



**Naval Base Ventura County
Pearl Court and Unaccompanied Housing
RESIDENT HANDBOOK**

November 2021 (REV 5)

~DISCLAIMER~

This handbook is not intended to replace or supersede any current Navy, Installation, or unit policies or regulations.

TABLE OF CONTENTS

CHAPTER 1 Assignment and Occupancy Policy

Subj: OCCUPANCY HANDBOOK FOR NAVAL BASE VENTURA COUNTY
Pearl Court and Unaccompanied Housing (UH) COMPLEX

Ref: (a) CNICINST 5009.5
(b) UNACCOMPANIED HOUSING (Resident Handbook)
(c) OPNAVINST 5530.13C
(d) OPNAV INSTRUCTION 1700.16B (22 July 15)
(e) OPNAV INSTRUCTION 5350.4D (10 July 20)
(f) NAVPERSINST 15665i – CHAP 7 (18 Dec 20)
(g) OPNAV INSTRUCTION 5350.4D (10 July 20)
(h) OPNAVINST 4100.5E (22 Jun 12)
(i) EXECUTIVE ORDER 13123
(j) UCMJ ARTICLE 134
(k) SECNAVINST 5100.13F (2 Dec 20)
(l) CHAPTER 11 – NAVY GENERAL REGULATION
(m) OPNAVINST 5530.14E CH-I (April 20)

Encl: (1) Pearl Court and Unaccompanied Housing Resident Handbook

1. Purpose: To publish a handbook containing information, rules and regulations and governing occupancy of Pearl Court and UH administrated by Commanding Officer, Naval Base Ventura County.
2. Cancellation: All previous NBVC UH instructions and guidelines pertaining to Pearl Court and Unaccompanied Housing (Barracks)
3. Scope: The provisions of the UH Handbook apply to all residents of Pearl Court and UH under the cognizance of Commanding Officer, Naval Base Ventura County.
4. Information: References (a) through (c) provide policy guidance for the administration and operation of Navy single Sailor Housing. Recommended changes to Pearl Court and UH Handbook policies or procedures may be submitted to any local UH Office.
5. Action: Each permanent party of Pearl Court and UH resident will be furnished a copy of enclosure (1) for information and compliance.

Assignment and Acceptance of Unaccompanied Housing	5
Access to Rooms	5
Change of Status	5
Deployment/Temporary Absence	6
Insurance.....	6
Resident Advisor Program.....	6
Termination of Unaccompanied Housing Assignment	7
Vacating Unaccompanied Housing	7

Alcoholic Beverages	8
Appropriate Attire.....	8
Bicycles	8
Business Enterprises/Solicitation.....	8
Controlled Substances and Prescription Drugs.....	8
Cooking in Rooms	9
Common Use Kitchens	9
Day Sleepers/Sick in Quarters.....	9
Energy Conservation	9
Gambling.....	9
Guests and Visitor Policy.....	9
Family Guest Policy.....	10
Laundry Facilities.....	10
Key Cards.....	10
Lockouts.....	10
Lost Keys.....	10
Long-Term Vehicle Storage.....	10
Noise and Consideration of Other Residents.....	11
Pets.....	11
Smoking.....	11
Trash Disposal.....	11
Television/Cable and Telephone Service.....	11
Display of Materials.....	11
Violation of UPH Rules and Regulations.....	12
Barbeque Grills.....	12
Combustibles.....	12
Cooking.....	12
Diving Tanks.....	12
Firearms and Weapons.....	12
Fire Pits.....	12
Fire Safety.....	13
Naval Base Ventura County Emergency Procedures.....	14

CHAPTER 2
Rules and
Regulations

CHAPTER 3
General Safety and
Security

TABLE OF CONTENTS

CHAPTER 3 (cont'd)

Natural Disasters and Emergency Preparedness

Earthquakes.....15/16
 Security of Rooms 17
 Smoke Detectors 17
 Theft Prevention 17

General Safety and Security

Daily Living Standards..... 18
 Household Maintenance 18
 Appliances..... 19
 Bedding and Linen..... 19
 Flooring 19
 Furnishings..... 19
 Pest Control..... 19
 Plumbing 20
 Utilities..... 20

**CHAPTER 4
 Cleanliness Standards and Maintenance**

Bathroom..... 21
 Ceiling 21
 Floors 21
 Heating Vents/Registers 21
 Lighting/Light Fixtures 21
 Microwave 21
 Refrigerator 22
 Screens 22
 Walls 22
 Windows..... 22
 Window Treatments..... 22
 Woodwork 22
 Check Out/Check List Procedure
 Living Area 23
 Common Area 24

**CHAPTER 5
 Cleaning Instructions**

Pearl Court and Unaccompanied Housing Customer Service Desk..... 25
 Blank Page 26
 NBVC Check In Inspection Form 27
 Blank Page 28
 NBVC Trouble Call Report..... 29
 Blank Page 30
 Memorandum of Agreement 31

**CHAPTER 6
 Occupancy Agreement**

Welcome to Naval Base Ventura County Pearl Court and Unaccompanied Housing (UH). We trust you will enjoy your time here.

Eligible personnel will report to the Front Desk, in Port Hueneme, BLDG 1518 RM 110, BLDG 1482, or in Point Mugu, BLDG 23 for assignment of quarters to Pearl Court or Unaccompanied Housing. Upon check-in the resident will receive a New Resident Orientation brief from UH staff with-in 3 days of checking in. The resident will conduct an inventory of furnishings and dwelling condition inspection. The resident must return the Check-In Inspection Report into the front desk no later than the following business day. One copy to resident and one for resident file.

Upon acceptance, you are responsible for the cleaning and care of your room. You will also be held liable for losing, damaging or destroying, beyond normal wear and tear, any UH property. For procedures in placing trouble calls, please refer to Chapter 4.

It may be necessary to enter your room when no one is there. UH management personnel may enter without your consent under the following conditions:

- Suspect room is abandoned
- Suspect room is damaged
- Suspect unsanitary conditions
- Emergency situation that may cause damage to the room or disruption to neighbors
- Unable to contact resident for emergency repairs or preventative maintenance
- Avoid delay of contracts
- Command inspections
- Unaccompanied Housing Staff will inspect for room status and inventory whenever necessary.

A notification indicating the date, time and reason for the inspection will be left in the room.

Residents are required to keep the Front Desk informed of any changes in rate or rank, age, duty station, projected rotation date, military status, marital status and contact phone numbers.

Service members must provide the Front Desk with a copy of Permanent Change of Station (PCS) orders, as commands and Admin offices do not notify UH management of changes in status of military members nor provide copies of required documentation.

Assignments and Acceptance of Pearl Court or Unaccompanied Housing

Access to Rooms

Changes in Status

**Deployment/
Temporary
Absence**

In order to retain eligibility for UH and Pearl Court, you may not be absent from quarters more than 90 consecutive days to include deployment. Personnel deploying for a period in excess of 90 days must vacate rooms. The Commanding Officer, Naval Base Ventura County may waive this requirement if adequate inventory exists to meet installations needs.

Insurance

While UH residents are not required to carry renter's liability insurance, we strongly recommend it for your financial protection. Renter's insurance is available from most commercial insurance companies to cover your liability for damage to the dwelling and personal property in situations where the government is not liable. It will also cover your losses in case of theft or vandalism. The cost of renter's insurance is relatively small and can be a tremendous asset in case of loss or damage to personal property. You would be wise to investigate the insurance coverage to ensure it includes damages to government property, as you may be held financially responsible for damages. In case of fire, the government may reimburse residents for damages only if the fire is determined to be a result of a problem such as faulty wiring, government provided appliance problems, etc.

You are required to carry liability insurance on all vehicles on government installations. For more information on vehicle insurance requirements, contact your Pass and ID Office.

CHAPTER 1

ASSIGNMENT AND OCCUPANCY POLICY

Termination of assignment is required under the following conditions:

- PCS Orders: Residents must vacate assigned room on or before the date of detachment from the current command. Personnel receiving PCS orders within NBVC must contact the Front Desk to determine if they are eligible to retain their current room assignment.
- Discharge or Retirement: Eligibility for Pearl Court or UH assignment expires on the date of discharge or retirement.
- Authorization to Draw Basic Allowance for Housing (BAH): Personnel residing in Pearl Court or UH who desire to draw BAH must vacate within 5 days of receipt of authorization.

When vacating a Pearl Court or UH room, the following procedure must be followed:

1. Notify your building manager or Front Desk not later than 30 days before date of intent of vacating the room to schedule a Pre-termination inspection.
2. Your command barracks petty officer (BPO) will conduct a joint pre-termination inspection with residents. At this time, your command BPO will notify you of any damages for which you will be responsible and instructions for your final inspection and check-out. You will also find a list of cleaning instructions in Chapter 4 of this handbook.
(encl. 2 Check out Standards Checklist)
3. At the date and time, you have scheduled, your command BPO will conduct a final inspection of your room to ensure cleanliness and that damages found during the pre-termination inspection have been corrected. You will be charged for cleanliness discrepancies not corrected and any damages for which you are responsible.
4. You must check out at the Front Desk, Port Hueneme, BLDG 1518 RM 110, BLDG 1482, or in Point Mugu, BLDG 23 with the Check Out Standards Form signed by the command BPO for check out to be complete.

Termination of Pearl Court or Unaccompanied Housing Assignment

Vacating Pearl Court or Unaccompanied Housing

Alcoholic Beverages
(OPNAV INSTRUCTION 1700.16A)
ALCOHOLIC BEVERAGE CONTROL - 3,d (7 June 12)

(OPNAV INSTRUCTION 5350.4D)
NAVY ALCOHOL AND DRUG ABUSE PREVENTION
AND CONTROL - 6, a (4 June 09)

- Alcohol consumption shall be in accordance with state and local laws and be restricted to private rooms and/or designated lounge, and/or common authorized kitchens.
- Consumption of beer, wine, and/or ale within the Barracks is strictly limited to off-duty hours. For the purpose of this instruction, off –duty hours are defined as any time when a member is on authorized liberty or leave.
- Personnel under 21 years of age will not consume or possess alcoholic beverages in any Pearl Court and UH facility.
- Residents over 21 years of age are allowed to have alcohol in their room. They are responsible for ensuring all alcoholic beverages are secured when they are not present. State law prohibits consumption of alcoholic beverages by anyone under the age of 21.
- In shared rooms with residents under 21 years of age, all alcoholic beverages will be secured in a locked container when the resident who is 21 or older is not present. (Refrigerator is not considered secured).
- No more than one 12 pack of beer, one (750 ml max) bottle of liquor and one (750 ml max) bottle of wine, hard cider and/or ale will be stored in the rooms at one time. No excessive amount of alcohol will be stored within UH facility, (*Kegs or other liquor in containers more than half gallon constitutes as excessive amount of alcohol*), excessive amounts will be confiscated and command will be notified.
- Drunkenness and/or abuse of alcoholic beverages will not be tolerated
- Use of alcoholic beverages is a privilege and may be revoked.

Appropriate Attire
NAVPERSINST 15665i – CHAP 7
(23 Aug 12)

Clothing which is excessively worn, faded, or may be offensive to others is considered inappropriate. All personnel must be fully dressed while traversing through the Pearl Court and UH facility. Sleepwear, including pajamas and bathrobes, are considered inappropriate in common use areas of all Pearl Court and UH facilities and shall be worn only in the resident’s room.

Bicycles

Residents should park their bicycles in the designated bicycle racks or lockers. Residents are urged to use bicycle locking devices to prevent theft. Bicycles will not be stored in rooms, stairwells, passageways, walkways, or in areas that will block fire exits. Bicycle helmets are required for all cyclists on federal installations including all Pearl Court and UH areas. Helmets are highly encouraged for skaters and skateboarders. Bicycles left for more than 30 days will be tagged then after 30 days of being tagged and will then have 30 days from then to identify before they are donated. Residents can contact the UH Office for information on bicycle storage.

Business and Solicitation

Business enterprises and solicitation in Pearl Court and UH areas are prohibited.

**Controlled Substances
And Prescription Drugs**
OPNAV INSTRUCTION 5350.4D
NAVY ALCOHOL AND DRUG ABUSE PREVENTION
AND CONTROL - 6, h (4 Jun 09)

The possession of drug paraphernalia and/or controlled substances other than those prescribed by competent medical authority is strictly prohibited. Prescription drugs must be locked in personal lockers and not stored in nightstands, desk drawers or other common areas.

CHAPTER 2

RULES AND REGULATIONS

To reduce insect and rodent infestation in living spaces in Pearl Court and UH facilities, cooking in rooms without kitchens is not authorized except for, rice cookers and coffee makers with automatic shut off, blenders, small crockpots, and small air fryers. Unauthorized items will be confiscated. Never leave food cooking on a stove, microwave, Air Fryer, etc., unattended. Small crockpots shall not be left unattended when cooking on high. If there is question of appliance please see UH staff to verify if appliance is compatible.

Common-use kitchens, where available, are provided for your use. Do not put food on the stove to cook and walk away or leave the immediate area. You must clean the area.

Residents with evening work hours will not be disturbed by management from 0730-1300 hours. The resident's command must provide written verification of night assignment to the **UH LCPO/LPO**. UH LCPO/LPO will provide an official notice for posting on room door.

Personnel who are sick in quarters (SIQ) **MUST** post their SIQ chit on their door to avoid being disturbed.

Dressing and undressing in view of open windows or doors is prohibited. Windows facing thoroughfares or other buildings will have the blinds/curtains closed when residents are changing clothes.

Upon room assignment, residents agree to comply with energy and water conservation policies. Turn off all electrical items when not in use. Keep doors and windows closed in heated or air-conditioned areas. Personal air conditioners are prohibited. Floor and table fans are authorized. Report all hot or cold-water leaks immediately.

Gambling is prohibited in UH facilities

Guests are defined as people invited into Pearl Court or Unaccompanied Housing by a Pearl Court or UH resident. Guests are permitted in Pearl Court and UH provided that they do not interfere with good order and discipline or are an inconvenience to other residents.

- In-room visitation may occur between 1700 – 2200 hours, Monday through Thursday and 1000 – 2400, Friday, Saturday and the night before all federal holidays.
- When a visitor enters a room the door must remain open at all times regardless of gender while the visitor is within the room.
- During visiting hours, guests and residents must be fully clothed and in appropriate civilian or military attire.
- All guests must be accompanied by the resident at all times.
- The military sponsor is responsible for guests' actions, including financial responsibility for any damages caused by guests.
- Permission of all room residents must be obtained before bringing a guest to a multiple occupancy room.

Cooking in Rooms

Common Use Kitchens

Day Sleepers and Sick in Quarters

Dressing and Undressing

Energy Conservation

OPNAVINST 4100.5E (22 Jun 12)
EXECUTIVE ORDER 13123

Gambling

UCMJ ARTICLE 134

Guests and Visitor Policy

NO OVERNIGHT GUESTS, NO EXCEPTIONS!

**Guests and
Visitor Policy
(cont.)**

Violations of the Guests and Visitor Policy may result in punitive action at either Non-judicial Punishment or court martial.

Laundry Facilities

Washers and dryers are available for Pearl Court and UH residents only. Contact the UH staff if any machine becomes inoperative or unsafe. If UH staff is unavailable, contact UH Duty BPO. In community laundry rooms and in-room laundry machines, keep machines clean at all times and remove lint after every use.

- UH is **NOT** responsible for any lost or damage items.
- Clean dryer filter after each use.
- Do not overload washer or dryer as this will cause excessive wear and possible failure of the pumps or motors. Use small load to prevent possible damage.

Be advised that laundry left over 24 hours will be removed and disposed of. It is the occupant's responsibility to retrieve their laundry in a timely manner. UH is not responsible for any lost or damaged items.

The Navy Exchange provides laundry and dry cleaning services.

Key Cards

Card keys are issued to residents. Residents must carry keys with them at all times as doors automatically lock when closed. Propping the door open or tampering with the door latch in any fashion is unauthorized.

Lockouts

Residents who are locked out of their room will be provided a single use key after providing appropriate identification to the Front Desk.

Lost Keys

Report lost keys to the Front Desk immediately.
After the 2nd lockout you will be charged \$2 for lost keys.

**Long-Term Vehicle
Storage.**

(NBVCINST 1700.1B, 4 OCT 2013)

Adequate parking space is not available aboard NBVC to accommodate privately owned trailers, boats, detached campers, house trailers, and similar utility and recreational vehicles in the areas adjacent to Unaccompanied Personnel Housing. Refer to NBVCINST 1700.1B for proper procedures on Long-Term Vehicle Storage.

CHAPTER 2

Windows

Do not affix any sticker, decals, foil, colored plastic, tapestry or any other material to windows. Only the installed blinds will be visible from the street.

Front Entrance / Porch

Do not affix stickers, decals or decorations to the front door.

- Hanging plants from the rafters or entryway ceiling is not permitted
- For safety reason, potted plants may not be placed on windowsills, balcony/patio ledges or on top of any fences/walls.

Common Areas

Vehicle repair and maintenance is strictly forbidden throughout the community, this includes; carports and streets.

CHAPTER 2

RULES AND REGULATIONS

Residents should treat other residents/roommates with common courtesy. Following rules will apply:

- The playing of music (including car stereos) and televisions should be kept to a low volume so as not to disturb others.
- Room/party noise should be kept to a minimum.
- Residents experiencing difficulties with neighbors should first try to settle the problem peaceably. If all efforts fail, Report neighbors to an RA or the UH front desk.
- Quiet hours will be observed between 2200 and 1000 hours unless local base policy states otherwise.

Pets of any type **are prohibited**.

Smoking is not authorized in rooms, common areas or anywhere inside Pearl Court and UH buildings. This includes all smokeless tobacco, vaping, e-cigarette products and the use of hookah. Smoking areas are designated outdoors by placement of approved smoking receptacles. Cigarette butts are to be placed in provided receptacles only. Smoking receptacles are not to be moved by residents or guests for any reason.

Garbage receptacles have been provided in designated spaces throughout Pearl Court and UH. Please assist us in maintaining an attractive, clean living environment by refraining from leaving garbage in passageways, laundry rooms, lounges and kitchen areas, or places not intended for trash. Room trash must be taken to dumpsters on a daily basis.

Use recycling containers where available.

Telephone and cable television service are available at your expense. Individuals must make service arrangements with the appropriate providers.

Material with sexual, theme, vulgar, suggestive, or defaming nature will not be displayed in berthing spaces. Books, magazines, and videos/DVDs with sexual theme must be stored in desk drawers or lockers and will not be left unsecured. Articles that are obscene, anti-Military, anti-Navy, subversive, or disloyal to the United States which tend to prejudice good order and discipline are strictly prohibited.

Materials that promote, suggest, condone or encourage the possession or use of controlled substances are strictly prohibited.

Uses of National flags as décor are strictly prohibited. Flags will never be fastened or pinned to the walls, windows or used as a bedspread.

The use of nails, screws or tacks is prohibited. Posting decorations on furniture surfaces and doors is not allowed and is considered destructive to the surfaces.

Noise and Consideration of Other Residents

Pets

Smoking SECNAVINST 5100.13E (2008)

Trash Disposal

Telephone and Cable Television Service

Display of Material

**Violation of Pearl
Court and UH
Rules and
Regulations**

CHAPTER 11 –
NAVY GENERAL REGULATION

**GENERAL SAFETY
AND SECURITY**

Barbeque Grills

Combustibles

Cooking

**Firearms and
Weapons**

OPNAVINST 5530, 14E CH-I
(19 April 10)

Fire works

Fire Pits

Depending upon the situation, any of the following actions may be taken when UH residents violate the rules and regulations:

- The service member will be contacted by UH management and a report will be written and filed in the resident file.
- The service member's command will be notified.
- The UH Office will coordinate with the service member's command to resolve any issues or problems.
- Eviction.

Only UH installed barbeque grills are authorized for use in/around Pearl Court and Unaccompanied Housing buildings. Use of any other grills, hibachis, etc., is prohibited. Barbeque grills should not be left unattended when in use or while still hot.

Combustible hobby-type fluids, paint and gases (i.e., butane/propane for lighters) will be purchased in small (one pint or less) quantities and kept in their original containers. Gasoline, Coleman fuel, charcoal, or other flammable and toxic fluids and gases are not permitted within Pearl Court and UH.

Cooking is authorized only in rooms equipped with kitchens. Do not put food on the stove or in the microwave to cook and go to sleep or leave the immediate area.

- Do not try to remove a burning pan of grease or food from the stove.
- First, smother the fire by using a cover then turn off the burner beneath the pan.
- Call 911 to report the fire; Fire Department will check for hot spots in overhead exhaust units.
- Wait for the pan to cool before removing.

Firearms, ammunition, any projectile emitting device (paintball guns, soft air rifles, potato guns, sling shots, etc.), daggers, swords, knives and other stabbing instruments, or any other weapon capable of producing bodily harm are prohibited in Pearl Court and UH. All firearms or weapons brought on base must be registered with the local Security Office and will be stored at the base armory. See base instruction for guidelines.

Fireworks of any kind are prohibited on government property which includes all Pearl Court and UH facilities.

Fire pits to include free-standing fire pits, Tiki- Torches or like items are not permitted.

As a resident of Pearl Court and Unaccompanied Housing, you are responsible for ensuring compliance with all applicable fire and life-safety standards. The safety of all residents demands certain safety precautions must be taken:

- No open-flame devices (i.e. candles, incense, wax burners) are permitted. Such materials will be confiscated and not returned to resident.
- Flammable materials are prohibited in Pearl Court and UH. Small quantities of lighter fluid, shoe polish, model paint, etc., may be maintained for personal use.
- Tampering with or modification of any electrical wiring is strictly prohibited. Electrical cords are not authorized to lie across doorways, walkways, or placed under carpets. Grounded UL approved surge protectors are authorized. Any others are not authorized.
- Irons, hair dryers and hair curlers are authorized, but must be unplugged after use.
- Electrical outlets will have no more than two electrical units plugged in at any one time unless using a UL approved surge protector. Do not overload electrical outlets. If any appliance starts smoking, pull the plug and notify the UH staff immediately or call the Fire Department.
- Do not use extension cords as permanent connections. Electrical and extension cords should not be run under carpets, tacked to the wall or run between doorways or through holes in the walls.
- When you leave your premises for any length of time, make sure that the stove, TV, coffeemaker, etc., is turned off.
- Personal space heaters are not authorized for safety and energy conservation reasons. Exceptions must be requested in writing to and have written approval of UH management with medical waiver or documentation.
- Residents must be continually aware of fire hazards. Report potential hazards to the UH staff immediately.
- Firefighting equipment is positioned throughout Pearl Court and UH facilities. Tampering with smoke detectors, sprinkler systems and firefighting equipment is a federal offense and PUNISHABLE under the UCMJ. Violators will be prosecuted for entering and exiting through doors marked as emergency exits only.
- Report any malfunctioning equipment to the UH staff immediately.
- The telephone number of the Fire Department and all emergency services should be readily available by your phone. In case of fire, the following steps must be taken:
 - Activate the nearest fire alarm box.
 - Get out of the building immediately. Call 911.
 - Inform Front Desk and UH staff, if possible.

Fire Safety

Suggested tips in case of fire:

- DO NOT PANIC! REMAIN CALM.
- If safe to do so, use Fire Extinguisher to put the fire out.
- Leave the room where the fire started and close the door behind you.
- Activate the nearest Fire Alarm and have all occupants vacate the building.
 1. Call 911 from nearest phone immediately and notify
 2. NBVC Quarterdeck- (805) 989-7209,
 3. NBVC CDO – (805) 989-7209.
- After you have left your unit/building, DO NOT return until approval has been given by the Fire Department.

Alternate Plan if you CANNOT leave your unit:

- If door is hot or smoke is seeping in, cover cracks and vents around door preferably with wet towels or other natural (non-synthetic) items.
- Go to a room with an outside window; close all doors between you and the smoke/fire.
- Open a window for air and hang sheet or blanket out to signal for help.

Recommended Muster Areas:

Port Hueneme UH North/East – Main PT Grinder

Port Hueneme UH South/West – Seabee Chapel parking lot.

Pearl Court – Seabee Chapel parking lot.

Point Mugu UH – Flight Wing Café parking lot.

CRIME PREVENTION, REPORTING and EMERGENCIES CALL 9-1-1

After a natural disaster, you may be confined to your room or building. A disaster could cut off basic services - water, electricity and telephone - for a few days. You will best cope with such emergencies by preparing before disaster strikes.

Once an emergency occurs, you may not be able to search for or locate supplies. So plan ahead and be prepared. The basics you should stock are water, food, first aid and emergency supplies. Keep these items in easy-to-carry containers, such as backpacks or duffle bags, in an easy-to-reach place like a closet.

WATER

- Store two gallons of water for drinking and sanitation. Plan for at least a three-day supply.

FOOD

- Store at least a three-day supply of non-perishable foods that require no refrigeration, preparation or cooking, little or no water and are compact and lightweight.

SUPPLIES

- First Aid Kit.
- Flashlight, battery-operated radio or TV and extra batteries.
- Manual can opener and utility knife.
- Whistle.

Since earthquakes cannot be prevented nor predicted, residents must take the following precautionary measures:

EARTHQUAKE PREPARATION

- Review your renter's insurance policy as some damage to your property may be covered without specific earthquake insurance.
- Protect important documents such as wills, insurance policies, contracts, passports, immunization cards, credit card account numbers, an inventory of valuable household goods, important telephone numbers and birth certificates in a waterproof, portable container.
- Choose an out-of-state friend or relative as a "checkpoint" for other friends and relatives to call.
- Heavy and bulky objects should never be stored in overhead areas such as the top of lockers.

Natural Disasters and Emergency Preparedness

Earthquakes

DURING AN EARTHQUAKE

- Do not panic or run out on the street. Injury may occur by falling glass or building materials.
- Do not use elevators.
- If you are indoors, take cover under a sturdy desk, table or bench, in a doorway, such as to a bathroom or bedroom, or against an inside wall.
- Stay away from windows, glass, outer walls or doors, or anything that could fall, such as lighting fixtures or furniture.
- In a crowded public place, do not rush for the doorway, as other people will have the same idea. Take cover and move away from display shelves containing objects that could fall.
- Be aware that the electricity may go out, or sprinkler systems or fire alarms could activate.
- In a moving vehicle, stop as quickly as safety permits and stay in the vehicle. Avoid stopping a vehicle near buildings, trees, overpasses, or utility wires.

AFTER AN EARTHQUAKE

- Check for injuries. Do not attempt to move seriously injured personnel unless they are in immediate danger of further injury.
- If a person is bleeding, put pressure over the wound. Use clean gauze or cloth. Cover the injured with a blanket to keep them warm.
- Do not use the telephone except in case of extreme emergency, Texting uses less valuable airspace.
- Do not smoke or use electrical appliances because of possible gas leaks and electrical shorts.
- Evacuate the complex as quickly as possible for muster and further instruction.
- Be prepared for aftershocks. If trapped, remain calm. Remember that help will come as soon as possible.

All rooms will be secured when not occupied. Lockers will be locked when not in use. Windows will be secured to prevent unlawful entry.

Smoke detectors and sprinkler systems are provided in Pearl Court and UH rooms and throughout the buildings. If a smoke detector is found to be defective, notify the UH front desk immediately. Smoke detectors are installed as safety devices to protect you. Under no circumstances is a smoke detector to be disassembled or disabled. Do not hang anything from the sprinkler system. Your safety is of utmost importance to your UH management.

IMPORTANT: All fires in government quarters must be reported to the Fire Department and UH management immediately, no matter how small or insignificant they may seem.

Pearl Court and UH residents are responsible for all smoke detectors and will be held accountable for any detectors found in their space to have been tampered with or disabled.

Reminder: Tampering with smoke detectors is a federal offense and punishable under the Uniform Code of Military Justice.

Although the chances of burglary or vandalism may be lower, it is still a possibility, even on a secure base. For the protection of your property, be sure your room is locked and valuable personal items are secured.

All residents should take the following steps to decrease the opportunity for theft and other criminal activity in Pearl Court and UH:

- Keyless cards or room keys should be kept in a safe place.
- Residents are not authorized to loan out their room keys to anyone.
- Money or valuables will be secured in personal lockers.
- Report any vandalism, burglary, theft or other crimes to the appropriate police/security agency and UH staff.

Security of Rooms

Smoke Detectors

Theft Prevention

**Daily Living
Standards**

UH management is dedicated to providing you with a clean room, in good condition. When you vacate Pearl Court or UH, we expect to receive the room back in the same condition. You are responsible for the room and furnishings assigned to you. Treat your room as if you own it, keeping in mind that you will be held liable for damages and cleaning. Residents with shared spaces will all be held accountable for the cleanliness and maintenance of common areas.

These standards are established to ensure health, safety and comfort for all Pearl Court and UH residents. Vacuum cleaners can be checked out from the UH Office. The following standards apply:

- Rooms, lounges, carpets, window blinds and drapes will be kept free of dust, dirt and mildew.
- Trash cans must be emptied daily to reduce the chance of pest and insect infestation. Plastic trash liners will be used.
- Beds shall be made in a neat and orderly fashion. Linen will be clean and in good condition. For linen exchange, contact your UH Front Desk.
- Food items will be kept refrigerated or stored properly in sealed containers.
- Refrigerators must be kept clean and free of mold, spoiled food or grime. Freezer sections will not have excess frost accumulation.

**Household
Maintenance**

Pearl Court and UH shall maintain the rooms in good repair and is responsible for all repairs or replacement of government provided furnishings due to normal wear and tear. You are responsible for reporting needed repairs to the UH Office. Resident-caused damages or those caused by abuse or neglect, will be repaired or replaced at **YOUR** expense.

Generally, all necessary repairs will have been made before you move in. UH personnel will provide timely assistance and service for all repairs and maintenance items. When contacting the UH Front Desk, fill out a trouble call and provide your name, building/room number, telephone number and a detailed description of the problem. If your problem is an emergency, such as a power failure, short circuit, broken water line, etc., contact the UH Front Desk or call the UH Duty BPO they will contact NBVC Public Works and submit an emergency trouble call. The UH maintenance or Public Works representative will leave you a notice advising you of entry to your room if you are away at the time of the repair.

There is a difference in response times between emergency and routine service calls. If you feel your service call has not been completed in a timely manner, contact the UH Front Desk.

CHAPTER 4

CLEANLINESS STANDARDS AND MAINTENANCE

Residents are not to perform any type of maintenance or repairs on government provided appliances. Damages caused by such repairs will be charged to the resident. Government furnishings will not be removed from the room. Residents are responsible for cleaning and any damages. Routine cleaning of the refrigerator will improve efficiency and sanitation so stay consistent.

You are issued a set of bed linen upon room check-in and are responsible for the items received. You may either wash the linen yourself, or exchange it for clean linen. Contact the UH Front Desk for linen-exchange.

For tile, or vinyl floors, the following suggestions are offered:

- Lift heavy furniture rather than dragging across the floors to avoid marring.
- Do not let water stand on the surface of the floor. Wipe up any spills or standing water immediately.
- Do not apply wax to no-wax floors.

Carpet should be vacuumed on a regular basis. Vacuum cleaners are provided and may be checked out from the UH Front Desk.

Carpets should be cleaned at least annually or more frequently if heavily soiled.

To help UH keeps track of government furnishings; do not move these items from resident rooms or lounges. Residents are responsible for room furniture and are liable for damage or loss. All furniture will be verified randomly during 100% inventory conducted by the UH and upon check-in/check-out of your room. Furniture must not block fire exits or doorways. No new furniture should be purchased. (i.e. couches, coffee tables)

You are expected to attempt to alleviate pest control problems by use of non-residual insecticides labeled for safe application by the general public, such as household spray insecticides. The Navy Exchanges and Commissaries stock an assortment of pest control products. If, despite your efforts, the pest problem persists, Contact the UH Front Desk. Commercial pest control services are not permitted in UH.

As a general rule, poor housekeeping is the main factor in pest infestation. Some things you can do to control roaches and other household pests are:

- Deposit garbage in trash cans in plastic bags.
- Dispose of trash on a daily basis.
- Wipe up spilled foods or drinks immediately.
- Properly dispose of empty soft drink cans or bottles.
- Keep soiled clothing in a clothes hamper or other container.

Appliances

Bedding and Linen

Flooring

Furnishings

Pest Control

CHAPTER 4

- Wash clothes frequently and do not allow clothing to pile up on the floor.
- Store leftover food in airtight containers.
- Clean as you go.

Plumbing

Occasionally, there is a problem with clogged sewer and plumbing lines. You are asked to ensure objects including toiletries, wipes of any kind, and feminine hygiene products are not flushed down the toilet. Charges may be assessed for the removal of such objects. If a toilet overflows, turn the water off at the valve below the flush tank, then try using a plunger. If you cannot clear the line, contact the UH Front Desk. The use of **BABYWIPES** (of any kind) is strictly **PROHIBITED** due to constant plumbing issues in the facilities.

Utilities

Utilities are provided by the government. It is vitally important that you do not abuse the utilities provided. Such waste will mean a substantial loss of funds that could be used for other purposes. Treat these resources as if you were paying for them and conserve energy whenever possible.

Alterations/ Redecorating

The occupant should obtain written consent from the UH Management Office before redecorating or making any alterations, additions, or improvements. Such alterations should, at the option of the UH Management Office, remain with the property or be removed by the occupant. When removing such alterations, the premises should be returned to its original condition at the expense of the occupant. Hanging wallpaper, paneling or wallpaper borders in quarters is not permitted. Do not remove or replace existing traverse rods, mini-blinds, vertical blinds or any other window coverings that is government provided. No additions, alterations. The attachment of permanent shelving or mounting of Flat Screen TVs is not permitted.

Everyone enjoys moving into a “clean-as-new” room. This list of guidelines has been compiled to ensure we pass your room on to the next person in that condition. At your pre-termination inspection, your building manager will give you a complete list of cleaning instructions. In order to pass your final inspection, every item on your cleaning instructions list must be addressed whether or not you have a roommate. This list will help you prepare in advance for your final inspection.

Clean shower and sink thoroughly to remove all dirt, soap film and hair. Clean shower walls thoroughly to remove soap build-up and mold. Remove tub decal, adhesives and stick-on air fresheners. Shower doors and frames must be completely clean. Clean toilets thoroughly. Clean all pipes behind toilet and under sink. Clean medicine cabinets inside and out. All fixtures, including tub/shower and sink controls and faucets, towel and shower rods, toothbrush and soap holders must be cleaned and water spots removed. Wash walls and ceilings and remove any mold. Clean and vacuum all exhaust vents.

Bathroom

Smooth textured ceilings must be clean and free of dust, cobwebs, food and beverage spots and grease. Do not clean “popcorn” textured ceilings except to remove cobwebs.

Ceiling

Carpets are to be vacuumed and free of spots, stains and damage. Sweep and damp mop vinyl, tile or linoleum floors. Do not apply wax.

Floors

Wipe off all parts of baseboard heaters with a damp cloth. Use a vacuum to remove dust and debris from coils. Wipe radiators. Clean all heating vents and registers.

Heating Vents/ Registers

Remove any accessible light covers and clean thoroughly with soap and water to remove all dust and debris. Dry completely and rehang. Inset light fixtures and exhaust fan covers must be free of dust and cobwebs. Each light socket must have a working energy-efficient light bulb or fluorescent tube. Refrigerator light bulbs must work and fit appropriately. Replacement bulbs are available from UH Front Desk.

Lighting/Light Fixtures

Unplug microwave while cleaning. Clean thoroughly inside and out, including glass tray. Clean folds of rubber seals on the door. Clean all exterior portions, including top.

Microwave

Refrigerator	<p>Unplug refrigerator while cleaning and defrosting. Clean thoroughly inside and out. Defrost as required. Do not allow water to drain onto the floor/ carpet. Clean shelves and storage compartments. Remove and clean kick plate. Remove, empty and clean drain pan. Clean in and under rubber seals on doors. Pull refrigerator away from wall and clean all exterior portions, including top. While appliance is pulled out, clean walls, sides of cabinets and floor thoroughly. Vacuum and wipe power cord and coils on back or underside of refrigerator. After refrigerator has been thoroughly cleaned and dried, reconnect cord to outlet and set to normal operation. For units with built-in icemakers, contact your building manager for cleaning instructions.</p>
Screens	<p>Window screens and frames must be vacuumed and be free of dirt, debris, cobwebs, etc. Window channels must be thoroughly cleaned. Tampering with the screens in any fashion is unauthorized. Torn, ripped or mutilated screens will be charged to the resident. Do not remove or damage screens.</p>
Walls	<p>Remove all nails, pins, tacks, staples, tape, etc., from walls. Residents will be charged for repair of large holes. Clean all walls with water and cleaning solution. Dirt and other marks must be removed. Clean all electrical outlet covers, light switches, light switch plates and thermostats.</p>
Windows	<p>Clean all interior windows. Window must be free of dirt and streaks. Clean window and frames thoroughly, paying special attention to corners. Window channels must be free of dirt, debris, mold, etc.</p>
Window Treatments	<p>Mini-blinds must be thoroughly cleaned to remove all dust and grime. Vacuum the draperies to remove dust and cobwebs.</p>
Woodwork	<p>Clean all doors, door frames, baseboards, window sills, cabinets, closet shelves, closet clothes poles and brackets, etc., to remove dust, dirt, debris, cobwebs, fingerprints and greasy or sticky substances.</p>

CHAPTER 6

CLEANING INSTRUCTIONS

Occupants Name: _____ Command: _____

Building: _____ Room: _____ Date: ___/___/___ Time: _____

The following areas will be inspected for out-processing the barracks.

Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.

Note: Occupant will not be allowed to stay or return to room once checked and cleared by an inspector.

NBVC Pearl Court and UH – Check Out / Checklist

Living Area

- Ensure all personal items are removed from room prior to the final clearing inspection.
- Have room key cards ready to turn-over to inspector.
- Ensure all furniture assigned to room is inventoried and accounted for.
- Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- Remove all debris and dirt under the mattress, spring and rails. (Applicable beds only)
- Hangers must be removed from closets or wall lockers. Wall lockers wiped clean.
- Light fixtures and ceiling fans will be cleaned*.
- Windows, blinds, and window sills must be clean*.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the heater vents and filter are dusted, cleaned* and turned off.
- Carpets must be vacuumed and spot free if applicable. PC steam clean.

CHAPTER 6

Common Areas

- Refrigerator must be emptied, cleaned* inside and out (with no spilled food; etc.) and defrosted (**leave plugged in**). Clean rubber door seals. *If you have a roommate* ensure that your items are removed. Refrigerator is clean* inside and out (with no spilled food; etc.). Clean rubber door seals. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present (**leave plugged in**)
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty. *If you have a roommate* clean as above and place your roommate's items back neatly in place.
- Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (Applicable models)
- Cook tops must be cleaned* No grease between the counter top and burner. Range hood and filter, if applicable, will be clean* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned* and disinfected. *If you have a roommate* clean as above and place your roommate's items back neatly in place.
- Washer and Dryer (If Applicable) must be properly cleaned*, free from soap scum and lint.
- Sofas and Coffee tables (If Applicable) must be properly cleaned* and stain free.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned* and disinfected. Ensure that your personal items are removed. *If you have a roommate* clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned* and spot free. Remove your personal items. *If you have a roommate* and share the same medicine cabinet, clean as above and place back your roommate's personal items neatly in place.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas, to include under and behind refrigerator, toilet, etc...
- Remove all trash from common areas. Trash cans must be clean* inside and out.
- Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc...

**UNACCOMPANIED
HOUSING CUSTOMER
SERVICE DESK**

UH CUSTOMER SERVICE DESK

Unaccompanied Personnel Housing (UH) Customer Service Desk

Port Hueneme Pearl Court Office

BLDG 1518 RM 110

805-207-7641

805-207-3040

Monday - Thursday 0800-1600 (Friday's 0700-1400)

Duty BPO Cell (805)-312-1993

Weekend lockouts and after 1600 provided by Duty BPO

Port Hueneme

Building 1482

(805) 982-4551 DSN 551

Monday - Thursday 0800-1600 (Friday's 0700-1400)

Duty BPO Cell (805)-312-1993

Point Mugu

Building 23

(805) 989-0406 DSN 351

Monday - Thursday 0800-1600 (Friday's 0700-1400)

Duty BPO Cell (805) 797-7403

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**** CHECK IN INSPECTION FORM ****



NAME (LAST, FIRST FULL MIDDLE)
COMMAND/BATTALION
SSN
LIVING ROOM
Entrance
Windows
Wall/Ceiling
Floor
Electric Outlets/Switches
Closets
Heating Unit

PAYGRADE	ARRIVAL DATE
BLDG #	FLOOR

CLEAN	REPLACE	REPAIR	SAT	SPECIFY

BATHROOM
Commode
Tub/Shower
Medicine Cabnet
Towel/Grab Bars; Soap Dish
Floor
Walls/Ceiling/Ventalation Fan
Electrical Outlet/Light Fixtures
Windows
Door

CLEAN	REPLACE	REPAIR	SAT	SPECIFY

KITCHEN
Door
Range
Sink
Refridgeration
Disposal
Walls/Ceiling
Electrical Outlet/Fixtures
Windows
Cabnets/Shelves

CLEAN	REPLACE	REPAIR	SAT	SPECIFY

BEDROOM
Windows

CLEAN	REPLACE	REPAIR	SAT	SPECIFY

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**NAVAL BASE VENTURA COUNTY
UNACCOMPANIED HOUSING (UH)
TROUBLE CALL REPORT**

NAME _____
(Last, First, MI)

(Rate/Rank)

DATE REPORTED: _____

BUILDING # _____

ROOM # _____ A B

P/W (MAXIMO) DATE: _____

WORK ORDER # _____

PROBLEM AREA

- ROOM
- COMMON AREA
- HEAD
- SINK
- CLOSET
- WINDOW
- WASHER / DRYER
- REFRIDGERATOR
- TOILET

LIGHT BULB TYPE:	X	QTY
2 PIN BULB		
4 PIN BULB		
MEDIUM BASE A15 BULB		
INCANDESCENT 120V BULB		
FLOURESCENT 4"		
FLOURESCENT 3"		
FLOURESCENT 2"		

NOTES: _____

PROBLEM

- LIGHT OUT
- LEAKS
- DRAIN CLOGGED
- HOLE IN WALL
- CAULKING
- WINDOW SCREEN
- OTHER: _____

OUTLET COVER TYPE:	X	QTY
SINGLE DUPLEX		
DOUBLE DUPLEX		
T.V. AUX		
LIGHT SWITCH		

ENTERED BY: _____

DATE REPAIRED: _____

REPAIRED BY: _____

STATUS: _____

FOR FACILITIES ONLY:	✓
PUBLIC WORKS DEPT. CHECK IF APPLICABLE	
BLACK MOLD	

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MEMORANDUM OF AGREEMENT

UNACCOMPANIED

Occupants Name: _____

Command: _____ **Building:** _____ **Room:** _____

_____ I understand the above requirements are subject to change and I will be responsible for compliance with all published changes. I certify that I have received a copy of the NBVC Pearl Court and Unaccompanied Housing Resident Handbook. It is my responsibility to read the handbook in it's entirety and fully understand that failure to comply with any of these regulations may be cause for eviction or other charges under the UCMJ.

Occupants Signature: _____

Date: ____/____/____ **Time:** _____

UH Representative Signature: _____

Date: ____/____/____ **Time:** _____

NAVAL BASE VENTURA COUNTY HOUSING UNITS ARE NOT EQUIPED WITH AIR CONDITIONING