

2012

Seasonal Housing Handbook



Mojave National Preserve

12/31/2011

Welcome to Mojave National Preserve!

The housing office would like to welcome you and offer our assistance in getting you settled into housing at Mojave National Preserve. It is important that you review all the information in this handbook and keep it for your records.

Should you have any comments or concerns, please direct them to the appropriate housing staff:

Housing Manager, Lisa Wilson (760) 252-6110 or 760-221-3942

Housing Mission Statement

The National Park Service's housing goal is, "To provide decent, safe, sanitary, and energy efficient housing to all occupants (NPS employees and other support staff)." That is also our goal here at Mojave National Preserve. One way to accomplish this goal is by increasing accountability. Accountability on the park level to provide improved housing conditions and accountability on the tenant level to maintain and vacate the housing units and premises in good condition.

Check In/Check Out Procedures

Occupancy of the housing unit begins with the approval of the housing assignments and the return of the signed Housing Assignment Agreement (lease) form to the Preserve Housing Officer. Occupancy ends with the termination of employment or reassignment of the tenant to another unit, duty station, or unit of the park service, if applicable. Early termination of occupancy normally requires 30 days notification by either party, as agreed to in the Housing Assignment Agreement. In the case of a breach of the agreement, tenants may be required to vacate the unit sooner.

Check-in/Check-out Inspection (NPS Policy)

In accordance with Housing Reference Manual #36:

"Tenants will participate in a walk-through inspection at both the beginning and end of their occupancy to determine the condition of their unit. Tenants can be of assistance by participating in periodic maintenance inspections and by identifying maintenance problems that might otherwise be overlooked. If a tenant chooses not to participate in such inspections, it may be deemed that any decision (good or bad) will be non-disputable, and any fines or charges will be paid by, or charged to, that tenant. Tenants will be financially responsible for any damage to the premises that results from neglect or damage beyond reasonable wear and tear. The Preserve should contact their property managers to see when a Board of Survey is necessary."

Check-in Process

Tenants should schedule an appointment with the Housing Officer to receive their keys and sign appropriate paperwork at their assigned housing with their first line supervisor and/or Housing Officer. Appointments will be made for arrival at the assigned housing between 8:00 a.m. and 3:30 p.m. Monday through Friday only. If this time is not possible, the resident should contact the Housing Officer or their supervisor to make alternative arrangements. A Form 10-382, Housing Occupancy/Vacancy Inspection will be completed to document and note the condition of the unit, and any damage or other maintenance concerns at the time of move-in. Photographs may also be used to document the condition of the unit at the time of check in. Tenants will be provided with the Check-in list and the standards for cleanliness that are assessed during this inspection. The Housing Assignment Agreement, "Terms and Conditions" and a Lead-Based Paint Disclosure form (if applicable) will also be signed at this time. It is DOI policy that these forms be signed and dated by the tenant before the tenant occupies the unit.

At check-in or within the first week of occupancy, supervisors will make arrangements for the new employee to meet with Housing Officer for an orientation to housing policy and procedures.

Check-out Process

Tenants should notify the housing office at least **seven calendar days** in advance of vacating their residence. This time frame is necessary to: cancel quarters deductions through the payroll systems, prepare any potential Bills for Collection, set up a housing check out inspection between the tenant and check out official, for the Housing Office to plan for the next occupant, or plan for prospective rehabilitation work.

It is the responsibility of the tenant to arrange a time (during working hours) for a housing check-out inspection with the employee's first line supervisor, the Housing Officer or their designee. Tenants will be provided with the Check-out list and the standards for cleanliness that are assessed during this inspection.

The original Occupancy/Vacancy Inspection Form 10-382 used for check-in will be used to note any damages, items not cleaned to standards or anything needing attention by either the resident or maintenance. Photographs may be used to document condition and/or damage to the unit. Any damage will be the responsibility of the tenant. At the Preserve's discretion, the tenant may be given the first opportunity to repair or clean the unit to the Housing Officer's satisfaction; otherwise a Bill of Collection will be issued prior to the tenant being allowed to check-out of the Preserve. Tenants will be given 24 hours to take care of these cleaning deficiencies or minor damages over and above normal wear and tear. If these deficiencies are not addressed to the satisfaction of the service, the tenant will be charged the cost of cleaning or repairing the items. Major damages will be billed to the tenant accordingly.

All light bulbs should be in working order upon check in and check out. In the event a tenant cannot reach a light fixture to change a bulb or if tenant is uncomfortable changing florescent bulbs, submit a work order through Lotus Notes email address MOJA_Maintenance_Workorder@nps.gov and maintenance will assist. Tenants should not call for changing lamp bulbs or other easily accessible fixtures. It is the tenant's responsibility to replace burned out bulbs at tenant's expense.

The resident will turn in his/her housing keys, garage door openers or other equipment assigned to the tenant at the time of inspection. Tenants may be charged for rekeying, etc., the housing unit if keys, etc., are not returned.

Standards for Unit Condition at Time of Check-out (Preserve Policy)

Housing units will be in the same condition when tenants check out as when they checked in, less reasonable wear and tear.

Cleanliness standards for the unit for the duration of a tenant's occupancy and for condition at the time of check-out are provided later in this document.

Shared Seasonal Housing Responsibilities: ALL tenants of shared housing will be responsible for keeping their area within the quarters neat and clean. Tenants should work out a fair arrangement of cleaning the common areas of the house. This ensures that the last tenant is not solely held accountable for cleaning or common area damage. Remaining tenants of shared quarters must initial the inspection form of the vacating tenant. Their initials verify that the person vacating has cleaned their share of the unit and those remaining take full responsibility for the condition/cleanliness of the unit. Remaining tenants should make the Housing Officer aware of any conditions for which he/she does not wish to assume responsibility, i.e. damage or behavior that should rightly be assessed against the vacating tenant prior to their roommate's departure.

If the housing unit does not pass the initial check-out inspection, tenant will be provided with a second check-out date/time. This gives the tenant the opportunity to fix any areas needing additional cleaning and to notify their supervisor of the requirement to be present at re-inspection. If tenant departs on the weekend, the quarters will be inspected by the supervisor (or designee) on the following business day. If the unit does not pass the inspection, the supervisor will be notified and given the chance to clean for their tenant or the tenant will be issued a bill of collection for cleaning costs. The forwarding address for your employment check-out which is used for W-2 purposes will be used.

If the housing unit is found to be damaged, the Facility Management Building Supervisor or designee, will determine the charges depending on an assessment of the damages to include supplies/materials and the hourly rate of maintenance employees used to repair the unit. A federal bill of collection will be issued to the tenant. Failure to make prompt payment or the tenant causing damage to housing units may result in lost eligibility for future housing in Mojave National Preserve.

Come Early/Stay Late

Occupants may take possession of the housing unit up to 7 days before the official lease commencement date or remain in possession of the housing unit up to 7 days after the termination date stated in the lease agreement if the unit is available. Requests for taking possession early or staying late must be completed in writing, 7 days prior to the expected work start date or final scheduled day of work. Requests must be approved by the Housing Officer. Pro-rated rent for these additional days will be collected directly from the tenant via a Bill of Collection. Note that appropriate forms must still be signed prior to the tenant occupying housing.

House Surfing

Tenants are not allowed to advertise Government housing or barter their units on social websites for any of these purposes and remind them that their rental agreement states:

"The premises shall be used for residence purposes only. **It shall not be assigned or sublet by occupant in whole or in part**, nor shall any business be conducted on the premises unless authorized in writing by the Agency/Bureau head or his/her designated representative."

This, not only endangers the tenant themselves, but if they're sharing a unit with others, they could be at danger/risk too. This should not be tolerated. Tenants involved in such activity should be given notice and may even be evicted based on

the General Terms and Conditions "...for being a serious threat to the public health and welfare" and thereby endangering other tenants and/or visitors.

Relatives/Guests of Residents

The Preserve defines a guest as a friend or relative who does not live with the occupant.

Shared Housing Units

Overnight guests will be allowed in shared/seasonal housing units with the following provisions:

- (1) Overnight guests will be permitted only if all occupants are in agreement. If all occupants of the unit do not agree, then overnight guests will not be permitted. It is the responsibility of each occupant to confer with his/her roommates(s) and obtain their approval prior to making specific plans and scheduling guests. The occupant should discuss with his/her roommate(s) the number of guests and length of their anticipated stay, take in into consideration the accommodations available in the surrounding communities and concession facilities. It is recommended that the requesting occupant use good judgment and consider the lack of privacy or inconvenience that this will cause his/her roommate(s). The number of overnight guests at any one time will be limited to two.
- (2) Occupants accept full responsibility for the conduct of their guests. Occupants will be responsible for all costs incurred for any damage, etc., to their housing unit, which was made by their guest(s). Occupants will be responsible for assuring that their guest(s) adhere to all Preserve housing policies and regulations.
- (3) The length of stay for any guests will not exceed 8 days and 7 nights per 6 month season.
- (4) Pets of guests are not allowed in seasonal/shared housing units.

Late Season Housing Extensions and Utilities: Units which are scheduled to have the water turned off on a specific date must be cleaned and vacated by the scheduled date. Alternate housing may be assigned if the work season extends beyond the availability of the quarters, but cannot be guaranteed. If there is a move to a different unit, all check out and check in procedures apply. New rental rates will apply in all cases, regardless of whether or not the tenant requested the move. Tenants are encouraged to have a conversation with their supervisor and Housing officer regarding potential housing impacts if asked to work an extended season.

Pet Policy

Pets are **not** permitted in seasonal housing. Temporary employees scheduled to occupy government housing will not be permitted occupancy if they bring a pet.

Smoking (NPS Policy)

As stated in Housing Reference Manual #36:

The NPS strongly encourages a smoke free environment in both the workplace and Government housing. Smoking and secondhand smoke have been identified as both a health and safety hazard. Smoking in Government housing is not allowed.

Housing Work Order Requests

To request work or repairs to a housing unit, the tenant should submit a work order request to the Facilities Management Office/Housing Officer as soon as the problem is discovered. Work requests should be sent via Lotus Notes to: 'MOJA Maintenance Work orders' **or** email to the MOJA_Maintenance_Workorder@nps.gov web address. Requests should include the housing unit number, detailed description of work requested, contact information from requestor to schedule access to the housing unit, whether or not the tenant prefers to be present when work is completed, and if not permission to access quarters when away, and any special considerations (i.e. pets). If there is a child in the residence the tenant is required to be present. Once the work order is received, it will be input into FMSS and repairs scheduled. For non-emergency work, tenants should expect a response within 5 working days.

If a tenant does not have access to a computer or an email account, they should call the Chief of Maintenance or Housing Officer, who will input the request for the tenant.

Routine Maintenance and Repair Priorities/Procedures

When maintenance work is required on a housing unit, work should proceed in accordance with Housing Reference Manual #36 as applicable:

“Every reasonable effort will be made to avoid inconvenience to the tenant. Plans for inspections and routine maintenance activities should be made known to the tenant as far in advance as possible, and not less than 48 hours ahead. In emergencies, as much notice as possible will be given.”

In accordance with this policy, the Preserve will give tenants 48 hours prior notice, except in the case of emergencies.

Correction of deficiencies related to health/life/safety, critical systems, energy efficiency, and structural repairs, are the highest work priorities, while cosmetic improvements are a lower work priority level.

Whenever routine maintenance and repairs are scheduled in occupied housing units, it will be the tenant's responsibility to move furnishings out of the way. For example, when a room is scheduled for painting, the tenant will move all furnishings out of the room or to the center of the room. Facilities management staff will safeguard furnishings by covering them with drop cloths, as appropriate. Once work is completed, the tenant will be responsible for repositioning the furniture.

If the work order is a safety or health related concern and requires an elevated level of attention use the address in Lotus Notes titled: 'MOJA Maintenance Work orders-SAFETY' and be specific as to the location and description of the hazard. If this is a serious health or safety need, follow the Housing Emergency Procedures below.

Housing Emergency Procedures

For housing facility emergencies contact the list of employees below. For after-hour emergencies, try contacting the listed personnel below first. If you are unable to contact these employees, contact Dispatch at (909) 383-5652, 5653, or 5654. Emergencies are considered something that could imminently cause harm/injury to tenant or major structure/asset damage. Some examples are major building flooding, waterline breaks, major sewage backups, tree damage to a structure, etc. When in doubt and it is an emergency (such as fire), dial 911.

*****IMPORTANT**

The below employees are listed for after hour emergency maintenance response (after 4:30 p.m.) The Park does not pay these employees to be on-call, so there is NO GUARANTEE that they will be home or able to respond. Based upon the assessment of the situation, repairs may be deferred to the next day.

1. Mike Hall (Maintenance Supervisor): cell 760-221-5801
2. Jerry Smith (Maintenance Mechanic): cell 760-221-7368
3. Steve Carlson (Facility Manager): cell 760-252-7363
4. Lisa Wilson (Housing Officer): cell 760-221-3942

Personal Items

When vacating Government housing, tenants are responsible for the immediate removal of all personally owned household goods (cleaning supplies, food, kitchen items, shower curtains, toilet brushes, etc.) or property from park structures and grounds. Do not leave items behind “for the next tenant to use.”

NPS Housing Reference Manual 36 states: Any such property that remains may be moved and stored by the Government to facilitate the occupancy of new tenants. Any associated costs (including extended rental, moving, storage and administration) will be the responsibility of the former tenant, and will generally be assessed through a Bill of Collection. If tenant property remains in Government possession after thirty (30) days, it will be treated according to the statutory guidelines for abandoned property and will ultimately become the property of the Government, for its disposition (see 36 CFR 2.22, Property; 102-41.20, Federal Management Regulation; 9.2.2, Reference Manual 36).

This means that any left item must be moved. Immediate removal is required if new tenants are arriving. Regardless, it becomes government property and all property regulations apply, including required labeling, survey and disposal records, etc.

Appliances and Services

Telephone and Cell Phone Service (NPS Policy)

Each permanent residence will have a working phone jack. Residents may elect to contract with private telephone companies for phone service at their housing units, or for additional phone jacks for computers at their own expense. Refer to Housing RM #36, Chapter 8.1.15, for additional information.

Telephone service providers in the Preserve include:

Ponderosa (HIW, Kessler, and OX housing areas)

AT&T (Kelso and Baker housing areas)

Many areas of the Preserve are out of cell phone range or have spotty and/or limited coverage.

Use of the government phone at the Fire dorm located at Hole-in-the-Wall is available when a non-dedicated business line is available. Personal calls must be made during non-working hours provided the phone calls do not incur an additional cost to the government. The Cisco phones do not have a per call cost. The analog lines are charged by the minute, so they are not to be used for personal calls.

Portable Preserve Radios

Portable Preserve radios may be installed in residences for the convenience of the government. Requests for radios in residences must be made through the Chief Ranger. None of the existing housing units currently have Preserve radios installed.

Cable Television

Cable television is not available in any of the Preserve's housing areas.

Satellite Dishes

In accordance with RM #36, Chapter 9.2.10, personal satellite dishes must be approved in writing by the Housing Officer before being installed at a housing unit, and once approved, installation of satellite dishes will be at the expense of the tenant. Additionally, when vacating a unit, the tenant must remove the dish unless otherwise approved by the Housing Officer, at no cost to the government. Any damage to government property will be charged to the tenant. No government equipment or materials will be used for the installation and/or removal of these dishes. These requests must be made in writing.

Satellite television is provided in the common area of the HIW Fire Center for HIW occupants.

Government-owned and/ or Employee-owned Furniture and Appliances

Government-owned furniture and appliances may not be removed, altered, or transferred to another housing unit. Requests for replacement furnishings must be made through the Housing Officer. Except for certain appliances such as ranges, refrigerators, freezers, washers and dryers, generally no other government-owned furnishings will be supplied to residents that are permanent employees. As provided for in DO-36, government-owned furnishings and appliances will also be provided to residents that are seasonal/temporary, SCA's, volunteers, etc.

Energy Conservation and Climate Change

Residents are encouraged to be proactive in conserving energy where feasible to reduce greenhouse gas (GHG) emissions and mitigate their impacts on climate change. The Preserve has taken steps to reduce non-renewable fuel consumption by installing solar photovoltaic systems. To make the PV systems run efficiently, residents should strive to implement conservation measures, as outlined in the Off-grid Living Agreement. Residents should become familiar with the Preserve's Climate Friendly Action Plan. This approved plan has set a goal to reduce GHG emissions from Preserve-purchased electricity to 100% below 2008 levels by 2019. This will be done by replacing purchased electricity with solar photovoltaic systems that may in some cases be tied back into the power grid.

Exterior Care Standards

Yard Care/ Landscaping

In order to maintain and improve the appearance of government furnished quarters, the following guidelines are provided:

Residential yard care, as a condition of the Housing Agreement, is the responsibility of the assigned occupant of government housing for watering and basic yard care. Tenants are held financially responsible for the condition of their yards. Tenants are not to alter the native vegetation/landscape of yards. Questions on landscaping and vegetation care should be directed to the Housing Officer.

With Firewise landscaping, you can create survivable space around your home that reduces your wildfire threat. This includes pruning large trees so that the lowest branches are at least 6 to 10 feet high to prevent a fire on the ground from spreading to the tree tops. Within the Home Ignition Zone, remove flammable plants that contain resins, oils, and waxes that

burn readily. Additional information can be found at <http://www.firewise.org/Information/Who-is-this-for/Homeowners.aspx>. In addition, the Preserve's wildland fire crew will conduct annual vegetation inspections and perform work as needed. The Mojave fire crew will do the major trimming, but it is the responsibility of the tenant to submit a work order if they see any landscaping needs for maintaining a survivable space around the home. If there are any doubts about the landscaping, please notify the housing officer.

Where supplied, sprinkler heads occasionally become clogged or need cleaning and after power outages or surges, yard timers may need re-setting. Contact either the Housing Officer or local maintenance staff for instructions.

Planting or landscaping by RV site tenants is not permitted.

Lawns and plants of vacant quarters and common areas will be watered and maintained by maintenance personnel.

Fence Policy

For privacy and life/safety issues, the following guidelines are provided:

Where safety of small children is involved or intrusion from grazing animals is a problem, a fence may be erected in single-family residences that are located inside of the Preserve.

Employees wishing to have a fence constructed at their residence must submit the request in writing to the Housing Officer for review, prior to approval.

Vehicles/Vessels

All tenant-owned vehicles must be legally registered and operable.

Residents will be allowed to keep up to two vehicles at their residence. Residents may request permission to have additional vehicles including boats, trailers, ATV's etc. at their housing unit. A letter should be submitted to the Housing Officer for approval stating the reason additional vehicles must be parked at their residence before any action is taken by the employee.

A decision will be made by the Housing Officer on a case-by-case basis as to whether RV's, ATV's, trailers, boats, etc. may be required to be parked at an alternate location.

Vehicles are not to be parked or stored on yards or on any undisturbed natural areas adjacent to the housing.

Residents and their guests will be instructed to park in a manner as to not obstruct routine traffic flow, to hinder emergency vehicle access, or infringe upon neighbor's rights (blocking access, views, etc).

Garages

Garages are not to be used in a manner that causes rodent infestation. Storing government property in vacant garages of housing units is prohibited unless approved in advance by the Housing Officer. Garages will be charged to the tenant as a garage in their rent, regardless of how the tenant uses the space.

Outside Storage/Storage Sheds

Storage sheds are provided at some housing units. Residents wishing to purchase and install a storage shed must provide a written request to the Housing Officer stating the size, type of materials/construction, and proposed location of the unit. Units of metal construction or over 120 square feet will not be authorized. Storage sheds shall be of a commercially manufactured, prefabricated type or professionally custom-made. All units must meet Preserve color scheme and design standards.

Areas surrounding government housing units are to be kept neat and orderly. Garbage and debris must be disposed of properly.

Garbage Dumpster and Recycling

Garbage dumpsters are located at Baker and Hole In The Wall. Tenants are responsible for hauling their own garbage to the dumpsters. Garbage may not be left outside.

There are many ways to reduce the amount of waste we accumulate both at home and at work. One way is to recycle. Mojave National Preserve has adopted an Environmental Management Plan to divert as much solid waste as possible from local landfills to recycling centers. For this reason recycling containers have been placed at Baker and Hole In The Wall for this use. Unless significant barriers exist, Preserve employees are encouraged to recycle such commodities such as paper, aluminum, plastic, and cardboard at these two locations.

Complete information regarding the park's recycling program can be found on the Mojave Climate Friendly Action Plan.

Consider donating left over cleaning supplies or household items no longer needed to a remaining tenant, local shelter and/or donation business.

Local Communities

Laundry facilities and grocery stores are available at Baker, Barstow, Needles, Henderson and Las Vegas. Medical services are available in Barstow, Needles, Henderson and Las Vegas. Emergency medical response is available in Baker by dialing 911.

Keys/Government Property

Missing or damaged property is to be reported as soon as possible to your immediate supervisor or her/his acting delegate. A Report of Survey (Form DI-103) is to be completed by the employee. You may be charged for lost government property. A board of survey will be held based on the circumstances presented.

Miscellaneous Rules and Responsibilities

1. Since dormitory living is communal in nature, occupants should be sensitive to the need to share household and clean-up responsibilities, and to respect the privacy and rights of others.
2. There is no smoking in seasonal housing units.
3. Overnight guests are permitted in seasonal units only when all tenants agree with it and that the visit must not be for longer than 7 nights.
4. No pets are allowed in shared seasonal units.
5. Furniture may not be moved from one seasonal unit to another without permission from the Housing Officer and must be returned at the end of the season or before they vacate the residence.
6. Some employees are working during evening hours. Be considerate of those trying to sleep during the day. Quiet hours are from 10:00 pm to 6:00 am.
7. Grounds around the seasonal units will be kept in a clean and orderly fashion. Lawns will be maintained and dead or downed vegetation will be removed. Trash should be picked up as appropriate.
8. Occupants will be billed for repairs or damages to housing units which is beyond normal wear and tear. Occupants of housing left in an unclean condition will be billed for cleaning costs (minimum charge is \$125).
9. Occupants are reminded that all applicable Federal, State and local laws and regulations apply. These include the consumption of alcohol by persons under the legal drinking age and use or possession of controlled substance. Violations of regulations or destruction of property may be cause for removal.
10. Alcohol consumption inside Hole In The Wall fire center is prohibited.
11. Report any items needing attention or problem with the housing units utilizing the Work Order Process.
12. Tenants are responsible for all rent due, whether by payroll deduction or bill of collection. You must review your bi-weekly leave and earnings statement for proper deductions. If rent is not being deducted or you have not received a bill of collection, contact your Housing Officer. If errors are discovered, regardless of when, you will be required to pay all past due amounts. **It is your responsibility to check your leave and earnings statement to ensure housing rents are deducted accurately.**
13. It may be necessary for NPS Staff to enter your quarters for inspection or repairs. You will be notified in advance of these situations. This advance notice will provide you the opportunity to be present should you wish.
14. A formal quarter's inspection will be conducted once a year by the Housing Officer and Facility Manager. The inspection will identify any deficiency needs and inspect for reasonable cleanliness. Tenant will be notified 7 days in advance of the inspection.

Snakes, Mice, Spiders, Bees

To prevent unwanted wildlife from entering your quarters, keep outside screen-less doors and windows closed at all times. If doors, windows, screens or vents are in need of repair or missing, note on your inspection form or contact your Housing Officer.

- Snakes- Mojave has several varieties of poisonous rattlesnakes. If you encounter a snake in your house and are unable to identify it, contact a Ranger ASAP and have them assist. If it is a non-poisonous snake carefully remove it to the outside with a long stick, broom or mop handle. Do not handle the snake.
- Mice/Rats – Follow established safety guidelines for Hantavirus posted on the park intranet site under the Safety Office. Snap traps for mice can be picked up by contacting the Maintenance Division.
- Spiders – Mojave has several varieties of poisonous spiders. Dispose of as you would normally, while being careful not to be bitten by the spider.
- Bees- Africanized bees have been confirmed in the Mojave Desert. Not all bees are Africanized. If you encounter a swarm of bees, get to a safe location right away and use the contact list under Housing Emergency Procedures on page 5 to contact help. The Preserve will make arrangement for extermination.

Life Safety Equipment

All fire extinguishers are tested and serviced by a contractor on an annual basis. This inspection occurs during the summer months. It is the tenants' responsibility to take the fire extinguisher to one of three locations for testing: Baker, Kelso Depot, or Hole In The Wall. Tenants will be notified in advance by email or through their supervisor. Additional fire extinguisher checks will occur. Instructions/information will be provided to tenants regarding this process as well. This process may require some action on the part of the tenant.

It is a federal offense to tamper with or misuse fire equipment (including room smoke detectors, fire extinguishers and hall smoke/carbon monoxide detectors). Individuals involved in such misuse will be assessed a recharging fee or replacement costs and are subject to disciplinary action, up to and including termination and prosecution under state and/or federal laws.

Preserve housing shall contain smoke detectors. Tenants shall not deliberately or negligently destroy, deface, damage or remove any part of the premises or its fixtures, mechanical systems or furnishings or deliberately or negligently permit any person to do so. Never disable any detectors (smoke, carbon monoxide or radon) within your dwelling. Tenant may obtain batteries from the administrative supply clerk or housing officer and will replace as necessary.

Health/Safety Standards and Mitigation Strategies

Potential health hazards associated with government housing units at Mojave National Preserve may include asbestos, lead based paint, radon, Hantavirus, Africanized bees, and extreme high temperatures.

Asbestos

All current units were tested by MACTEC in 2010 for asbestos. The results have not been received by the Preserve yet.

Lead-Based Paint

Mojave has not tested housing units for lead paint. As we rehabilitate any new units they will be tested for lead-based paint and mitigated as appropriate. Residents occupying housing units constructed before 1978, will be given a lead paint disclosure sheet alerting them of possible dangers.

Radon

What is radon? Radon (chemical symbol Rn) is a naturally occurring radioactive gas found in soils, rock, and water throughout the U.S. Radon can be a threat to human health because it sometimes collects in homes in high concentrations.

There are no laws governing radon levels in homes, only recommendations. The Environmental Protection Agency (EPA) recommends that radon in homes be mitigated when levels reach concentrations in excess of the EPA action level of 4.0 picocuries per liter (pCi/l). The Preserve is developing plans to complete a comprehensive radon testing program for all the housing units in Mojave National Preserve.

Hantavirus

Although Hantavirus is present at this elevation, there have been no confirmed cases. Residents are provided a fact sheet on Hantavirus, and the handling of rodents and/or their feces. Rodent populations are reduced and/or excluded as we are made aware of the situation. The maintenance staff has been trained in abatement of Hantavirus hazards and all units have been inspected for rodent access and measures have been taken to reduce and/or eliminate all known access points. The Preserve is working on developing a Hantavirus plan that will be completed by September 30, 2012. Rodent trapping and cleaning procedure kits are available by contacting your Safety Officer at 760-252- 6147.

Africanized Bees

There have been confirmed observations of Africanized bees in the surrounding communities. Residents are provided a fact sheet on bees and if a hive is discovered in or near any developed areas, the Preserve IPM Coordinator is contacted to arrange for proper extermination or another treatment as appropriate. The Preserve is working on a formal plan that will be completed by September 30, 2012.

Extreme Temperatures

As temperatures for a large portion of the year stay in excess of 110 degrees during the day, a well-functioning air conditioning (AC) units are required. At Baker, all housing units have been retrofitted with both evaporative coolers as well as new AC units. Occupants who are unfamiliar with the use of evaporative cooling systems are strongly encouraged to request instructions from the maintenance staff so that the system can work efficiently. Occupants are also instructed to contact resident maintenance staff at home to report AC problems. During the spring all AC units are serviced and during the summer months, AC units repairs are made immediately. If air conditioning units become inoperable during periods of extreme heat, occupants will be given the option of being temporarily relocated to another housing unit or if another housing unit is not available, a local motel units If available, at Government expense.

Health Hazard and Safety Issue Mitigation Strategies

The following safety services are available to Preserve housing tenants:

911 Service is available in Mojave National Preserve (although cell service is not universally available throughout the Preserve).

The Federal Interagency Communication Center in San Bernardino (FICC) is open 24 hours, 7 days a week at 909-383-5651 for emergencies and 909-383-5652 (non-emergency number for dispatch), occupants should dial 911 for emergencies first and then contact FICC.

Local law enforcement other than NPS:

Baker Sheriff	760-733-4448
Barstow Highway Patrol	760-255-8700
Barstow Sheriff	760-256-4838
Needles Sheriff	760-326-9200

Vacating Cleaning Standards

All tenants of government furnished housing are financially responsible for any damage incurred to their assigned housing through abuse by themselves, their family and friends, visitors and/or their pets. The cleanliness of their assigned housing is also the responsibility of the tenant as well as the purchase of cleaning agents, supplies, and equipment to maintain the household. All tenants are encouraged to purchase and use environmentally friendly cleaning products. Some common "green" cleaning product brands include: Method (Target), Green Works (Clorox), Mrs. Meyer's Clean Day, and Seventh Generation.

The information listed below is a guideline that can be used for the proper maintenance/housekeeping of the person assigned housing and is the standard of cleanliness and condition of repair that will be expected of each tenant upon vacating and while residing in the assigned housing. The following list includes example standards and includes only those standards that are applicable to the Preserve.

Cleanliness Standards in Shared Units

Tenants in shared units are to be mindful and respectful of other's living spaces to provide a healthy and safe living environment for all. Tenants in shared units should follow the specific guidelines below for cleanliness. In addition, tenants are to be especially mindful of putting food away properly and to regularly dispose of garbage to prevent insect and rodent infestations. Tenants are also required to keep common areas and hallways free of debris, such as extension cords, pizza boxes, shoes, coolers, skis, bikes, etc., for health and safety reasons.

The following details the cleanliness standards for both non-shared and shared units.

Walls and Ceilings

Bathroom and kitchen walls and ceiling should be cleaned periodically. However, annual cleaning will prevent heavy grease, stain, water spots, and imbedded dust buildup.

Walls that have been painted with a satin finish or semi gloss latex (the same as bathrooms and kitchens) can be cleaned with a solution of water and cleaning agents such as "Spic and Span", "Mr. Clean", "Fantastic", "409", or the "green" cleaning products listed above. Rinse the detergent off with clear water and sponge. Apply all cleaning agents as recommended by the manufacturer.

Flat latex walls may be more difficult to clean. Spraying cleaning agent directly on the spot and sponging the stain off can remove handprints and food stains.

Ceilings that have an acoustical texture finish cannot be cleaned because of the nature of the finish. Great care must be taken to avoid splashing grease and food onto this type of ceiling surface.

If paint is removed or discolored because of attempts made to remove prints, spots and stains, notify facilities management to have these areas touched up with paint.

Prior to vacating housing, tenant will be required to clean handprints, food stains, pencil and crayon marks, and any other marks on the walls by occupants of the assigned housing. Windows, door trim, and baseboards must also be cleaned.

Doors

Wipe all smudges, stains, and other marks off of doors, especially where they occur around doorknobs and bottoms of doors. Use household detergents or degreasers where needed.

Prior to vacating housing, tenants will be required to clean all prints, stains, and marks off of doors, inside and out.

Cabinets

Prior to vacating housing, tenants will be required to empty out all kitchen, dining area, and bathroom cabinets and wipe them down, both inside and out, removing all dust, dirt and stains. Wood cleaning products such as "Murphy's Oil Soap" work well on cabinets.

Closets

Prior to vacating housing, tenants will be required to empty out all closets, wipe them down, and remove all dust, cobwebs, and marks on walls.

Light Fixtures/Ceiling Fans

Prior to vacating housing, tenants will be required to clean all light fixtures and/or ceiling fans. The tenant will replace all burned bulbs when vacating housing.

Windows

Clean windows inside and all accessible windows outside, periodically using a glass cleaner, or just a simple mixture of vinegar and water. Follow the manufacturer directions carefully when using these cleaning products.

When the tenant vacates the assigned housing, all dirt and smudges must be cleaned off both the inside and outside of the windows.

Window Coverings

Clean all mini blinds, vertical blinds and curtains. Mini blinds and vertical blinds can be taken down and cleaned with a mild detergent or "Simple Green". Curtains can be washed on delicate, using mild laundry soap. Drapes will need to be dry-cleaned.

Floors

Sweep, mop and clean all stains, dirt, scuff marks, and wax buildup prior to vacating. Refrigerators should be moved out to clean the floor behind. Care must be taken when pulling out refrigerator to avoid damage to floor covering.

Carpeting

All carpets must be vacuumed periodically and thoroughly. Stains should be blotted and cleaned up as soon as possible. Products such as "Woolite Carpet Stain Remover" work on most stains. Tenants are responsible for rental of carpet cleaners and for purchasing the recommended cleaning solution. If pets have been in the household, carpets must be shampooed prior to vacating. Tenants are responsible for damage caused by their pets.

Garbage Disposal and Kitchen Sink

To help avoid sewer overflows, do not put grease or trash in garbage disposals. Put strainer in sink drains to catch food scraps, and empty solids into the trash. Cleansers can be used to clean and shine sinks. Prior to vacating housing, the tenant will be required to thoroughly clean and shine kitchen sinks.

Kitchen Range

Clean the exterior of the range using a degreaser, or other household detergents. Clean all spills off of removable chrome burner rings or pans and shine them. Remove and clean all knobs, etc. Lift the stovetop and clean the area underneath the burners where spills have occurred using any of the above mentioned detergents.

Clean range hood vent thoroughly. Washed grease and dirt from range hood vent filter and light periodically. Ranges must be left thoroughly clean when occupant vacated the residence. Burned on food dirt, smudges, and stains must be removed completely from all surfaces, ovens, grills, broilers, broiler pans, burners, and underneath burners.

Clean the oven and cook tops periodically, especially after food spills.

Self Cleaning Ovens:

Do not use oven cleaner as it will ruin the self-cleaning properties. Refer to the owner's manual or contact the area [Building and Grounds Office] for instructions.

Manual Ovens:

Use oven cleaners following manufacturer's directions. Use rubber glove at all times when working with oven cleaners. Do not use oven cleaners on exterior enamel or chrome on ranges.

Refrigerators

Regular household and dish detergents can be used to clean refrigerators. A good frequency for cleaning refrigerators is every 3 months. However, it's best to clean up spills immediately. Clean dirt and mold off of all rubber gaskets around doors. Clean exterior as needed.

Refrigerator must be thoroughly cleaned when occupant vacates the residence, Remove all foods, ice and ice cube trays from refrigerator and freezer compartments.

Upon vacating residence, turn refrigerator off (unplug if necessary), and prop doors open using the vegetable bins, or the ice cube trays.

Showers, Bathtubs and Lavatory Sinks

Clean shower walls and bathtubs with regular household detergent at least weekly. Clean and remove visible hair and scum from around drains.

Commodes/Toilet Bowls

Sanitize toilet bowls frequently with toilet bowl cleaners. Clean under the rim with a toilet brush until all lime and stains are removed. If the commode has a heavy buildup of stains and mineral, use bleach, Lime Away, CLR cleaner or a pumice stone. The outside of the commode can be cleaned with regular household detergents.

Commodes must be thoroughly cleaned and sanitized before tenant vacates the assigned housing.

Garbage

All garbage must be properly placed in Preserve dumpsters or trash cans located in each housing area. To avoid problems with trash pickup, please haul any trash over 4' in length to the County dump or contact maintenance for pick-up.

Composting Kitchen Waste

Over the 5-year lifespan of this Housing Management Plan, Mojave maintenance staff will analyze the feasibility and potentially develop a composting kitchen waste program. Composters would be purchased through housing funds and placed at each permanent housing unit with directions for residents to implement. A small composting container would be placed in each kitchen for transferring organic waste to the large outside composter. Residents would be responsible for management and cleaning of these composters. Final broken down soil material would be allowed to be used outside around the housing units. This program would be implemented with the goal to reduce solid waste volume, as identified in the Climate Friendly Action Plan.Grounds

Maintenance of grounds immediately around the quarters is the responsibility of the occupant. Yards must be maintained and mowed. Dead and downed yard debris must be removed. Weeds and brush that are directly up against the residence foundation or fence line must be cut or removed.

Note: Remember to remove all personal items (including cleaning supplies). If someone else has to clean or remove personal items from your quarters, you will be charged for that person's time, cleaning costs and any disposal of personal items.

Tenant Checklist for Quarters # _____

As a tenant of government housing in Mojave National Preserve, I understand that I am responsible for:

- Being familiar with and complying with all regulations, policies, directives and procedures related to government housing
- Verifying payroll deductions for rent are correct as stated on each leave and earning statement or bill of collection received
- Reporting all maintenance problems to MOJA_Maintenance_Workorders@nps.gov .
- Reporting all safety maintenance problems to MOJA Maintenance_Workorders_SAFETY@nps.gov.
- Participating in check in and check out inspections processes

The following documents must be signed and turned in within two business days after arrival to the Housing Officer:

- Signed Tenant Checklist (this page)
- Signed Housing Assignment Agreement
- Signed Certification of Required Occupancy (if applicable)
- Signed and initialed the highlighted areas of the Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards Form after having read the pamphlet "Protect Your Family from Lead in Your Home,"
- Signed Housing Occupancy/Vacancy Inspection Form

I have read and reviewed the documents in the Seasonal Housing Handbook. I understand the contents provided and that there is no smoking or pets authorized in shared government housing.

Tenant (Print Name)

Housing Officer

Tenant (Signature)

Received (date)

Date

Tenant Mailing Address:

Cell Phone: _____

Office Phone: _____

Email Address: _____