



Fall Preparation

As we prepare for fall and winter, cooler days and nights are coming. Please make sure your windows are closed. Report any heating issues as soon as you are aware of them. This allows us to place trouble calls and have the problem addressed as quickly as possible. Do not block access to heat registers with personal belongings. In the event maintenance needs to be performed, the maintenance contractor will not move your personal belongings.



Parking Lot Rules and Regulations

- UH Parking lots are for Unaccompanied Housing resident parking only. Residents are required to have a UH parking decal displayed on the bottom left rear window except for soft-top (convertibles) which will be placed on the front left side of the windshield. Display Temporary Passes on the dashboard. Violators may be ticketed, booted, have decals scraped, and/or towed at owner's expense.
- No maintenance work or repairs of any kind will be performed in any UH designated parking areas, and parking garages on NBK in accordance with COM-NAVREGNWINST 11003.1D
- Additional items or unauthorized vehicles (i.e. trailers, boats, jet skis, tires, batteries, etc.) CANNOT be stored in the parking lots. Check with UH staff if you have questions.
- Due to limited parking on NBK, residents are authorized one vehicle. In accordance with NAVBASEKITSAPINST 5560.1C, motorcycles must be parked in designated motorcycle parking spaces.
- The UH parking lots are for your use. It is your responsibility to help keep the parking lots free of debris.
- Please report any damage or accidents that you are aware of and any suspicious personnel or behavior in the UH parking lots.
- Residents out of the area (i.e. deployed, on leave, training, etc.) for more than thirty (30) days are required to park in Fleet Forces Deployed Parking.
- All vehicles are required to be operational. Abandoned vehicles are NOT authorized in the UH parking lots. Abandoned vehicles will be ticketed and towed at owner's expense. Parking in one space for more than 72hrs is not authorized.

CONTINUOUS IMPROVEMENT SURVEY

Stop by the UH Office and fill out a CIS or submit one online at:

<https://www.surveymonkey.com/r/99PGGY7>.

It only takes a few minutes and helps us improve the UH services we provide.

Find us on the internet at: www.navylifepnw.com



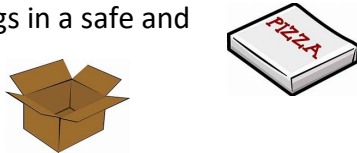
Be Informed (page 2)

Reminders

SMOKE DETECTORS: Do not remove or tamper with Smoke Detectors, they are there to protect you and all residents in the building. Tampering with them is a Federal offense and you are liable to pay for replacement or repair.

ALCOHOL POLICY: Residents are reminded that if you are under the age of 21, you are not allowed to consume any alcoholic beverage at any time. If you are over the age of 21, please lock up your alcoholic beverages when not consuming and do not share with an underage person.

CARDBOARD DISPOSAL: UH Management requests all residents follow the building rules about cardboard/pizza boxes in the trash chutes. Cardboard is not allowed in the trash chutes because it will block, jam, and cause backups to the different floors. This action will potentially allow rodents to have free access to your floor in the building. Blocked trash chutes also involve a major effort to clear both in maintenance time and maintenance dollars. Cardboard dumpsters are located outside each UH building. Your support is greatly appreciated in the effort to keep our UH buildings in a safe and sanitary condition.



Did you know you can submit a maintenance trouble call 24 hours a day?

Resident requests (non-emergency) can be submitted through the online maintenance request program at <http://www.navylifepnw.com>. Select "Naval Base Kitsap" then "Unaccompanied Housing" under the Housing tab. These requests are then sent to our Maintenance Tracking Program and reviewed daily by the UH Building Managers. Residents will receive an email confirmation (*if an email is provided with submission*) when their maintenance requests have been received, assessed, and completed.



Maintenance Emergencies:

During working hours (Mon-Fri), contact your complex front desk:

Bangor/Keyport, B/2300, 360-396-4046
Bremerton, B/1001, 360-476-2377
Naval Hospital, B/HP05, 475-4334

After Hours and Weekends:

Contact the UH Duty Manager at 360-340-2297

Do the right thing, follow the rules!

Service members represent their service's both on and off duty. We must always maintain good order and discipline. Please act accordingly!

UH Policy Violations

6 Guest violations resulting in formal counseling.

1 Underage resident in possession of alcohol resulting in formal counseling.

1 Misappropriation/damage to government property resulting in formal counseling.

PREPARING YOUR ROOM FOR DEPLOYMENT OR LEAVE

It is very important when departing for deployment or extended periods of leave or absence that you prepare your room with the best housekeeping practices. Secure all of your personal belongings. Make sure windows are closed and locked. Lock all wardrobes and/or closets and all valuables including laptops and game consoles. Throw away food that will expire during the time you are away. Empty all trashcans, turn off and unplug all electronics. Turn off all lights. For rooms with kitchens, kitchen should be free of grease and grime and all dishes left clean and organized. Set the thermostat between 68 and 72 degrees. Leave a clean room with beds made and all necessary cleaning chores completed.

All UH Residents are advised you are only assigned to one side of your room. Please do not use the other side/bed for anything. The unassigned side is to remain ready for assignment at all times.

Bangor Front Desk:

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Duty Manager:

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