



7.0 Tenant Handbook

This chapter is intended to be used as a Tenant Handbook for all park housing tenants. It is a resource for park tenants regarding the standards and expectations while occupying park housing. Tenants are given this chapter upon entering park housing, and are expected to retain it for reference purposes throughout their occupancy in park housing.

7.1 Park Housing Operating Procedures

7.1.1 *Duties and Expectations of Responsible Parties*

An occupant of government housing should expect

- To be assigned a rental unit suitable to their needs and term of their appointment
- To be charged a fair and equitable market rate for the rental of the unit, based on the Department of the Interior (DOI) Quarters Management Information System (QMIS) program, which determines the rental rate
- To be given keys to a clean, safe, sanitary, energy efficient, and sustainable (as possible) unit
- To be provided, at a minimum, a stove and refrigerator, as well as, window and floor coverings
- To be advised of health/life/safety issues related to occupancy of government housing
- To be advised of emergency evacuation plans and procedures. In case of emergency, the park's emergency plan can be found at the park's public (P) drive accessed from all park computers
- To be provided with housing and emergency contact information (see Appendix I of this document for the Housing Contact List)
- To pay the determined rental rate for the assigned rental unit through payroll deduction, bill of collection, or other means as determined by the QMIS program. (It is the tenant's responsibility to notify the park Administrative Officer if rent is not deducted or collected for their occupancy)
- To sign the Housing Assignment Agreement (Lease) form acknowledging the rental rate and to sign annually thereafter within the annual CPI adjustment period (normally February)
- To pay for utilities and other services in a timely manner to the provider, as required. Some utilities may be included in the rental rate or in some cases paid for by the park, in the case of seasonal, volunteer, and other temporary or unpaid staff
- To review the provided inventory data and condition of the unit prior to occupancy (if there are discrepancies, the tenant must contact the housing office within 30 days of receipt)
- To sign the Check-in/Check-out form acknowledging the condition of the unit prior to occupying and vacating the unit



- To notify the Facilities Management Division of any maintenance needs (the tenant should not make any unauthorized repairs on their own)
- To perform good housekeeping for the premises, both exterior and interior of the unit, as agreed on Housing Assignment Agreement (Lease) form, in order to maintain the unit in a clean, safe, and sanitary manner, (see section 7.3.1, Cleanliness Standards, of this document for guidance)
- To occupy assigned government housing as a primary residence when in a required occupancy position (see the Housing Management Handbook and/or RM for more information regarding primary residences)
- To use the unit for their own personal residential purposes only (no subletting of part of or the entirety of the unit)
- To be responsible for the behavior of family members, guests, and pets
- To pay for any damage caused by the tenant or guests and not caused through normal wear and tear
- To obtain Renters' Insurance, as is highly recommended
- To sign a Lead-Based Paint Disclosure form, as required
- To be familiar with and adhere to all Federal, DOI, NPS, and park policies/regulations, and to the specific park housing-related policies written herein; and/or to be knowledgeable of the park's Housing Management Plan.

The park notifies each tenant of any health hazards and safety issues known in the park by the Employee Handbook provided to all new and returning employees and email notification to FIIS All Employees.

- Indicating health hazards and safety issues in the lease signed by the tenant
- Giving all tenants occupying housing that was built prior to 1978 or that are suspected of having lead-based paint issues/problems, lead brochures and Lead-based Paint Disclosure forms to be signed by the prospective tenant(s) prior to occupancy

The Superintendent has overall responsibility for the housing management program including the assignment of employees to quarters.

The Housing Officer is charged with the responsibility of monitoring the housing program, the review, updating and/or revision of the park housing management plan; and making recommendations to the Superintendent and the Park Management Team.

The Administrative Officer is responsible for the calculation of rental rates, annual application of the CPI adjustment, and the necessary billing procedures and paperwork involved in charging for park housing.

The Chief of Facilities Management is responsible for developing an annual Housing Maintenance Management Program.

The Maintenance Foreman is responsible for oversight, work assignments and performance evaluations of all maintenance and repair activities; issuance and storage of all furniture and housing accessories; preparation of housing for occupancy; providing a member of the maintenance division for check-in/check-out inspections; preparation of requests for repair/rehab, cyclic, etc. funding.



Supervisory personnel of employees in housing are responsible for conducting the check-in/check-out procedures relating to their employees and assisting the administration in the application and enforcement of those standards and policies that apply. Employee occupant and the Maintenance Foreman (or duly appointed representative) shall participate in the check-in/check-out procedure.

The general responsibilities of the responsible parties for housing are detailed in Table 7-1 below:

Table 7-1 Housing Responsibilities Chart

Task/Responsibility	Responsible Party
Daily and routine housekeeping	Tenant
Check-in/check-out	Operational Supervisor
Housing assignments/keys	Facilities Management
Housing Agreement (lease)	Administrative Officer
Lead-Based Paint Disclosure Form and other forms	Administrative Officer
Rent setting and policy information	Superintendent
Rent collection and payroll deduction	Administrative Officer
Routine maintenance and repairs/work orders	Facilities Management
Housing rehabilitation and repairs	Facilities Management
General housing management	Administrative Officer
Overall park housing management	Superintendent

Refer to the Housing Contact List in Appendix I for contact information of each responsible party.

7.1.1.1 Facilities Management Responsibilities

Tenants and park staff will work together to keep housing units in fair to good condition.

The park is responsible for the following maintenance and repairs:

- Damage caused by acts of nature
- Repairing major damage to water systems, waste water systems, and electrical systems
- Frequent or as needed pest control inspection and mitigation
- Annual routine maintenance and repairs to heating/cooling systems, water heaters, and wood stoves
- Provide functioning fire safety devices such as: smoke detectors, smoke alarms, fire extinguisher, CO detectors, sprinkler system, etc.
- Repairing leaks and faulty appliances



Damage caused by the tenant and/or their guest's actions, including, but not limited to neglect, negligence, misuse, or abuse will be repaired at the tenant's expense, excluding normal wear and tear.

The tenant is responsible for:

- Changing light bulbs and performing minor repairs, such as tightening loose screws or doorknobs
- Seeking Chief of Facilities Management and Park Superintendent approval prior to performing any alterations, additions, remodeling, or painting. The tenant should be aware that any improvements to a park housing unit become US government property.
- If the tenant is unsure of who is responsible for a maintenance issue, the tenant should always call the Chief of Facilities Management Office to clarify the responsibilities

See section 7.3 of this document for exterior care and cleanliness standards that tenants are required to meet.

Work Requests

To request work or repairs to a unit, the tenant should submit a work order request to the FMSS Specialist as soon as the problem is discovered.

Routine Maintenance and Repair Priorities/Procedures

When maintenance work is required on a housing unit, work should proceed in accordance with the 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 park will give tenants notice 48 hours prior notice.

Correction of deficiencies related to health/life/safety, critical systems, energy efficiency, and structural repairs, are the highest work priorities. Thereafter, cosmetic improvements are the next 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.

The housing units at Fire Island receive an annual inspection. Discrepancies are documented and repaired according to the severity of the problem. Major housing projects are put in the PMIS system to compete for funding.



Rehabilitation Priorities/Procedures

Rehabilitation projects are normally limited to vacant housing units to minimize inconvenience to tenants. Should an occupied unit with a health/life/safety deficiency need immediate mitigation, and it is deemed necessary that the unit be unoccupied, the tenant will be relocated for the duration of the repairs/rehabilitation at the discretion of the park. The cost to relocate the tenant will be borne by the Housing Income account. For the duration of relocation, the tenant will continue to pay the rent for their original unit through payroll deduction and utilities. The following expenses will be covered by the park: temporary lodging, meals and incidentals, storage of employee's personal items, and other items as applicable and authorized by the Superintendent.

7.1.2 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 park Housing Manager. Occupancy ends with the termination of employment or reassignment of the tenant to another unit, duty station, or park, if applicable. Early termination of occupancy requires 30 days notification by either party, as agreed to in the Housing Assignment Agreement.

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

In accordance with the 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. Parks should contact their property managers to see when a Board of Survey is necessary."

7.1.2.2 Check-in Process

No one shall occupy quarters or be assigned to quarters prior to written approval and signature by the Superintendent of the Quarters Assignment Form.

Tenants should schedule an appointment with their supervisor to receive their keys and sign appropriate paperwork at their assigned housing. Appointments will be made for arrival at the assigned housing between 9 a.m. and 5:30 p.m. Monday through Friday only. If this time is not possible, the resident should contact 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. 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.

7.1.2.3 Check-out Process

Tenants should notify the housing office at least 14 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 (their supervisor), for the park to plan for the next occupant, or plan for prospective rehabilitation work. Seasonal employees are asked to give at least 14 calendar days notice.

It is the responsibility of the tenant to arrange a time (during working hours) for a housing check-out inspection with the tenant's Division Chief or direct supervisor. 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 park's discretion, the tenant may be given the first opportunity to repair or clean the unit to the park's satisfaction, otherwise a Bill of Collection will be issued prior to the tenant being allowed to check-out of the park. Tenants will be given 48 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.

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 charge for rekeying, etc., the housing unit if keys, etc., are not returned.

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

Cleanliness standards for the unit for the duration of a tenant's occupancy and for condition at the time of check-out are provided in section 7.3 of this document.

7.1.2.4 Come Early/Stay Late

With permission, employees may occupy the unit early and/or stay late if the unit is not needed for another occupant. Rent will be charged throughout occupancy. The appropriate forms must still be signed prior to the tenant occupying housing.



7.2 Park Policies

7.2.1 Relatives/Guests of Residents

It is expected that employees would want to have overnight visitors on occasion. The rules governing overnight guests are established to protect the rights of occupants in multi-occupant dwellings and protection of government property. Housing is a condition of employment and for the benefit of the government. Housing is not a perk or right and is not to be used as a vacation residence for non-employees.

7.2.1.1 Relatives or Guests of Seasonal/Less than Year Round Tenants

While staying in government furnished quarters, the employee is wholly responsible for the conduct of the guest. Any damage that should be caused by the guest is the responsibility of the employee host. Employees may not charge a fee, collect funds, or in any way imply or seem to imply that the housing is sub-leased to the guest.

The park's policies regarding guests and relatives of seasonal employees differ based upon the type of unit: non-shared or shared.

Non-shared Housing Units

Overnight guests, excluding immediate family, are permitted to stay in single occupancy housing without prior approval for up to one week. The total overnight stay of guests may not exceed seven days in a month.

The Superintendent must approve any stay over two weeks.

Shared Housing Units

Residents assigned to multi-occupant park housing may have no more than a guest at a time. The cumulative stay of guests per person will be no more than five days a month with no guest staying more than three consecutive days. Guests must stay in the employee's assigned room. Employees that share a room will not be able to accommodate guests. Unless given direct permission by the Superintendent, no guest is to ever stay in another housing occupant's room.

7.2.1.2 Relatives/Guests of Permanent/Year Round Tenants

The park's policies regarding guests and relatives of permanent/year round employees differ based upon the type of unit: non-shared or shared.

Fire Island's guest policy does not distinguish between permanent/year round tenants and seasonal/less than year round tenants. Please see Section 7.2.1.1 for the details.

7.2.2 Smoking (NPS Policy)

As stated in the Housing RM #36:



"NPS strongly encourages a smoke-free environment in both the workplace and government housing. Smoking and second-hand smoke are considered to be health/life/safety hazards. Smoking in non-shared government housing is not recommended; however, each superintendent may make that determination and the specifics should be outlined in the park policies. Smoking is not allowed in shared government quarters."

Park housing shall contain smoke detectors. Tenants are not permitted to remove, damage, or otherwise alter installed smoke detectors.

Smoking in multi-occupant park housing or in common areas such as the laundry room is prohibited.

7.2.3 Pet Policy

Housing RM #36 states that:

"Pets must be licensed if required by the city or state where the park is located. Pet owners are responsible for the actions of their pets. Any excessive cleaning or cost to repair damage to government property will be charged to the tenant."

In addition to RM #36, Fire Island has more specific policies related to tenants and pets. These are detailed below.

- All pets must be approved in writing by the Superintendent using the Pet Approval Form
- No pets are allowed in multi-occupant housing
- All pets must be registered and licensed and in compliance with county ordinances and state laws
- Residents with pets assume an obligation beyond their assigned premises for the comfort and safety of neighbors. Activities of pets shall not disturb, menace, or inconvenience others. This includes but is not limited to pets destroying the peace and quiet of any person or neighborhood by unreasonable barking or howling, and messes made by pets defecating in other tenant's yards or in common areas
- Owners are liable for any damage to residences and any other government property as caused by their pets
- Pets shall not be permitted in offices or in government vehicles. Exceptions to this are the moving of a pet on or off the island for reasons such as veterinarian care, vacation, and relocation. Pets must be physically controlled by their owner or in a standard pet carrier when being transported
- Pets must remain within the residence when the employee is not home. Pet enclosures and/or pen areas will not be permitted unless specifically approved in writing by the Superintendent. Such enclosures are limited to permanent, year round residents
- The employee will be responsible for picking up all pet waste

Failure to comply with the above conditions may result in: owner being cited; removal of the pet from government premises; removal from government housing; appropriate



disciplinary action against the occupant as determined by the Superintendent; and/or termination of the employee.

7.2.3.1 Permanent/Year Round Employees

Fire Island does allow permanent tenants to keep pets in or around park housing units.

Permanent pet owners must abide by the provisions set forth in 36 CFR 2-15, and by the following conditions established by the park:

Pet ownership for year round employees is limited to two pets.

7.2.3.2 Seasonal/Less than Year Round Employees

Seasonal/Less than Year Round tenants are allowed to keep pets in or around park housing units. Pet owners must abide by the provisions set forth in 36 CFR 2-15, and by the following conditions established by the park:

Pet ownership for seasonal tenants is limited to one pet.

Seasonal employees living individually in a single-family dwelling must have prior written approval from the Superintendent to keep a dog or cat. If there is any chance of other employees moving in to the dwelling, no pets are allowed. Only one pet will be allowed.

7.2.4 Home Businesses

Housing Reference Manual #36 states that:

"Home businesses include both for-profit and not-for-profit businesses of a continuing nature..."

"Tenants must seek written approval from the Superintendent or Site Manager of any existing or future plans for any home business..."

"Persons having home businesses in parks must comply with all applicable Federal, State, and local laws and regulations."

"NPS managers may not permit a person in a unit of the National Park System, including nonemployees and family members, to conduct a business activity within the park unit where such action will: a. Interfere with the NPS mission, such as endanger resources, impact visitor use, hinder employee duties, compete with concessioner, or be a 'visitor service'."

For more information on restrictions on operating home businesses in NPS housing, tenants are directed to the Housing Reference Manual #36, Chapter 9.2.1, and Director's Order #37, Home Businesses in Park Housing.



7.2.5 Other Park Specific Policies

During an emergency evacuation, lodging for ROs will be provided at the expense of the government following an emergency evacuation order by the Superintendent for the duration of the order.

Permitted occupants are not guaranteed emergency housing. All efforts will be made to find housing for permitted employees in the event of an emergency. This temporary housing may be in the form of emergency shelters or other non-standard accommodations.

7.3 Standards for Occupancy

7.3.1 Cleanliness 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. Employees in seasonal housing units can check out cleaning supplies from the area Buildings and Grounds Office. 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 one's 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.

Cleanliness Standards in Shared Units

Tenants in shared units are to be mindful and respectful of others 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 semigloss 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.

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. Wash 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 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 Maintenance 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, clean up spills immediately. Clean dirt and mold off of all rubber gaskets around doors. Clean exterior as needed.

Refrigerator must be thoroughly cleaned and all foods and ice must be removed from the refrigerator and freezer compartments when occupant vacates the residence.

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

Shower, Bathtubs, and Lavatory Sinks

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

Commodes

Sanitize toilet bowls frequently with 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 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 park dumpsters located in each housing area. To avoid problems with trash pickup, please haul any trash over 4' in length to the County dump.

Grounds

Maintenance of ground 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.

Garages

Garages, carports, and utility room floors must be swept prior to vacating housing. Dust and cobwebs must be swept off of walls. Light fixtures must be cleaned and burned out bulbs replaced.



7.3.2 Appliances and Services

Telephone and Cell Phone Service

Each permanent commissioned law enforcement ranger will be issued a cell phone at government expense for emergency notifications, callout response and communication with cooperating 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 RM #36, Chapter 8.1.15, for additional information.

Two-way Radios

Two-way radios or radio phones may be installed in residences for the convenience of the government.

Cable Television

In accordance with RM #36, Chapter 9.2.10, cable must be approved by the park Superintendent before being installed at a housing unit, and once approved, installation of cable will be at the expense of the tenant.

Satellite Dishes

In accordance with RM #36, Chapter 9.2.10, personal satellite dishes must be approved by the Superintendent 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 Superintendent, at no cost to the government. Any damage to government property will be charged to the tenant."

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

Government-owned furniture and appliances may not be removed or transferred to another housing unit. Missing furnishings at the termination of employment will be the responsibility of the tenant(s) and the cost is to be reimbursed to the park. Occupants are also responsible for damage above normal wear and tear to government furniture and appliances.

7.3.3 Exterior Care Standards

Yard Care/ Landscaping

Residential yard care, due to the threat of exposure throughout the Seashore to ticks carrying Lyme Disease, is the responsibility of facilities management personnel. However, employees are responsible for collecting and disposing of any animal waste from pets that they are authorized to have in their assigned units. Common areas and vacant units will be maintained by facilities management personnel, unless otherwise stated in the signed Housing Assignment Agreement.



Trash and Recycling

Employees must dispose of all trash and recyclables in the appropriate receptacle(s) provided in all areas of the park.

7.3.4 Shared Occupancy Guidelines

For specific shared occupancy guidelines on a specific policy, refer to that section above, such as pet policy (7.2.3) or smoking (7.2.2).

7.3.4.1 Seasonal/Less than Year Round Employees

This section is not applicable to Fire Island.

7.3.4.2 Permanent/Year Round Employees

This section is not applicable to Fire Island.

7.4 National Business Center (NBC) Tenant Brochure Information

The NBC Tenant Brochure is a DOI document that explains how rental rates are set within DOI government quarters. The brochure can be viewed at <http://www.nbc.gov/supportservices/pdf/TenantBrochure2009.pdf>