for reducing lead hazards. Generally, lead-based paint that is in good condition is not a hazard (see page 10).

THE LEAD-SAFE CERTIFIED GUIDE TO RENOVATE RIGHT

WARNING
LEAD WORK AREA
POISON
NO SMOKING
OR EATING

CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION CAUTION



1-800-424-LEAD (5323)
epa.gov/getleadsafe
EPA-740-K-10-001
Revised September 2011



This document may be purchased through the U.S. Government Printing Office online at bookstore.gpo.gov or by phone (toll-free): 1-866-512-1800.

Important lead hazard information for families, child care providers and schools.



IT'S THE LAW!

Federal law requires contractors that disturb painted surfaces in homes, child care facilities and schools built before 1978 to be certified and follow specific work practices to prevent lead contamination. Always ask to see your contractor's certification.

Federal law requires that individuals receive certain information before renovating more than six square feet of painted surfaces in a room for interior projects or more than twenty square feet of painted surfaces for exterior projects or window replacement or demolition in housing, child care facilities and schools built before 1978.

- Homeowners and tenants: renovators must give you this pamphlet before starting work.
- Child care facilities, including preschools and kindergarten classrooms, and the families of children under six years of age that attend those facilities: renovators must provide a copy of this pamphlet to child care facilities and general renovation information to families whose children attend those facilities.



WHO SHOULD READ THIS PAMPHLET?

This pamphlet is for you if you:

- Reside in a home built before 1978.
- Own or operate a child care facility, including preschools and kindergarten classrooms, built before 1978, or
- Have a child under six years of age who attends a child care facility built before 1978.

You will learn:

- Basic facts about lead and your health.
- How to choose a contractor, if you are a property owner.
- What tenants, and parents/guardians of a child in a child care facility or school should consider.
- How to prepare for the renovation or repair job.
- What to look for during the job and after the job is done.
- Where to get more information about lead.

This pamphlet is not for:

- **Abatement projects.** Abatement is a set of activities aimed specifically at eliminating lead or lead hazards. EPA has regulations for certification and training of abatement professionals. If your goal is to eliminate lead or lead hazards, contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information.
- **"Do-it-yourself" projects.** If you plan to do renovation work yourself, this document is a good start, but you will need more information to complete the work safely. Call the National Lead Information Center at 1-800-424-LEAD (5323) and ask for more information on how to work safely in a home with lead-based paint.
- **Contractor education.** Contractors who want information about working safely with lead should contact the National Lead Information Center at 1-800-424-LEAD (5323) for information about courses and resources on lead-safe work practices.



RENOVATING, REPAIRING, OR PAINTING?



- Is your home, your building, or the child care facility or school your children attend being renovated, repaired, or painted?
- Was your home, your building, or the child care facility or school where your children under six years of age attend built before 1978?

If the answer to these questions is YES, there are a few important things you need to know about lead-based paint.

This pamphlet provides basic facts about lead and information about lead safety when work is being done in your home, your building or the child care facility or school your children attend.

The Facts About Lead

- Lead can affect children's brains and developing nervous systems, causing reduced IQ, learning disabilities, and behavioral problems. Lead is also harmful to adults.
 - Lead in dust is the most common way people are exposed to lead. People can also get lead in their bodies from lead in soil or paint chips. Lead dust is often invisible.
 - Lead-based paint was used in more than 38 million homes until it was banned for residential use in 1978.
 - Projects that disturb painted surfaces can create dust and endanger you and your family. Don't let this happen to you. Follow the practices described in this pamphlet to protect you and your family.
-

LEAD AND YOUR HEALTH

Lead is especially dangerous to children under six years of age.

Lead can affect children's brains and developing nervous systems, causing:

- Reduced IQ and learning disabilities.
- Behavior problems.

Even children who appear healthy can have dangerous levels of lead in their bodies.

Lead is also harmful to adults. In adults, low levels of lead can pose many dangers, including:

- High blood pressure and hypertension.
- Pregnant women exposed to lead can transfer lead to their fetuses. Lead gets into the body when it is swallowed or inhaled.
- People, especially children, can swallow lead dust as they eat, play, and do other normal hand-to-mouth activities.
- People may also breathe in lead dust or fumes if they disturb lead-based paint. People who sand, scrape, burn, brush, blast or otherwise disturb lead-based paint risk unsafe exposure to lead.



What should I do if I am concerned about my family's exposure to lead?

- A blood test is the only way to find out if you or a family member already has lead poisoning. Call your doctor or local health department to arrange for a blood test.
- Call your local health department for advice on reducing and eliminating exposures to lead inside and outside your home, child care facility or school.
- Always use lead-safe work practices when renovation or repair will disturb painted surfaces.

For more information about the health effects of exposure to lead, visit the EPA lead website at epa.gov/lead/pubs/leadinfo or call 1-800-424-LEAD (5323).

There are other things you can do to protect your family every day.

- Regularly clean floors, window sills, and other surfaces.
- Wash children's hands, bottles, pacifiers, and toys often.
- Make sure children eat a healthy, nutritious diet consistent with the USDA's dietary guidelines, that helps protect children from the effects of lead.
- Wipe off shoes before entering the house.

WHERE DOES THE LEAD COME FROM?

Dust is the main problem.

The most common way to get lead in the body is from dust. Lead dust comes from deteriorating lead-based paint and lead-contaminated soil that gets tracked into your home. This dust may accumulate to unsafe levels. Then, normal hand-to-mouth activities, like playing and eating (especially in young children), move that dust from surfaces like floors and window sills into the body.

Home renovation creates dust.

Common renovation activities like sanding, cutting, and demolition can create hazardous lead dust and chips.

Proper work practices protect you from the dust.

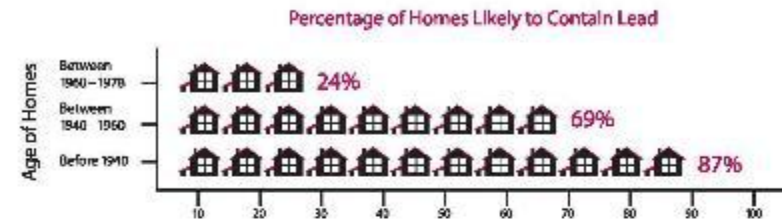
The key to protecting yourself and your family during a renovation, repair or painting job is to use lead-safe work practices such as containing dust inside the work area, using dust-minimizing work methods, and conducting a careful cleanup, as described in this pamphlet.

Other sources of lead.

Remember, lead can also come from outside soil, your water, or household items (such as lead-glazed pottery and lead crystal). Contact the National Lead Information Center at 1-800-424-LEAD (5323) for more information on these sources.



CHECKING YOUR HOME FOR LEAD-BASED PAINT



Older homes, child care facilities, and schools are more likely to contain lead-based paint.

Homes may be single-family homes or apartments. They may be private, government-assisted, or public housing. Schools are preschools and kindergarten classrooms. They may be urban, suburban, or rural.

You have the following options:

You may decide to assume your home, child care facility, or school contains lead. Especially in older homes and buildings, you may simply want to assume lead-based paint is present and follow the lead-safe work practices described in this brochure during the renovation, repair, or painting job.

You can hire a certified professional to check for lead-based paint.

These professionals are certified risk assessors or inspectors, and can determine if your home has lead or lead hazards.

- A certified inspector or risk assessor can conduct an inspection telling you whether your home, or a portion of your home, has lead-based paint and where it is located. This will tell you the areas in your home where lead-safe work practices are needed.
- A certified risk assessor can conduct a risk assessment telling you if your home currently has any lead hazards from lead in paint, dust, or soil. The risk assessor can also tell you what actions to take to address any hazards.
- For help finding a certified risk assessor or inspector, call the National Lead Information Center at 1-800-424-LEAD (5323).

You may also have a certified renovator test the surfaces or components being disturbed for lead by using a lead test kit or by taking paint chip samples and sending them to an EPA-recognized testing laboratory. Test kits must be EPA-recognized and are available at hardware stores. They include detailed instructions for their use.

FOR PROPERTY OWNERS

You have the ultimate responsibility for the safety of your family, tenants, or children in your care.

This means properly preparing for the renovation and keeping persons out of the work area (see p. 8). It also means ensuring the contractor uses lead-safe work practices.

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes, child care facilities, and schools built before 1978 be certified and follow specific work practices to prevent lead contamination.

Make sure your contractor is certified, and can explain clearly the details of the job and how the contractor will minimize lead hazards during the work.

- You can verify that a contractor is certified by checking EPA's website at epa.gov/getleadsafe or by calling the National Lead Information Center at 1-800-424-LEAD (5323). You can also ask to see a copy of the contractor's firm certification.
- Ask if the contractor is trained to perform lead-safe work practices and to see a copy of their training certificate.
- Ask them what lead-safe methods they will use to set up and perform the job in your home, child care facility or school.
- Ask for references from at least three recent jobs involving homes built before 1978, and speak to each personally.

Always make sure the contract is clear about how the work will be set up, performed, and cleaned.

- Share the results of any previous lead tests with the contractor.
- You should specify in the contract that they follow the work practices described on pages 9 and 10 of this brochure.
- The contract should specify which parts of your home are part of the work area and specify which lead-safe work practices will be used in those areas. Remember, your contractor should confine dust and debris to the work area and should minimize spreading that dust to other areas of the home.
- The contract should also specify that the contractor will clean the work area, verify that it was cleaned adequately, and re-clean it if necessary.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Direct the contractor to comply with regulatory and contract requirements.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If your property receives housing assistance from HUD (or a state or local agency that uses HUD funds), you must follow the requirements of HUD's Lead-Safe Housing Rule and the ones described in this pamphlet.

FOR TENANTS AND FAMILIES OF CHILDREN UNDER SIX YEARS OF AGE IN CHILD CARE FACILITIES AND SCHOOLS

You play an important role ensuring the ultimate safety of your family.

This means properly preparing for the renovation and staying out of the work area (see p. 8).

Federal law requires that contractors performing renovation, repair and painting projects that disturb painted surfaces in homes built before 1978 and in child care facilities and schools built before 1978, that a child under six years of age visits regularly, to be certified and follow specific work practices to prevent lead contamination.

The law requires anyone hired to renovate, repair, or do painting preparation work on a property built before 1978 to follow the steps described on pages 9 and 10 unless the area where the work will be done contains no lead-based paint.

If you think a worker is not doing what he is supposed to do or is doing something that is unsafe, you should:

- Contact your landlord.
- Call your local health or building department, or
- Call EPA's hotline 1-800-424-LEAD (5323).

If you are concerned about lead hazards left behind after the job is over, you can check the work yourself (see page 10).



PREPARING FOR A RENOVATION

The work areas should not be accessible to occupants while the work occurs.

The rooms or areas where work is being done may need to be blocked off or sealed with plastic sheeting to contain any dust that is generated. Therefore, the contained area may not be available to you until the work in that room or area is complete, cleaned thoroughly, and the containment has been removed. Because you may not have access to some areas during the renovation, you should plan accordingly.

You may need:

- Alternative bedroom, bathroom, and kitchen arrangements if work is occurring in those areas of your home.
- A safe place for pets because they too can be poisoned by lead and can track lead dust into other areas of the home.
- A separate pathway for the contractor from the work area to the outside in order to bring materials in and out of the home. Ideally, it should not be through the same entrance that your family uses.
- A place to store your furniture. All furniture and belongings may have to be moved from the work area while the work is being done. Items that can't be moved, such as cabinets, should be wrapped in plastic.
- To turn off forced-air heating and air conditioning systems while the work is being done. This prevents dust from spreading through vents from the work area to the rest of your home. Consider how this may affect your living arrangements.

You may even want to move out of your home temporarily while all or part of the work is being done.

Child care facilities and schools may want to consider alternative accommodations for children and access to necessary facilities.



DURING THE WORK

Federal law requires contractors that are hired to perform renovation, repair and painting projects in homes, child care facilities, and schools built before 1978 that disturb painted surfaces to be certified and follow specific work practices to prevent lead contamination.

The work practices the contractor must follow include these three simple procedures, described below:

1. **Contain the work area.** The area must be contained so that dust and debris do not escape from that area. Warning signs must be put up and plastic or other impermeable material and tape must be used as appropriate to:
 - Cover the floors and any furniture that cannot be moved.
 - Seal off doors and heating and cooling system vents.
 - For exterior renovations, cover the ground and, in some instances, erect vertical containment or equivalent extra precautions in containing the work area.

These work practices will help prevent dust or debris from getting outside the work area.

2. **Avoid renovation methods that generate large amounts of lead-contaminated dust.** Some methods generate so much lead-contaminated dust that their use is prohibited. They are:

- Open flame burning or torching.
- Sanding, grinding, planing, needle gunning, or blasting with power tools and equipment not equipped with a shroud and HEPA vacuum attachment.
- Using a heat gun at temperatures greater than 1100°F.



There is no way to eliminate dust, but some renovation methods make less dust than others. Contractors may choose to use various methods to minimize dust generation, including using water to mist areas before sanding or scraping; scoring paint before separating components; and prying and pulling apart components instead of breaking them.

3. **Clean up thoroughly.** The work area should be cleaned up daily to keep it as clean as possible. When all the work is done, the area must be cleaned up using special cleaning methods before taking down any plastic that isolates the work area from the rest of the home. The special cleaning methods should include:
 - Using a HEPA vacuum to clean up dust and debris on all surfaces, followed by
 - Wet wiping and wet mopping with plenty of rinse water.

When the final cleaning is done, look around. There should be no dust, paint chips, or debris in the work area. If you see any dust, paint chips, or debris, the area must be re-cleaned.

FOR PROPERTY OWNERS: AFTER THE WORK IS DONE

When all the work is finished, you will want to know if your home, child care facility, or school where children under six attend has been cleaned up properly.

EPA Requires Cleaning Verification.

In addition to using allowable work practices and working in a lead-safe manner, EPA's RRP rule requires contractors to follow a specific cleaning protocol. The protocol requires the contractor to use disposable cleaning cloths to wipe the floor and other surfaces of the work area and compare these cloths to an EPA-provided cleaning verification card to determine if the work area was adequately cleaned. EPA research has shown that following the use of lead-safe work practices with the cleaning verification protocol will effectively reduce lead-dust hazards.

Lead-Dust Testing.

EPA believes that if you use a certified and trained renovation contractor who follows the LRRP rule by using lead-safe work practices and the cleaning protocol after the job is finished, lead-dust hazards will be effectively reduced. If, however, you are interested in having lead-dust testing done at the completion of your job, outlined below is some helpful information.

What is a lead-dust test?

- Lead-dust tests are wipe samples sent to a laboratory for analysis. You will get a report specifying the levels of lead found after your specific job.

How and when should I ask my contractor about lead-dust testing?

- Contractors are not required by EPA to conduct lead-dust testing. However, if you want testing, EPA recommends testing be conducted by a lead professional. To locate a lead professional who will perform an evaluation near you, visit EPA's website at epa.gov/lead/pubs/locate or contact the National Lead Information Center at **1-800-424-LEAD (5323)**.
- If you decide that you want lead-dust testing, it is a good idea to specify in your contract, before the start of the job, that a lead-dust test is to be done for your job and who will do the testing, as well as whether re-cleaning will be required based on the results of the test.
- You may do the testing yourself. If you choose to do the testing, some EPA-recognized lead laboratories will send you a kit that allows you to collect samples and send them back to the laboratory for analysis. Contact the National Lead Information Center for lists of EPA-recognized testing laboratories.



FOR ADDITIONAL INFORMATION

You may need additional information on how to protect yourself and your children while a job is going on in your home, your building, or child care facility.

The National Lead Information Center at **1-800-424-LEAD (5323)** or epa.gov/lead/nlic can tell you how to contact your state, local, and/or tribal programs or get general information about lead poisoning prevention.

- State and tribal lead poisoning prevention or environmental protection programs can provide information about lead regulations and potential sources of financial aid for reducing lead hazards. If your state or local government has requirements more stringent than those described in this pamphlet, you must follow those requirements.
- Local building code officials can tell you the regulations that apply to the renovation work that you are planning.
- State, county, and local health departments can provide information about local programs, including assistance for lead-poisoned children and advice on ways to get your home checked for lead.

The National Lead Information Center can also provide a variety of resource materials, including the following guides to lead-safe work practices. Many of these materials are also available at epa.gov/lead/pubs/brochure

- Steps to Lead Safe Renovation, Repair and Painting.
- Protect Your Family from Lead in Your Home
- Lead in Your Home: A Parent's Reference Guide



For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** to access any of the phone numbers in this brochure.

EPA CONTACTS

EPA Regional Offices

EPA addresses residential lead hazards through several different regulations. EPA requires training and certification for conducting abatement and renovations, education about hazards associated with renovations, disclosure about known lead paint and lead hazards in housing, and sets lead-paint hazard standards.

Your Regional EPA Office can provide further information regarding lead safety and lead protection programs at epa.gov/lead.

Region 1
(Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)
Regional Lead Contact
U.S. EPA Region 1
Suite 1100
One Congress Street
Boston, MA 02114-2023
(888) 372-7341

Region 2
(New Jersey, New York, Puerto Rico, Virgin Islands)
Regional Lead Contact
U.S. EPA Region 2
2890 Woodbridge Avenue
Building 205, Mail Stop 225
Edison, NJ 08837-3579
(732) 321-6671

Region 3
(Delaware, Maryland, Pennsylvania, Virginia, Washington, DC, West Virginia)
Regional Lead Contact
U.S. EPA Region 3
1650 Arch Street
Philadelphia, PA
19103-2029
(215) 814-5000

Region 4
(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)
Regional Lead Contact
U.S. EPA Region 4
61 Forsyth Street, SW
Atlanta, GA 30303-8960
(404) 562-9900

Region 5
(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)
Regional Lead Contact
U.S. EPA Region 5
77 West Jackson Boulevard
Chicago, IL 60604-3507
(312) 886-6003

Region 6
(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)
Regional Lead Contact
U.S. EPA Region 6
1445 Ross Avenue,
12th Floor
Dallas, TX 75202-2733
(214) 665-7577

Region 7
(Iowa, Kansas, Missouri, Nebraska)
Regional Lead Contact
U.S. EPA Region 7
901 N. 5th Street
Kansas City, KS 66101
(913) 551-7003

Region 8
(Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)
Regional Lead Contact
U.S. EPA Region 8
1595 Wynkoop Street
Denver, CO 80202
(303) 312-6312

Region 9
(Arizona, California, Hawaii, Nevada)
Regional Lead Contact
U.S. Region 9
75 Hawthorne Street
San Francisco, CA 94105
(415) 947-8021

Region 10
(Alaska, Idaho, Oregon, Washington)
Regional Lead Contact
U.S. EPA Region 10
1200 Sixth Avenue
Seattle, WA 98101-1128
(206) 553-1200

OTHER FEDERAL AGENCIES

CPSC

The Consumer Product Safety Commission (CPSC) protects the public from the unreasonable risk of injury or death from 15,000 types of consumer products under the agency's jurisdiction. CPSC warns the public and private sectors to reduce exposure to lead and increase consumer awareness. Contact CPSC for further information regarding regulations and consumer product safety.

CPSC
4330 East West Highway
Bethesda, MD 20814
Hotline 1-(800) 638-2777
cpsc.gov

CDC Childhood Lead Poisoning Prevention Branch

The Centers for Disease Control and Prevention (CDC) assists state and local childhood lead poisoning prevention programs to provide a scientific basis for policy decisions, and to ensure that health issues are addressed in decisions about housing and the environment. Contact CDC Childhood Lead Poisoning Prevention Program for additional materials and links on the topic of lead.

CDC Childhood Lead Poisoning Prevention Branch
4770 Buford Highway, MS F-40
Atlanta, GA 30341
(770) 488-3300
cdc.gov/nceh/lead

HUD Office of Healthy Homes and Lead Hazard Control

The Department of Housing and Urban Development (HUD) provides funds to state and local governments to develop cost-effective ways to reduce lead-based paint hazards in America's privately-owned low-income housing. In addition, the office enforces the rule on disclosure of known lead paint and lead hazards in housing, and HUD's lead safety regulations in HUD-assisted housing, provides public outreach and technical assistance, and conducts technical studies to help protect children and their families from health and safety hazards in the home. Contact the HUD Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control research and outreach grant programs.

U.S. Department of Housing and Urban Development
Office of Healthy Homes and Lead Hazard Control
451 Seventh Street, SW, Room 8236
Washington, DC 20410-3000
HUD's Lead Regulations Hotline
(202) 402-7698
hud.gov/offices/lead/

We would like you to share with you some important guidelines for the safety of yourself, your family, and your property. We recommend that you consider following these guidelines in addition to other common sense safety practices.

PERSONAL SECURITY WHILE INSIDE YOUR PREMISES

- Lock your doors and latch your windows even when you are inside.
- If you have night latches or deadbolts on the doors, use them while you are inside you dwelling.
- When answering the door, first ascertain who is there by looking through a window or peephole. If the person is unknown, first talk with them without opening the door, and do not open the door until you are satisfied that it is safe to do so.
- Be careful to whom you give or lend your keys.
- Do not put marking on your key ring to identify you name or address.
- If you are concerned because you have lost your key or because someone you distrust has a key, contact the Community Management Office to have the locks re-keyed. You have a statutory right to do so, provided you pay the cost of re-keying in advance.
- Keep the telephone number for emergency medical services and the police department handy and immediately available.
- Periodically check your smoke detector for dead batteries or malfunction.
- Periodically check your door locks and window latches to be sure they are working properly.
- Immediately report, in writing, to the Community Management Office any needed repairs of locks, latches, doors, windows, or smoke detectors. Be certain to date and sign your report.
- Immediately report, in writing, to the Community Management Office, any malfunction of other safety devices outside your Premises such as broken gate locks or burned-out lights in stairwells or parking lots. Be certain to date and sign your report.
- Close curtains, blinds, keep windows shaded at night.
- Let the Community Management Office and your friends know if you are going to be gone for an extended time. Ask your neighbors to keep an eye on your Premises since the management cannot assume that responsibility.
- Mark or engrave identification on valuable personal possessions.

PERSONAL SECURITY WHILE AWAY FROM OR OUTSIDE YOUR PREMISES

- Lock your doors while you are gone.
- Leave a radio playing very softly while you are gone.
- Close and latch your windows when you are gone, particularly on vacations.
- Use lamp timers when you go out in the evening or go away on vacation. Timers are available for purchase at most hardware stores.
- Tell others at home where you are going and when you will be back.
- When walking at night, walk with another person if possible.
- Do not give your entry codes (where applicable) to guests or strangers.
- Make arrangements for your newspaper delivery to be stopped.

PERSONAL SECURITY WHILE USING YOUR CAR

- Lock your car doors while driving.
- Lock your car doors and roll up the windows when leaving your car parked.
- Whenever possible, do not leave any visible items in your car, such as audiotapes, wrapped packages, briefcases, purses, etc.
- Carry your key ring in your hand while you are walking to your car whether you are at home, school, work, or on vacation.

In case of conflict between the provisions of this Addendum and any other provisions of the Agreement, the provisions of the Addendum shall govern.



Woodlawn Village Community Pool Rules and Regulations

The following rules and regulations have been established for the benefit of all users of the swimming pool to ensure the safe operation of the pool facilities and to provide enjoyable recreation for all. Residents and guests are required to cooperate in observing these rules and regulations and to obey the instructions of the lifeguard staff. **Residents and guests who violate any rule or regulation are subject to the revocation of their swimming privileges.**

Lifeguard staff reserves the right to refuse admittance into the facility when the capacity of the pool has been reached or when otherwise deemed necessary for the health, welfare or safety of residents and guests.

The lifeguard staff is responsible for the operation of the pool. Their instructions must be followed at all times. Should a disagreement arise, patrons are advised to contact the pool manager or the Woodlawn Village Community Management Office.

GENERAL RULES/ADMISSION POLICIES

1. Only residents of The Villages at Belvoir are authorized to use the pool. **To enter the pool area, each resident age 16 and up is required to bring his or her Military ID Card (United States Uniformed Services Identification and Privilege Card). The Military ID Card and home address provided by the resident will be compared against a Rent Roll listing of current residents (list includes all service member lease holders and eligible dependents on file). In situations where an eligible dependent is too young to hold a Military ID Card or is younger than age 16, his or her name will be cross-referenced against the Rent Roll. As long as dependent's name appears as a qualified dependent and he or she is accompanied by an adult age 18 or older in bathing suit attire, access to the pool area will be granted.**
2. Weather permitting, the pool is open seven (7) days a week beginning Memorial Day weekend through Labor Day weekend. Pool hours are 10:00 a.m. until 8:00 p.m.
3. Guests are limited to two (2) per family per visit.
4. Activities may be recorded to aid in the prosecution of certain crimes committed against this facility.
5. No one is permitted in the swimming area unless the pool is officially open and a lifeguard is on duty. Entering the area or pool when it is not open for public use is punishable by possible fines and/or imprisonment as warranted by Fort Belvoir Department of Emergency Services.
6. If a resident or guest with a disability needs special accommodations to use the pool complex, please contact the lifeguard staff.
7. Lifeguard staff has authority to enforce all pool rules. Any resident or guest who repeatedly violates the rules may be ejected by the lifeguard staff.

FACILITY

1. Food, glass containers, alcoholic beverages, drugs and pets that are not service animals are not permitted in the pool complex. All refuse and waste papers must be deposited in designated receptacles. Please recycle.
2. All bags, baskets and coolers are subject to inspection.
3. The office telephone equipment may be used only to deliver messages of an emergency nature or facility information to persons at the pool.
4. Lifeguard staff are the only persons allowed in the filter room, mechanical room, storage room, and office.
5. Smoking is not permitted anywhere in the facilities, or within 50 feet from them.
6. The pools will be closed and cleared hourly for a 15-minute safety break. This is a good time to head to the restrooms.
7. Single groups shall not monopolize a particular area of the pool and thereby limit its use by or intimidate other patrons.
8. Chairs are not permitted within six (6) feet of the poolside

LOCKER ROOMS

1. Children six (6) years of age or older must change in the appropriate locker room. A Family Restroom featuring lockers and a shower is available in the hallway outside of the locker rooms.
2. Leave valuables at home. Fort Belvoir Residential Communities, LLC (FBRC) is not responsible for personal property or valuables at any time. Lost & Found will be disposed of weekly. Valuables may not be checked with pool staff.
3. Food is NOT permitted in locker rooms.



Woodlawn Village Community Pool Rules and Regulations

4. The use of cameras, video cameras or any device containing camera equipment of any kind is prohibited in all locker rooms, bathrooms and changing facilities.
5. The use of the restrooms and locker rooms is assigned strictly based on anatomical or biological gender rather than on the basis of adopted gender.
6. Residents and guests are not permitted to leave locks on lockers overnight. Locks will be cut off and locker contents will be placed into Lost & Found.
7. Use of locker room facilities is limited to residents and guests for the purpose of changing. Activities such as washing clothes, coloring hair and other personal grooming activities are not permitted.

ATTIRE

1. All residents and guests within the pool area must be attired in swimming apparel. No street shoes or clothing allowed on decks. The swimming pool and decks must be maintained in a sanitary manner for the protection of bathers.
2. Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts and underwear is not permitted as swimwear. Swimwear should not have been worn for exercising immediately prior to pool use and must be colorfast and of lightweight material suitable for swimwear, such as Lycra, Spandex or nylon. Clean T-shirts may be worn for modesty or medical reasons.
3. For public health reasons, standard diapers are not allowed to be worn in the pool. Infants/children who are not toilet trained and adults who are incontinent who wish to enter any pool must wear a snug fitting disposable swim diaper covered by a snug fitting clean rubber/vinyl/plastic swim diaper cover. If the diaper becomes soiled, this person must leave the pool immediately and may not return until he/she has taken or been given a soap shower and is wearing a clean swim diaper covered by a clean rubber/vinyl/plastic pant.

BEHAVIOR

1. Socializing with or distracting the lifeguard staff is strictly prohibited.
2. No person within the pool grounds shall behave in such a manner as to jeopardize the safety and health of himself/herself and/or others. Such behavior, including abusive or profane language, shall be ground for expulsion.
3. Loitering is not permitted on the pool grounds or within any of its facilities.
4. Running, boisterous or rough play, pushing, acrobatics, dunking, wrestling, splashing, yelling, diving or jumping haphazardly, snapping of towels, improper conduct causing undue disturbances on or about the pool area or any acts that would endanger any resident or guest are prohibited.
5. Spitting, spouting water, blowing nose, urinating or defecating in the pool is prohibited.
6. Prolonged underwater swimming for time and or distance is strictly prohibited. Competitive and/or repetitive breath holding can be deadly and is not permitted. Hyperventilation is absolutely not permitted.
7. Gum chewing is not permitted anywhere in the pool complex for health and safety reasons.

AGE RESTRICTIONS

1. **All children under the age of 16 must be accompanied and supervised at poolside at all times by an adult age 18 or older in bathing suit attire. Children under six (6) years old need to have an adult age 18 or older in the water with them and within arm's reach at all times.** Any unaccompanied children will be asked to leave the pool.
8. Use of the wading pool (Tot Pool) is restricted to children five (5) years old and under. Each child must be supervised in the water by an adult age 18 or older in bathing suit attire. Children must not be left unattended at any time

EQUIPMENT/TOYS

1. Toys, balls, inner tubes, inflated boats and rafts are not permitted in the pool. Small toys may be allowed in the Tot Pool at the lifeguard staff's discretion.
2. Wearing eyeglasses in the pool is discouraged unless absolutely necessary. Non-breakable lenses and frames are necessary for safety.
3. Coast Guard approved and labeled personal flotation devices, such as vests designed to provide vertical support, may be worn with permission of the lifeguard staff. Water wings (swimmies) may also be worn. Each individual wearing a personal flotation device must be accompanied in the pool and within arm's reach at all times by an adult age 18 or older. No back floats, bubbles, rings or one-sided flotation devices are permitted.
4. Headphones must be worn when listening to musical entertainment devices.



Woodlawn Village Community Pool Rules and Regulations

WEATHER

1. During storms, the pools will be closed and the entire area cleared at the discretion of the lifeguard staff. Due to limited cover, residents and guests are encouraged to leave the facility. Others must remain within the shelter of the bathhouse or their car. The pool will normally open fifteen (15) minutes after the storm passed.
2. During periods of cool weather, the pool will not open when the temperature is below 70°.

HEALTH/SAFETY POLICIES

1. FBRC assumes no liability for injuries or damages arising from the results of participation unless due to willful or gross negligence on the part of FBRC. Due to the strenuous nature of some activities, residents and guests are advised to consult his/her physician concerning fitness to participate. All activities present certain inherent risks and hazards that the resident or guest assumes.
2. Residents and guests under the influence of alcohol or drugs will not be permitted in the pool complex or surrounding area.
3. Any injury occurring in the pool area must be reported to the lifeguard staff immediately.
4. All residents and guests must take a cleansing soap shower before entering the deck area. Sunbathers should shower before each entrance into the water in order to rinse off perspiration, lotions, sunscreens, etc.
5. Any resident or guest having a skin disease, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease or who is wearing any kind of bandage or Band-Aid will not be permitted in the pool.
6. Any resident or guest having any considerable area of sub-skin tissues, open blisters, cuts, etc., is warned that these are likely to become infected. Such persons may not use the pool.
7. Any adult or child who is experiencing even a mild case of diarrhea may not use the pool.
8. For public health reasons, standard diapers are not allowed to be worn in the pool. **Infants/children who are not toilet trained and adults who are incontinent who wish to enter any pool must wear a snug fitting disposable swim diaper covered by a clean snug fitting rubber/vinyl/plastic swim diaper cover.** If the diaper becomes soiled, this person must leave the pool immediately and may not return until he/she has taken or been given a soap shower and is wearing a clean swim diaper covered by a clean rubber/vinyl/plastic pant.

Under Health Department standards, adopted on the recommendation of the Centers for Disease Control (CDC), accidents involving fecal matter now require longer pool closure. Prevention is far better than contamination, so please follow the CDC's following healthy swimming habits:

- Children (and adults) who have had diarrhea in the last two weeks should not go swimming.
- Use the bathroom before getting into the pool.
- Take frequent bathroom breaks and check diapers often.
- Take advantage of the Safety Break to use the bathroom.
- Shower before entering the pool and after using the toilet.
- Change diapers in the bathroom (not the pool area).
- Avoid swallowing pool water or even getting it in your mouth.

**WE LOOK FORWARD TO ENJOYING SAFE AND FUN-FILLED SUMMERS WITH YOU
AT THE WOODLAWN VILLAGE COMMUNITY POOL!**



Usage Agreement and Release of Liability
Dogue Creek Fitness Center

Date: _____
Service Member Name: _____
Street Address: _____
Daytime Telephone: _____
Email Address: _____

I, the above named Resident, understand that the use of the Dogue Creek Fitness Center located at 9639 Barlow Road (the "Fitness Center") is at my sole risk and I agree to release and hold harmless Fort Belvoir Residential Communities and all of their respective affiliates, successors, assigns, partners, directors, officers, employees, and agent (collectively referred to as "Owner" from any and all liability for all personal injuries, property damage, loss of time, pain and suffering, and/or any other loss, damage, or expense that I might incur arising out of or from my use of or presence within the Fitness Center, my participation in any activities in the Fitness Center, or my use of any equipment located in the Fitness Center (the "Claims"), even if such are caused by the sole, joint, concurrent, or comparative negligence of Owner.

I understand that my use of the Fitness Center may involve risk of injury and even death, and that I am voluntarily participating in activity within the Fitness Center with full knowledge of the dangers involved. I hereby agree to assume and accept all risk of injury or death. I further agree to abide by all rules and regulations (posted at Fitness Center) now in effect or hereinafter established by Owner relating to the use of the Fitness Center and agree that my privilege to use the Fitness Center may be canceled at any time, without prior notice or warning, and I disclaim any recourse in the event of such cancellation and agree to immediately vacate the Fitness Center upon request.

I acknowledge that only myself and my qualified dependents age 18 and older have been provided with a Saflok access key that allows me and only me and qualified dependents at the above address access to the Fitness Center. The Saflok system associated with this key can track my entrance to the facility and will be used to monitor usage. I understand that Saflok access keys will be issued only to me and my qualified dependents age 18 and older and that all access keys issued belong to the Owner. I agree that I am solely responsible for all actions of any dependent under age 18 to whom a key issued to me is used by or that I allow into the Fitness Center and that all terms and conditions of this agreement apply to any such individuals. I agree to be responsible for any damage or injury sustained or caused by those that I allow or accompany me into the Fitness Center. I agree not to lend my access key or allow others other than my qualified dependents to use the Fitness Center without the Owner's approval and I will inform the Woodlawn Community Management Office immediately if I lose or misplace any access key or if any access key is stolen. In the event that I do, I agree to be responsible for any damage or injury sustained or caused by those that I allow into the Fitness Center. In addition, I agree to be responsible for any damage I cause in or to the Fitness Center. A replacement key can be issued at a cost of \$25.00.

I have read and fully understand this document. I am aware of the fact that I am releasing and waiving certain potential rights and voluntarily and freely agree to the terms and conditions as set forth herein.

Service Member Signature

Date

Property Management Representative Signature

Date



**Usage Agreement and Release of Liability
Woodlawn Fitness Center**

Date: _____
Service Member Name: _____
Street Address: _____
Daytime Telephone: _____
Email Address: _____

I, the above named Resident, understand that the use of the Woodlawn Fitness Center located at 5375 Dairy Court (the "Building") is at my sole risk and I agree to release and hold harmless Fort Belvoir Residential Communities and all of their respective affiliates, successors, assigns, partners, directors, officers, employees, and agent (collectively referred to as "Owner" from any and all liability for all personal injuries, property damage, loss of time, pain and suffering, and/or any other loss, damage, or expense that I might incur arising out of or from my use of or presence within the Fitness Center, my participation in any activities in the Fitness Center, or my use of any equipment located in the Fitness Center (the "Claims"), even if such are caused by the sole, joint, concurrent, or comparative negligence of Owner.

I understand that my use of the Fitness Center may involve risk of injury and even death, and that I am voluntarily participating in activity within the Fitness Center with full knowledge of the dangers involved. I hereby agree to assume and accept all risk of injury or death. I further agree to abide by all rules and regulations (may be obtained from the Community Management Office) now in effect or hereinafter established by Owner relating to the use of the Fitness Center and agree that my privilege to use the Fitness Center may be canceled at any time, without prior notice or warning, and I disclaim any recourse in the event of such cancellation and agree to immediately vacate the Fitness Center upon request.

I acknowledge that only myself and my qualified dependents age 18 and older have been provided with a Saflok access key that allows me and only me and qualified dependents at the above address access to the Fitness Center. The Saflok system associated with this key can track my entrance to the facility and will be used to monitor usage. I understand that Saflok access keys will be issued only to me and my qualified dependents age 18 and older and that all access keys issued belong to the Owner. I agree that I am solely responsible for all actions of any dependent under age 18 to whom a key issued to me is used by or that I allow into the Fitness Center and that all terms and conditions of this agreement apply to any such individuals. I agree to be responsible for any damage or injury sustained or caused by those that I allow or accompany me into the Fitness Center. I agree not to lend my access key or allow others other than my qualified dependents to use the Fitness Center without the Owner's approval and I will inform the Woodlawn Community Management Office immediately if I lose or misplace any access key or if any access key is stolen. In the event that I do, I agree to be responsible for any damage or injury sustained or caused by those that I allow into the Fitness Center. In addition, I agree to be responsible for any damage I cause in or to the Fitness Center. A replacement key can be issued at a cost of \$25.00.

I have read and fully understand this document. I am aware of the fact that I am releasing and waiving certain potential rights and voluntarily and freely agree to the terms and conditions as set forth herein.

Service Member Signature

Date

Property Management Representative Signature

Date



Damage Cost Estimate Sheet

Effective Date: December 19, 2016

We sincerely hope you enjoyed your stay at The Villages at Belvoir. A final inspection will be completed on your home. The charges on your account will be determined based on the move-in checklist you completed at move in. Any differences between the move-in checklist (with the exception of normal wear and tear) and the final inspection will be charged to your account.

IMPORTANT: The charges listed below are based on costs as of the above effective date. **Actual damage costs charged to your account may vary from those listed to reflect the cost in effect at time of move out.** Actual charges will be detailed at time of final move out.

CLEANING CHARGES

Appliance Cleaning	Starts at \$25.00
Vinyl Floors.....	Starts at \$25.00 per room
Countertop	Starts at \$10.00 each
Kitchen Cabinets and Drawers.....	Starts at \$10.00
Light Fixture.....	Starts at \$10.00 each
Patio/Balcony Power Wash	Starts at \$150.00
Bathroom Fixtures (e.g., bathtub, tile, toilet, mirror, and/or cabinet).....	Starts at \$75.00
Windows - Interior/Exterior.....	\$10.00/window/side
Back Yard Clean-Up (e.g., pet waste removal, trash pick-up).....	Starts at \$50.00
General Cleaning (per area).....	Starts at \$25.00/area
Trash (home/storage/garage/patio).....	\$25.00/bag or item
Fireplace.....	Starts at \$50.00
Garbage and Recycling Totes.....	\$25.00 per tote
Odor Neutralizer (e.g., pet/smoke odor).....	Starts at \$295.00
Ionizer (e.g., pet/smoke odor).....	Starts at \$395.00
Duct Cleaning.....	Starts at \$350.00

REPAIR, REPLACEMENTS, AND OTHER CHARGES

Broken Window	Cost per window
Satellite Dish Removal.....	\$50.00
Screens.....	Starts at \$35.00 per screen
Smoke/CO Detector (if damaged or missing).....	Starts at \$20.00 per detector
Mini Blinds.....	Starts at \$25.00 per blind
Lock Change.....	\$50.00 per cylinder
Home and/or Mailbox Keys (metal keys).....	\$15.00 per key
Electronic Key (plastic keys).....	\$25.00 per key
Garage Remote	\$40.00 per remote
Cabinet Faces/Drawers.....	Starts at \$50.00 each
Drip Pan/Grates	Starts at \$25.00/set
Bath Tub or Countertop Repair/Replacement.....	Starts at \$150.00
Bathroom Fixtures (per item, includes faucet, mirror, towel bar or ring, toilet, doorknob, medicine cabinet).....	Starts at \$25.00
Interior Door/Trim Replacement (includes bi-fold doors).....	Starts at \$30.00
Restoring Home to Original State (e.g., removal of non-standard features installed by resident).....	Starts at \$25.00/hour
Garage Damage.....	Based on actual replacement/repair cost



Damage Cost Estimate Sheet

PAINT/DRYWALL CHARGES

Repair Drywall\$25.00/area
Sealing of Walls with Kilz/Prime Paint \$25.00/wall

Flooring Charges

Stain Removal Cost (varies depending on stain and work required)
Repair..... Cost (varies depending on repair required)
Carpet Dye Cost (varies depending on repair required)
Hardwood Floor Repair..... Starts at \$350.00/area
Steam Cleaning..... Starts at \$225.00
Sealing Floor Cost (varies depending on area treated)

REPLACEMENT CHARGES

Life expectancy varies based on specific flooring type with all flooring replacement costs charged base on the cost of actual replacement.

- Carpet is pro-rated based on a five- or six-year life expectancy depending on carpet type
- Sheet vinyl is pro-rated based on a seven-year life expectancy
- Vinyl plank flooring is pro-rated based on a ten-year life expectancy

HOURLY CHARGES (Plus Cost of Materials Used)

Mowing of Lawn in Unattended Fenced Yard Area \$40.00 hour
Damaged Drywall, Trim, Masonry or Cabinetry Repair Work..... \$25.00 hour
Furniture Removal..... \$75.00 hour

NOTHING HEREIN WILL BE COSTRUED AS A LIMITATION ON LANDLORD’S RIGHT TO PURSUE RESIDENT FOR DAMAGES NOT SPECIFICALLY LISTED ON THIS DOCUMENT.

Spider Control Tips

(Source: Publication 444-262, August 1996 Virginia Tech)

HABITAT: Common household pest in the fall when they are looking for a warm place for winter; found around doors, windows, house plants, basements and garages.

CONTROL: Spider control is best done on a one-to-one, as needed basis. A general spray for spiders is not recommended, unless the infestation seems severe. Tolerate what you can, spray with an aerosol what you cannot.

INTERESTING FACTS: Most homeowners have misconceptions about spiders - they are pictured to be poisonous (even deadly), and likely to attack at any time. Wrong. The only dangerous spiders we have in Virginia are the brown recluse spider and the black widow spider. The brown recluse is not common. The black widow is common, but reports of it biting people are infrequent. For the most part, spiders are beneficial, eating insects and other spiders.

(Source: Controlling spiders – Texas A&M University System L17-87)

- As a precautionary measure, become familiar with what poisonous spiders look like and how they act.
- Because spiders nest in quiet, undisturbed areas, discourage them by cleaning and vacuuming closets, cellars and other such areas frequently.
- Seal buildings with caulk, screening, and weather stripping to keep spiders from entering.
- Tape or seal boxes, especially in storage areas infested with brown recluse spiders.
- Where possible, wash off outside areas, particularly under roof eaves, with a water hose.
- Mechanically removing the webbing may be necessary because no chemical treatment to dissolve webs is available.



Fairfax County Public Schools General Enrollment and Contact Information

All of the schools serving the Fort Belvoir on-post community are part of the Fairfax County Public Schools System. For general information on the school system and transportation, please visit the system's website at www.fcps.edu

Fort Belvoir Primary Elementary School

- Located on the North Post of Fort Belvoir at 5970 Meeres Road, Fort Belvoir, VA 22060
- To be eligible for enrollment, the student must reside on-post
- Enrollment is for students attending Kindergarten through 3rd grade
- Telephone: 703-781-2700 | Fax: 703-781-2712 | Website: www.fcps.edu/FtBelvoirES
- For information about Before and After School Care visit www.belvoir.armymwr.com/us/belvoir/categories/cys-services

Fort Belvoir Upper Elementary School

- Located on the North Post of Fort Belvoir at 5980 Meeres Road, Fort Belvoir, VA 22060
- To be eligible for enrollment, the student must reside on-post
- Enrollment is for students attending 4th through 6th grade
- Telephone: 571-982-1300 | Fax: 571-982-1397 | Website: www.fcps.edu/FtBelvoirES
- For information about Before and After School Care visit www.belvoir.armymwr.com/us/belvoir/categories/cys-services

Whitman Middle School

- Located off-post at 2500 Parkers Lane, Alexandria, VA 22306
- Enrollment is for students attending 7th and 8th grade
- Telephone: 703-660-2400 | Fax: 703-660-2497 | Website: www.fcps.edu/WhitmanMS
- For information about Before and After School Care visit www.fairfaxcounty.gov/ofc/SACC.htm

Mount Vernon High School

- Located off-post at 8515 Old Mount Vernon Road, Alexandria, VA 22309
- Enrollment is for students attending 9th through 12th grade
- Telephone: 703-619-3100 | Fax: 703-619-3197 | Website: www.fcps.edu/MtVernonHS

Fairfax County Public Schools System General Enrollment Guidelines

- If you live off-post, register and locate your "base school" according to your street address by visiting www.fcps.edu/boundary
- Register for school as soon as you have **proof of residency** (details on the websites). The website for each of the schools allow you to browse the school system as well as print any required registration forms and view a checklist of required documents
- Call your base school and make an appointment to register the student and be certain to take with you all of the required registration documents along with your completed registration form

Surrounding County Websites

Prince William County: www.PWCS.edu

Stafford County: www.staffordschools.net

Prince George's County: www.pgcps.org

Arlington County: www.apsva.us

Fort Belvoir School Liaison: 703-805-1836 or 703-805-3126
Fort Belvoir Relocation Assistance: 703-805-5058

ANIMAL WASTE BMP FACTSHEET 23

Rev. 04/2019



DESCRIPTION

The goal of ensuring proper pollution prevention practices when dealing with animal and pet waste is to prevent unnecessary and unlawful discharges of harmful pollutants into our waterways. Many parks, trails, and facilities on Fort Belvoir are pet-friendly. Pet waste that is left on streets, pavement, lawns, and trails can be picked up by stormwater run-off and carried to surrounding watersheds through storm drains. It is very important to pick up and properly dispose of pet waste to ensure that harmful bacteria and parasites are not introduced into the environment. In addition, when pet waste decomposes in watersheds, it can create detrimental algae blooms that will deplete the water of oxygen and kill fish and other aquatic organisms. If proper pollution prevention practices are not followed, harmful pollutants can migrate by means of stormwater run-off into our natural waterways.

Targeted Pollutants	
Sediment	
Nutrients	X
Trash	
Metals	
Bacteria	X
Oil & Grease	
Chemicals	
Salt	
Objectives	
Cover	
Contain	
Educate	X
Reduce/Minimize	X
Product Substitution	

GUIDELINES

- Carry disposable biodegradable pet waste bags with you to parks and on trails. These bags are inexpensive and often available for free at pet waste collection stations.
- Properly dispose of pet waste in trash can or at designated pet waste collection stations.
- Spread the word about the dangers of leaving pet waste exposed to stormwater. In most counties it is becoming the law that pet owners clean up after their pets so if you see something say something!
- At pet care facilities such as veterinary clinics, grooming and training facilities it is important that proper pet waste handling signs are posted and pet owners have access to either designate pet waste areas or pet waste collection stations.

FATS, OILS, AND GREASE (FOG) HANDLING BMP FACTSHEET 11

Rev. 04/2019



DESCRIPTION

Fats, oil, and grease (FOG) are a byproduct of restaurant activities and if handled incorrectly they can have negative impacts on wastewater collection, treatment facilities, and natural waterways. These type of pollutants can degrade water quality and impair the health of fish and wildlife habitats. Most wastewater collection system blockages can be traced to FOG. Blockages in the wastewater collection system are serious, because they cause sewage spills, manhole overflows, or raw sewage backups in homes and businesses. Grease may not appear harmful but it congeals and causes grease mat buildup on the surface of settling tanks, digesters, and the interior of pipes and other surfaces which may cause serious problems in infrastructure. Anytime there is an overflow in the sewer system this creates the potential for harmful pollutants, pathogens such as viruses and bacteria to discharge into storm drains which flow directly into creeks, streams and rivers! In addition to clogging pipes, FOG itself is a group of harmful pollutants that can wreak havoc on natural processes and ultimately kill fish and other organisms. In order to protect our natural resources and the health and safety of individuals it is important to follow basic Best Management Practices (BMP) when handling fats, oils, and greases.

Targeted Pollutants

Sediment	
Nutrients	
Trash	
Metals	
Bacteria	
Oil & Grease	X
Chemicals	
Salt	

Objectives

Cover	X
Contain	X
Educate	X
Reduce/Minimize	X
Product Substitution	

INSIDE GUIDELINES

Food service facilities should provide suitable and adequate grease and oil interceptors that must be regularly inspected, cleaned and maintained in accordance with the established BMPs to minimize spills through good housekeeping practices, and to provide guidance and training to employees on proper BMP practices.

- Do not pour or scrape FOG down any drain
- Witness all grease trap or interceptor cleaning to ensure proper cleaning.
- Do not put enzymes or additives directly into interceptors or traps in order to reduce your cleaning schedule.
- Train kitchen staff to scrape excess food particles and liquid grease into dry trash or a separate container. Use paper towels to wipe excess grease from utensils and work areas.
- Post Fort Belvoir Grease Management Guide above sinks and dishwasher.
- If clean-up sink drains to an under-the-sink grease trap, lower final discharge temperature as not to melt grease and pass through trap.
- Clean up grease spills with absorbent materials.
- Clean hood filters and kitchen floor mats. Discharge wastewater to your interceptor.
- Collect used grease and oil in a proper container. Check for possible leaks, avoid overfilling the grease drums, and ensure drum lids are tight.
- Maintain a service record for maintenance activities and routine inspections.
- Properly label all collection containers.

FATS, OILS, AND GREASE (FOG) HANDLING BMP FACTSHEET 11



OUTSIDE GUIDELINES

The responsibility does not stop in the kitchen! The proper storage and disposal of used grease and oils is just as important as the use of the grease interceptors. The proper BMPs for outdoor grease and oil storage containers includes:

- Clean up *any* spills immediately with absorbent pads or other dry methods - Other dry methods include food grade paper, paper towels, and newspaper. During the transportation of used greases from indoor to outdoor storage containers spills can happen. No matter how small the spill it is important it is cleaned up properly and *promptly*. If spill is not cleaned up the next rain event will wash it into the nearest storm drain.
- Cover outdoor grease and oil containers - Uncovered grease and oil storage containers can collect rainwater. Since grease and oil float, the rainwater can cause an overflow onto the ground. Such an overflow will eventually reach the storm water system and nearby streams.
- Locate grease dumpsters and storage containers away from storm drain catch basins - The farther away from the catch basin, the more time someone has to clean up spills or drainage prior to entering the storm drain system. Be aware of oil and grease dripped on the ground while carrying waste to the dumpster. Schedule regular pickups of grease and oil storage containers.
- Routinely clean kitchen exhaust system filters - If grease and oil escape through the kitchen exhaust system, it can accumulate on the roof of the establishment and eventually enter the storm drain system when it rains. Dispose of any cleaning materials properly.
- Inspect dumpsters and containers regularly for any damages, leaks, or other deficiencies.
- Do not wash any kitchen mats, grills, and other equipment outside or throw any wash water outside. Greasy equipment should be wiped down prior to washing.



MAINTENANCE/GOOD HOUSEKEEPING

- Inspect dumpsters and containers regularly for any damages, leaks, or other deficiencies.
- If spills are present during inspection, properly clean-up spill. FOG clean-up methods include placing absorbent litter, rubbing the absorbent litter into the FOG, and sweeping up litter once complete. **DO NOT WASH FATS, OILS, AND, GREASE DOWN STORM DRAIN OR BEST MANAGEMENT PRACTICE!**
- Ensure drum lids are tightly secured.
- Maintain a service record for maintenance activities and routine inspections

SPILL RESPONSE PROCEDURES

In the event of a spill or leak follow the appropriate Spill Response Procedures posted at your facility or refer to the BMP Factsheet Overview.

- Survey the incident from a safe distance. Identify the source of release and the material being released.
- Call the Ft. Belvoir Fire Department if spills are greater than 5 gallons. If ANY amount of leaked materials has entered a storm drain or waterway call the Ft. Belvoir Fire Department at 703- 781-1800 and DPW Environmental Division (Env. Div.) at 703-806-3694.
- Provide the Safety Data Sheet of the spilled material to the spill response personnel.
- Fill out Spill Incident Report in your SWPPP.
- **REPORT ALL SPILLS TO DPW/ENV. DIV AND THE FIRE DEPARTMENT!**

REPORT SPILLS TO DPW/ENV. DIV. BY:

- E-mailing your Spill Incident Report to gerald.j.sheehan3.civ@mail.mil
- Calling 703-806-3694

Grease Management Guide

FATS, OIL AND GREASE (FOG) CLOG PIPES!

Fats, oil, and grease (FOG) are byproducts of food service activities and if disposed of incorrectly, can easily pollute our natural waterways and clog sanitary sewer pipes. Clogged pipes cause sewage backups and overflows into storm drains and create environmental and health problems.



DO'S & DON'TS



DO dump FOG into grease trap, grease interceptor, and grease drums.

DO wipe off dishes, pots, pans and cooking utensils before rinsing or washing.

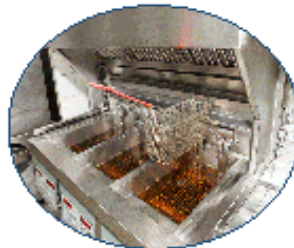
DO cover outdoor grease and oil containers so no stormwater comes in contact with FOG.

DO locate grease dumpsters and storage containers away from storm drain and curb inlets.

DO routinely clean and maintain kitchen exhaust system filters and your grease traps.

DO clean up any spills promptly and promptly with absorbent pads or other spill materials and properly dispose of cleaning materials.

DO inspect dumpsters and containers regularly for any damages or leaks.



DON'T overfill the grease drums.

DON'T pour FOG down the floor drain, sinks or toilet.

DON'T leave dumpster or FOG containers uncovered.

DON'T dump oil or grease on the ground or in a storm drain.

DON'T forget to have your grease trap regularly cleaned and maintained.

DON'T leave FOG spills on the ground where they can come in contact with stormwater.

DON'T use damaged or leaky dumpsters and containers.

Call Ft. Belvoir Fire Department and DPW Environmental Division if spills are greater than 5 gallons or if ANY leaked material has reached storm drain or waterway.

Fort Belvoir Fire Department (703)781-1800

DPW Environmental Division (703)806-3694

Automobile Maintenance and Car Care - Tips for the Homeowner

KEEP THE STORM DRAINS CLEAN FOR THOSE DOWNSTREAM

Oil and grease can destroy fish gills and block oxygen from the fish, while other chemicals can have toxic effects.

Routine automobile maintenance can pollute streams, ponds, and rivers. This occurs when washing vehicles or if oil or other vehicle fluids leak onto paved areas. Storm water runoff from paved areas (roads, driveways, and parking areas) carries contaminants into streams, ponds, and rivers, harming aquatic life. Oil and grease can destroy fish gills and block oxygen from the fish, while other chemicals can have toxic effects. Here are some maintenance tips that will reduce water pollution:

Fluid Maintenance

- ◆ Change your oil and other lubricants regularly.
- ◆ Identify leaking fluids and repair promptly.
- ◆ Use a funnel and drip pan to contain spills during fluid changes.
- ◆ Drop off used oil at the Autocraft shop or AAFES gas station.
- ◆ Place drip pans under the spouts of liquid storage containers.

Cleaning

- ◆ Dry sweep garage floors instead of wet washing.

- ◆ Use nontoxic cleaning products, such as:
 - ◆ baking soda paste to clean battery terminals, chrome, wheels, and tires;
 - ◆ dishwashing soap or abrasive soap pads for tire cleaning, and
 - ◆ white vinegar with water to clean windows; dry with crumpled newspaper.

Vehicle Washing

- ◆ Wash vehicles at a car wash that recycles water, or use a bucket and sponge (not a running hose). This conserves water and minimizes runoff.

Spills

- ◆ Prepare a spill cleanup kit for use in your garage.
- ◆ Clean up spills immediately, using kitty litter, sawdust, or cornmeal.
- ◆ Dispose of waste material properly; call the environmental office for instructions.

Contact the DPW-Environmental and Natural Resources Division at (703) 806-4676.



Improving Storm Water Quality

Automobile Maintenance and Car Care - Tips for the Homeowner

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Contact the DPW-Environmental and Natural Resources Division at (703) 806-4676.



Improving Storm Water Quality

Lawn Care, Fertilizer and Water Pollution

KEEP THE STORM DRAINS CLEAN FOR THOSE DOWNSTREAM

Natural methods of lawn care in conjunction with chemicals can produce a healthy lawn and protect water quality.

The overuse of lawn fertilizers and weed killers can harm streams, rivers, and ponds. Sole reliance on chemicals is no longer recommended for maintaining a beautiful lawn. Instead, natural methods of lawn care in conjunction with chemicals can produce a healthy lawn and protect water quality. Certain grasses can filter pollutants (fertilizers, herbicides, sediment) and some types can control weeds while requiring less fertilizer and water. Here are some tips:

Mowing

- ◆ Don't mow too close to the ground; taller grass produces deeper roots and controls weeds.
- ◆ Practice "grasscycling", and leave clippings on the lawn to provide natural fertilization (do not blow them into ditches or streams).
- ◆ Do not mow wet grass, this causes clumping.
- ◆ Use composted yard waste as mulch and soil conditioner.

Fertilizers

Fertilizers contain nutrients (nitrogen and phosphorus) that can harm water quality by causing undesirable plants to grow in streams and ponds, blocking oxygen from the fish. Fertilizers high in nitrates (nitrogen) are more likely to enter streams because they are released more quickly. Here are some best management practices:

- ◆ Apply according to label directions. Do not apply fertilizer:
 - when the ground is frozen.
 - before or after heavy rain or irrigation.
 - during cold weather (less than 55 degrees Fahrenheit).
 - directly into, or near, streams, ponds, or ditches.
- ◆ Minimize application rates on slopes.
- ◆ Use fertilizers labeled "slowly-available nitrogen" on sandy soils, since they are less likely to enter streams.
- ◆ Base fertilizer applications on a representative soil test that shows the amounts of nutrients in the soil, waiting three to four weeks after the last fertilization.
- ◆ Aerate compacted soil to aid incorporation of fertilizer and reduce runoff.
- ◆ Maintain a vegetated buffer zone between frequently fertilized lawns and streams to prevent pollution and provide uptake of nutrients.
- ◆ Water carefully to prevent runoff and leaching.
- ◆ Water in the early morning for optimal results.
- ◆ Follow local applicable water use restrictions.

Contact the DPW-Environmental and Natural Resources Division at (703) 806-4676.



Improving Storm Water Quality



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 style="text-align: center;">#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 style="text-align: center;">#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

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: 1-800-638-2772

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 e-mail 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 resecure 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 and yet easy for you to use.

To be effective, they must be properly installed. Follow installation instructions carefully. Remember, too, 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, and other areas to help prevent poisonings and other injuries. Safety latches and locks on cabinets 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 "V" 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.

Check these safety devices frequently to make sure they are secure and properly installed and maintained. Limit window openings 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 falls against sharp edges of furniture and fireplaces. Be sure to look for bumpers that stay securely on furniture or hearth 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 **Childless Window Coverings** (10) in homes with young children, in order to help prevent strangulation. 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. 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 stove 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 essential. If the house serves as a side of the barrier, doors heading 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 re-secured 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, bathrooms, and other areas to help prevent poisoning 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).





Army Community Services	703.805.4590
Animal Control.....	703.806.0684
Ambulance.....	703.805.1106
Child and Youth Services - Central Registration.....	703.806.6674
Commissary (Customer Service).....	703.806.6096
Dental Clinic	703.806.4393
Fort Belvoir Community Hospital.....	571.231.3224
Family Life Center	703.805.2742
Fire	
EMERGENCY.....	703.781.1800
Non-Emergency.....	703.806.6911
Fairfax County Public Schools	
Fort Belvoir Elementary School.....	703.781.2700
Whitman Middle School	703.660.2400
Mt. Vernon High School.....	703.619.3100
Military Police	
EMERGENCY	703.806.3104
Non-Emergency.....	703.806.4277
Post Exchange.....	703.806.5800
Red Cross	703.805.2057
Service Orders.....	703.454.9797
Staff Judge Advocate (SJA) Claims	703.805.4159
Staff Chaplain	703.806.4316
Transportation.....	703.806.4900
Verizon.....	1.866.GET.FIOS
* Telephone, Cable and Internet Service Provider for all Villages	
Dominion Virginia Power.....	1.888.667.3000
Veterinary Clinic	703.805.4336
Youth Services.....	703.805.4515