



Community Guidelines & Policies

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Introduction

Welcome to Offutt Air Force Base, Rising View Community. We are delighted you have chosen to live with us. Our goal is to do everything we possibly can to make your stay at Rising View a pleasant one. While it is impossible to itemize every small detail of our future relationship together, the following pages explain our responsibility to you and your home as well as what we expect from you and your family.

These Community Guidelines & Policies accompany the Military Housing Privatization Initiative Offutt Air Force Base Universal Lease (the "Lease"). To the extent there is a conflict between this document and the Lease, the Lease shall govern.

Thank you for your faith in Rising View. We believe your assignment at Offutt AFB and your housing experience will be the most pleasurable and memorable of your military career. Let us know how we can assist you better by calling or e-mailing our Leasing Office.

For your convenience and quick reference, we have included a list of frequently used phone numbers on the last page of this handbook.

Section A: Rising View Responsibilities

Rising View will provide maintenance and repair, refuse and recycling collection and disposal, snow removal from streets, and major pest control to protect the property. Offutt AFB will provide police and fire protection.

Initial Home Inspection

Rising View will outline your responsibilities for maintaining your house during the initial home inspection. Prior to moving into your home, your home was inspected and passed by an MHO (Military Housing Office) representative. Upon arriving to Rising View, you may also perform an initial inspection with one of our Leasing Consultants or an MHO representative. If any discrepancies are found, they will be noted and Rising View will initiate appropriate work orders to correct the deficiencies. Please refer to Section 3 of the Lease for additional details.

LOCKOUTS/KEYS

All Residents will be given two (2) sets of keys to the Premises at Lease signing. Residents who have lost their keys and need entry into their house should call the Maintenance Customer Service Center. A Rising View associate will respond to and grant the Resident access as soon as reasonably possible. A Government-issued identification card must be presented before the agent will open the Premises. The first lock out call will be FREE, regardless of time of day. All subsequent lock out calls will be charged a service fee of twenty-five dollars (\$25.00) during normal working hours of 7:30am – 5pm, Monday–Friday. A fee of seventy-five dollars (\$75.00) will be charged for after-hours service. Services performed on weekday holidays qualify as after-hours services. All keys issued to Resident must be surrendered to Rising View upon vacating the Premises. A fee of twenty-five (\$25.00) dollars will be charged for each set of lost keys. If we need to re-key your locks for any reason a fifty dollar (\$50.00) charge will be assessed to your account.

Appliances

Ranges, refrigerators, and dishwashers (when applicable) are furnished and serviced by Rising View. Contact the Maintenance Customer Service Center by telephone or through our Active Building resident portal at www.risingview.com if you have appliance problems. For your own safety and that of your family, please do not attempt repairs yourself. If hook ups are compatible, resident owned washers, dryers, refrigerators, and freezers may be used. If a resident chooses to install their own appliance, Rising View appliances cannot be removed from home and must be stored in garage. Residents will be responsible for any damage to Rising View appliances.

Maintenance and Repairs:

Rising View has the primary responsibility for residential maintenance. All Maintenance requests may be called in 24 hours a day, seven days a week, to the Maintenance Customer Service Center at (402) 991-9820.

Routine and Urgent service requests may also be submitted through the Active Building resident portal 24 hours per day. All Emergency request must be called in and will not be received afterhours if emailed. If no one will be at home during the scheduled house call, the Maintenance Customer Service Center will require your permission to enter your home to complete the service call. Service requests are prioritized in order to take care of the most important work first. When the maintenance technician receives your call, he/she will, with your help, assess the problem and assign a priority for response from predetermined guidelines.

To activate your resident portal account, please visit www.risingview.com and click Resident Portal. To activate your account you must have your Unit ID given to you at move-in.

Rising View has the right to access your residence in accordance with provisions of the Lease and guidelines in the Community Guidelines & Policies in order to complete Work Orders. ROUTINE, URGENT and EMERGENCY calls will be received twenty-four (24) hours per day, seven (7) days a week, including holidays. Routine and urgent calls will be completed during normal working hours of 7:30am – 5pm, Monday– Friday. URGENT and EMERGENCY calls will be completed in accordance of the Lease and guidelines in the Community Guidelines & Policies.

DO NOT USE THE INTERNET FOR EMERGENCIES: PLEASE CALL THEM INTO MAINTENANCE CUSTOMER SERVICE CENTER

Work Orders are categorized as follows:

Routine - Failure in services or facilities that do not pose a threat to life, property, health, safety, security, or mission. Routine Work Orders will be responded to during normal working hours within seventy-two (72) hours of receipt and completed within ten (10) working days.

Urgent - Failure in services or facilities that do not immediately endanger human life or threaten severe damage to property, but would soon inconvenience and affect the health and well-being of the Resident or others. An example of an Urgent Work Order would be: one commode is stopped up, but the unit has two commodes. Urgent work orders will be responded to within twenty-four (24) hours of receipt and completed within seventy-two (72) hours.

Emergency - Failure in services or facilities that endanger human life or pose a threat of serious damage to property. The maintenance person on call will respond to Emergency Work Orders within sixty (60) minutes after receipt of the Resident's call, twenty-four (24) hours per day, seven (7) days per week, including holidays. Repairs will be completed as soon as possible and at least within twenty-four (24) hours of receipt of call. Emergency items include, but are not limited to, the following:

- Overflowing drains/broken water pipes
- Electrical service outage
- Broken electrical components which may cause fire or shock to persons
- Gas leaks – Call 911 immediately and exit the home
- Complete failure of an appliance provided by Rising View (REFRIGERATOR OR STOVE ONLY)
- Problems which would render the unit uninhabitable
- Inability to lock an exterior door or window
- Complete failure of heating or air conditioning systems. Weather Impacts response times (Example 75 degrees and the A/C is inoperable could be treated as an Urgent Response)
- Malfunctioning water heater
- Dangerous pest or wild animal infestation
- Units with only one bathroom and it becomes inoperable

After-Hours Emergency Request Procedures

On-call maintenance personnel will be available twenty-four (24) hours per day, seven (7) days per week, holidays included, for after-hours Emergency calls, except in cases of national emergencies, natural disaster, or other circumstances beyond the control of Rising View.

The on-call after-hours maintenance technician will respond to Emergency Work Orders within sixty (60) minutes after receipt of the Resident's call, twenty-four (24) hours per day, seven (7) days per week, including holidays. Repairs will be completed as soon as possible and at least within twenty-four (24) hours of receipt of call.

Rising View-Initiated Work Orders

Repairs, replacements, inspections, and preventative maintenance that the maintenance staff performs is part of the Maintenance Plan. The Customer Service Maintenance Center will contact the Resident at least twenty-four (24) hours prior to the proposed entrance to the Premises to explain the work to be done and establish a time for the work to be accomplished.

Helpful Hint

Residents with allergies or pets should replace their furnace filters on a monthly basis, or more frequently as needed. Filters are available at the Self-Help Store.

Scheduling of Work

With the exception of emergency repairs, repairs shall be made during normal business hours unless Rising View requests and Resident gives permission for alternate entry times. Emergency maintenance service is available at all hours, day or night, to handle service requests of a true emergency nature that cannot wait until normal business hours. Under the terms of your lease agreement, you may not refuse a Rising View maintenance employee or maintenance contractor entrance into your residence to complete a scheduled Work Order. Your refusal to permit entry into your residence is considered a default under the Lease. In order to perform emergency services, Rising View Maintenance employees or Maintenance contractors may enter your residence when you are not at home without your prior express consent.

Major Repairs

Rising View will maintain your residence in a habitable condition at all times and correct all failures in services or facilities regardless of cause. In the event of damage or failures caused by a Resident's neglect or misuse (beyond normal wear and tear), Rising View shall require reimbursement by the Resident for repairs or replacements made in accordance with the terms of the Lease. Repairs or replacements made due to normal wear and tear, or which cannot be directly attributed to the Resident's neglect, will be made at the expense of Rising View at no additional cost to the Resident.

Residents with Special Needs

At the Resident's request, those Residents with special medical needs will be identified to the management and maintenance staff. Service requests from Residents who have special medical needs will be responded to on a priority basis, in accordance with the level of need.

Refuse Collection and Recycling Disposal

Rising View provides weekly refuse and bi-weekly recycling pick-up. Refuse and recycling containers will be placed at the curb the evening prior to pick-up and returned to the garage or behind or beside the house not later than the evening of your pick-up date. Rising View will provide pickup dates under a separate cover. If you have any problems please, call the Rising View Leasing Office.

Recycling Collection Information

We encourage that all residents participate in our bi-weekly-expanded recycling program. The more you recycle the more you benefit your community. Place the following items directly into your bin. Please do not place in separate bags. ***** No Separating Required *****

Aluminum and Tin: Rinse out all food and beverage containers. Papillion Sanitation will accept formed aluminum containers (example: disposable pie plates). We also accept clean aluminum foil, tin cans and aluminum cans.

Aerosol Cans and Paint Cans: These cans must be empty (example: hairspray and deodorant). Please do not place paint cans in recycling.

Paper: Place in bins. Newspapers (including advertising supplements), magazines, brown grocery bags, telephone books, catalog, office paper, junk mail, envelopes (any type) are accepted. We also accept empty chipboard (example: cereal boxes), wet strength carrier stock (example: 12 pack beverages boxes), frozen food packages (example: TV dinners boxes) and juice boxes.

Cardboard: Place under bin any clean corrugated cardboard boxes or shipping boxes. Break down or cut boxes so they are flat and no longer than 2 ft x 2 ft in dimension.

Plastic: At this time, we collect 1 through 7 plastic containers. Please look at the bottom of the container for the recycling symbol 1,2,3,4,5,6,7. Please rinse and place your recyclable items in the bin. (Example: pop bottles, detergent bottles, bleach bottles, butter tubs, sour cream cartons, dip containers).

Please Note – The following items will not be picked up by the recycling company:

Glass, Styrofoam, rubber bands, plastic bags, soiled paper (example: pizza boxes), tissue paper, paper towels or wax-coated paper.

Section B: Resident Responsibilities

We want to ensure that your home and neighborhood remain a pleasant and desirable place to live. Therefore, we solicit your assistance by following the information below to assist you in maintaining your home in accordance with the standards that we have established for all residents. ~If your home is noted as being out of compliance you will be notified first. If your home is still out of compliance when the follow-up oversight is done later that week you will be billed (and responsible for paying) the charges for the items to be done. Multiple compliance violations could result in MHO and Military leadership involvement as well as a 14/30 violation notice.

Care of Exterior

We have planned and developed Rising View Communities with a clear architectural theme for all families to enjoy. Rising View must approve any resident changes to the exterior premises, building, or landscaping in advance. Residents can install seasonal decorations that do not penetrate the doors or buildings and to maintain attractive and well-kept flower gardens, planters, and vegetable gardens.

Residents may install their own window coverings, and they must be of neutral color as viewed from the outside. No foil or polarized film is allowed.

Exterior attachments, such as planters, flag poles, lights, radio antennas, cameras, and satellite dishes must have prior approval from Rising View. Exterior attachments must not penetrate the home, windows, or window framing, or otherwise damage the home. Any wiring used in relation to any of the items referenced herein must not be run through a partially open window or door. Rising View retains the right to request removal of any patio furniture, attachments as described above, or outdoor equipment that is, in the Landlord's sole opinion, unsightly or in disrepair.

Residents will be responsible for maintaining the Premises in an appropriate manner. Our goal is to have a military neighborhood that looks great and is very well maintained. Help us by letting us know of any outside maintenance issues that require our attention. Housekeeping and physical maintenance will be the responsibility of the Resident. As a Resident, you are responsible for the yard area extending out to a point midway between adjoining units or, if fronting on a street, out to the street. Strips of grass between the street and sidewalks, bike paths intersecting yards and small landscaped areas also fall within your responsibility. The rule of thumb for determining the limit of Residents' responsibility is 50 feet from the permanent foundation of the structure; however, this figure will vary depending on the housing area. When the boundary is not clear, please call our office and we will be happy to assist you in establishing your respective boundary line. These exterior responsibilities include, but are not limited to, the following regarding the Premises:

Lawn mowing - Grass will be cut weekly to maintain a height of 3" to 4" and watered regularly during the growing season of April through November. You are responsible for your lawn area 50 feet out from your house and halfway between adjoining units. We ask that you keep grass along sidewalks and around trees and other immovable objects neatly trimmed and edged to enhance the overall appearance of our community. Yard inspections are Wednesday through Friday. If grass is found to be out of compliance a friendly reminder will be left on resident's front door. If your yard is in compliance by Monday, no further action will be taken. If grass is found to be out of compliance by Monday's inspection, the residents account will be charged a fee for a Rising View vendor to mow your lawn.

Bushes - Residents will keep landscaping bushes neatly trimmed. Residents are responsible for maintaining all landscaping shrubbery to include any sod installed at the house.

Front Porches – Must be kept neat, swept and clutter free. Use of patio furniture in good repair is fine, please no couches, chairs, or other indoor furniture. Anything stored on the front porch must be neat and secured, at the discretion of Rising View.

Trash Cans – Trash cans and recycled bins may not be stored in front of your residence. They must be kept inside your garage, storage shed, beside or behind your residence.

Landscaping – All landscaping/flower beds should be kept neatly trimmed and weed free. Flowerbeds and vegetable gardens are permitted in the housing areas if written permission is obtained from the Maintenance Office prior to planting. Gardens must be located behind the home and they are not to be within 10 feet of the foundation of any unit. Gardens can be no larger than 10ft x 10ft and all vegetation must be removed and grass seed planted prior to vacating your home. This guidance was established to eliminate wet basement and foundation problems associated with over-watering and/or disturbing the normal flow of water away from the unit. Exceptions to this would be container-grown flowers and vegetables, such as patio tomatoes, etc. Only a clear or black vinyl edging will be approved to be put in around the landscaping areas. Once the landscaping has been planted, you are not allowed to add anymore bushes or trees without approval. Please do not plant sunflowers in the front, side, or backyard of the home. Rising View will charge a fee to correct/remove any landscaping installed improperly.

Debris Removal – Please keep yards, porches, steps, and driveways areas free of all litter such as paper, cans, candy wrappers, cigarette butts, animal feces (needs to be removed daily), etc.

Carports – Carports are to be used for vehicles only. Other items should be stored in storage areas. You may want to consider purchasing a small storage shed if you live in a non-renovated area. Putting plastic up on the side of carports is not allowed. Boats, Campers, Trailers, and recreational vehicles can not be stored in carports. Anything stored in the carport must be neat and secured, at the discretion of Rising View.

Raking Leaves - Once fall is here please start raking leaves weekly (or as needed). If we all work together it will help shorten the process (i.e., you will not be re-raking your neighbor's leaves for weeks and weeks, or vice versa). Yard inspections are Wednesday through Friday. If your yard is found to be out of compliance, a friendly reminder will be left on the residents front door. If your yard is in compliance by Monday, no further action will be taken. If leaves are still not raked and your yard is found to be out of compliance by Monday's inspection, the residents account will be charged a fee for your leaves to be raked.

Christmas Lights/Decorations – Christmas decorations may be put up after Thanksgiving and must be removed no later than January 10th (no exceptions). Lights must be turned off at 11pm every night.

Snow Removal – After the snow/ice has stopped, within 24 hours, your driveway and the entire sidewalk must be cleared completely of ice and snow. To facilitate snow removal efforts we ask that you please remove your vehicle(s) from the street until all snow is cleared. If snow removal is found to be out of compliance, a friendly reminder will be left on the residents front door. If snow is still not removed and Rising View has to remove snow for your residence, your account will be charged a fee.

Play Sets - Swing Sets and Jungle Gyms are only allowed in the backyard (No Exceptions); families must get approval from the Rising View Maintenance Manager prior to installation. Swings and hammocks, etc. are not allowed to be hung from trees due to potential safety concerns.

Driveway and Sidewalk Maintenance – When removing the snow get your driveway and sidewalk(s) as clean as possible. Remember you are responsible for the sidewalk in front, as well as along the side of your residence if you have a corner house. If ice has formed you can use ice melt; the

"Road Runner" brand of ice melt is what we've found to be the least damaging to the concrete. It's available to purchase at many local stores. We recommend when using the product to use only 1/4 to 1/2 cup per square yard. Once all the ice has melted and the areas are dried up sweep all the excess ice melt product from your drive and walks. This will extend the life of the concrete. If your vehicle has an oil/fluid leak, it must be removed from the driveway. You are responsible to clean the oil/fluid spot within 24/48 hrs. or you will be charged. Please be aware that parking moving trucks or other heavy equipment on your driveway is prohibited. This may cause uncured concrete to crack. If the driveway is damaged you will be financially liable for the repair and/or replacement of the driveway.

Grounds Inspections – Rising View will conduct weekly oversight inspections. We will drive past each home and ensure all exterior and grounds policies are maintained. Residents who are out of compliance may receive a telephone call, door tag, and/or email notifying them of the violation. If the Resident fails to maintain standards in accordance with the Community Guidelines & Policies, the Resident may be charged a fee to correct the oversight and bring the home/lawn back into compliance. If the home is occupied by an active duty military member, a member of their leadership will be notified if the home is still out of compliance. If the Resident continues to be out of compliance, Residents can be asked to vacate the Premises within thirty (30) days and Rising View will not renew the Lease. For further information on oversight inspections, contact the Leasing Office.

Care of Interior

- Clean interior surfaces of windows and those exterior surfaces that are readily accessible.
- Keep floors cleaned.
- Keep stoves, refrigerators, exhaust fans, dishwashers, sinks, tubs, plumbing fixtures and other household equipment clean.
- Keep light fixtures and blinds clean.
- Notify Maintenance Office of any problems inside the home immediately.

Pest Control – It is the Resident's responsibility to perform pest control in their homes for minor pest problems. The Resident is expected to take measures to prevent and control insects and other household pests. This includes, but is not limited to, mice, cockroaches, ants, and silverfish. In the event of major infestations, Rising View Maintenance Customer Service Center may be contacted for assistance.

Residents will take preventive steps to control pests and avoid infestations. Helpful Hints: Garbage should not be allowed to accumulate; food should be stored in closed containers; and tables, countertops, stoves and floors should be kept free of grease and food crumbs. Residents should also clean underneath sinks and underneath stove tops on a regular basis.

Residents are encouraged to notify management of any pest/insect problems that may arise. Rising View will contract with licensed businesses specializing in pest control who will supply all labor, materials and equipment for effective pest control and eradication.

If caused by the Resident, Residents will be responsible for the extermination of ticks and fleas, as well as bed bugs, at all times during the Lease term and upon move-out, if necessary.

Bathrooms – Walls in tub/shower areas have a tendency to mildew and must be cleaned weekly with a product to combat this problem. Clean fiberglass tubs and showers with nonabrasive cleaners only.

DO NOT: Flush tampons, sanitary napkins, disposable diapers, and other similar materials down the commode. Clean commodes frequently to prevent calcium deposit buildup. In case of a plumbing stop-up, try using a plumber's helper (plunger); and if this fails, contact Maintenance Customer Service Center for assistance.

DO NOT use any toilet bowl cleaners inside the toilet tank. This can cause buildup, creating a blockage thus causing your toilet to overflow. (NOTE: See the DAMAGE LIABILITY TO QUARTERS in Section B for charges associated with Resident caused damages.)

Carpets – Residents with partial/whole-house carpeting are required to vacuum their carpets regularly.

Floors – Clean floors with cleaning products intended for such use; avoid bleaches and other products that could damage the floor. Do not allow excessive water to soak into wood floors or between the tiles on tile floors. Keep bathroom floors clean at all times. Hint: Use quality wax removers in accordance with the manufacturer's instructions to prevent extra wax buildup on wood floors.

Cooking Range – Clean the stove (oven and hood), broiler units, and top burners to prevent grease buildup. Do not use chemicals inside a self-cleaning oven. Helpful Hint: It is useful to keep your hood fan on during this time in order to prevent smoke detectors from sounding off.

Countertops – DO NOT place hot utensils, pots, or pans on countertops or use the countertop as a cutting board as it will cause permanent damage and you will be held financially liable.

Dishwasher – Keep the dishwasher free of food residue and clean the door gasket area frequently.

Refrigerator – Clean the interior. Clean the door gasket and exterior frequently to remove oil and grease. Do not use sharp instruments to remove ice when defrosting or other gritty cleaning solutions.

Garbage Disposal – Avoid overloading the garbage disposal. Run cold water while operating your disposal. If Rising View maintenance determines that the blockage is the result of Resident neglect or abuse, the Resident will be responsible for all charges associated with unclogging or replacing disposal. Helpful Hints: Once a month, run the disposal while putting a tray of ice cubes in the disposal – this keeps the cutting blades in top condition. FIBROUS MATERIAL, SUCH AS ONIONS AND CELERY, WILL CAUSE THE CUTTING MECHANISM TO JAM. MOST IMPORTANTLY, DO NOT PUT GREASE IN THE GARBAGE DISPOSAL. COOKING GREASE IN THE SEWER LINES IS THE MOST COMMON CAUSE OF SEWAGE BACKUPS.

Shelf Paper – Only use regular shelf paper in drawers and cupboards. The use of adhesive-backed paper damages surfaces when it is removed.

Walls – Do not apply adhesive-backed materials, wallpaper, or decals to walls as these cause damage during removal. Use small nails or picture-type hangers only. Helpful Hint: Use mild soap and warm water to keep your walls clean.

Residents living in the Rising View Community are only allowed to hang pictures/small shelves. All alterations to the house must be requested through the maintenance department. Resident must submit their proposed alterations in writing.

Residents are allowed to paint with Rising View approval. All walls, excluding those painted with Rising View pre-approved colors, must be painted back to original color or resident will be charged to paint home back to original color.

Windows – Clean interior surfaces of windows and those exterior windows that are readily accessible.

P-Traps – P-traps prevent sewer gases from entering the house. They are located under sinks, bathtubs, showers, and laundry outlets. Use faucets daily to ensure traps do not dry out and allow sewer gas to enter the house.

Garages and Carports – Garage doors are to be closed when the garage is not in use. This policy enhances the aesthetics of the housing areas, minimizes the potential for theft of personal property, and reduces energy consumption. Clean garage and carport floors periodically to remove gas, oil, and grease.

Smoke Detectors – For your safety, perform a serviceability check at least monthly on each detector in your residence. Report any malfunction to the Maintenance Customer Service. Do not disconnect the smoke detector.

Damage Liability to Quarters

Waterbeds – Waterbeds are not authorized for use in family housing.

Repair Costs – A list of the cost to repair damages can be obtained at the Maintenance Customer Service Center. Additionally, residents will be responsible for all damages resulting from improper use or resident initiated damage to walls, doors, appliances, carpets, floors, yards, damage caused by pets, damage resulting from water beds, damage resulting from open windows when temperatures are below freezing, improper usage of heating/ventilation air-conditioning (HVAC) system, and damage to commodes or sewers resulting from attempting to flush inappropriate items down commodes or drains.

Special Needs Helpful Hints – Please notify the Rising View Leasing Office of any family members with special needs or disabilities. The type of disability, facility number, address, telephone number, and rotation date are required. In the event special accommodations to the house are required, submit a Reasonable Accommodations Request to Rising View.

Energy Conservation – Rising View has installed electric and gas meters on all renovated and newer constructed homes. We ask that all residents do their best to conserve energy. Here are helpful conservation hints:

Electricity

You can help conserve electricity by minimizing the use of electrical appliances and lights, especially during the peak demand periods of 6 AM to 8 AM and 5 PM to 9 PM. Do not leave outside exterior lights on during daylight hours. When buying Christmas lights, it is recommended that you buy Underwriter Laboratories (UL)-approved, energy-efficient lights.

Heat

The standards for home temperature settings are 68-72 degrees F during the day and 65 degrees F at night. Turning the thermostat up to the maximum temperature setting does not decrease the amount of time to warm up the room. Setting the thermostat to the desired temperature will warm the home up just as fast and save energy in the process. Water heaters are normally set to a maximum of 140 degrees F. If your water appears to be too hot or cold, call the Maintenance Customer Service to adjust the setting. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual.

Water

Excessive water usage results in increased costs to everyone and depletion of our community supply. Rising View's policy is to reduce and eliminate unnecessary waste. Do not allow for excessive runoff while watering your grass. Please shut off your water spigot when not in use. Large pools are not allowed for this reason, however you may use a children's pool no larger than 9ft x 18" tall. If you see abuses of water usage, please contact Rising View Maintenance at (402) 991-9840.

Fences – Residents moving into a Rising View home may professionally install a black vinyl chain-link fence with the approval of Rising View and at the Residents expense. If you do not wish to purchase your own fence, Rising View is currently in an agreement with Monarch Fence Company for the rental of black vinyl fencing. Please contact the Maintenance Customer Service Center for details on how to contact Monarch Fence. Offutt housing Residents are expected to keep their respective fence in good repair and remove all natural growth and debris from around the perimeter of its base. Residents will weed eat/trim around their fence weekly. Residents will rake and remove leaves during the fall. Residents are responsible for picking up any trash caught in the fence. A fee may be charged if your fence line is not maintained.

Faucets/Hoses – When not in use, hoses must be neatly stored either on a hose hanger, hose reel, or coiled on the ground. During winter months, faucet covers are available from the SELF-HELP STORE. These covers provide additional protection to help keep pipes from freezing. Helpful Hint: Prior to the first hard freeze, remove and drain hoses thoroughly before storing them for the winter.

Environmental – Protection of our environment requires the cooperation of all housing Residents. Special care must be taken to ensure hazardous products are properly disposed of and not allowed into sewer or street drainage systems.

Hazardous Waste

Rising View requires Residents to properly dispose of household hazardous waste. Products labeled WARNING, CAUTION, POISONOUS, TOXIC, FLAMMABLE, CORROSIVE, COMBUSTIBLE, REACTIVE, or EXPLOSIVE may be classified as hazardous waste. Common household hazardous materials: pesticides, herbicides, paints, fluorescent tubes, solvents, preservatives, household cleaners, photographic chemicals, automotive waste (i.e. oil, antifreeze, batteries, fuels)

HAZARDOUS WASTE MAY NOT BE PLACED IN DUMPSTERS. UNLAWFUL DISPOSAL OF HAZARDOUS WASTE ON BASE WILL BE REPORTED TO THE SECURITY FORCES AND MAY RESULT IN ADMINISTRATIVE ACTION, CRIMINAL PROSECUTION, AND/OR EVICTION.

Residents are discouraged from storing environmentally hazardous materials in or around the Premises or anywhere in the Community. If use of such materials is necessary, Residents are required to take all precautions to store the materials properly. The materials must be properly disposed of after use. Residents must comply with city and county ordinances regarding the disposal of hazardous materials. As the lead agency, the City of Omaha owns and operates the hazardous waste facility on behalf of the Omaha / Sarpy and Douglas County partnership. The City of Omaha is responsible for all staffing, contracts and grant writing to support the facility. Day to day management is provided through the Environmental Quality Division of the Public Works Department. Residents should dispose of Hazardous waste materials at the Household Hazardous Waste Collection Facility (www.underthesink.org) located at 4001 South 120th Street in Omaha, Nebraska.

Lead-Based Paint

For many years, lead was used in many types of paint. Although it is no longer used in most paints, it may be found in some areas of older homes. Exposure to paint chips or dust may cause lead poisoning in young children. Because of the potential for young children to ingest paint chips or dust and their lower body weight and developing nervous systems, they are at greater risk than adults for developing lead poisoning.

Lead-based paint has been found in family housing units in window trim and similar areas. In most cases, the old lead paint is well covered, and the potential hazard is very small. There are several things you can do to reduce exposure to lead. A major route of exposure to children is dust from deteriorating paint. Keep paint in good repair and avoid abrasive activities to areas not

known to be lead free. Painted surfaces that are not chipped or peeling should be checked and cleaned regularly to maintain serviceability. Wash or paint as needed, but only with a mild detergent and water solution. DO NOT use solvents or industrial strength cleaners as they may harm the paint.

Asbestos

Asbestos is a family of minerals that forms harmful fibers when broken. Asbestos minerals were used for many years in fireproofing, acoustical, and thermal insulator processes. Asbestos is typically found on furnaces, ducts, boilers, hot water pipes, surfacing materials on ceilings/walls, resilient asphalt flooring, vinyl flooring, suspended ceiling tiles, fireproof drywall, siding, roofing tiles, and many other numerous appliances. Asbestos is not an inherent health hazard in facilities. It becomes a hazard only when fibers are released into the air, usually through destruction of the matrix holding the asbestos in place. Exposure potential is dependent on several factors (location and degree of friability). A friable material is one that can be crumbled with hand pressure and is likely to emit fibers when disturbed. Once released into the environment, asbestos can be ingested or inhaled. The major concern is inhalation of asbestos fibers.

Offutt AFB housing was constructed in an era when asbestos-containing materials were routinely used in construction. As used, asbestos does not present a significant health concern to housing Residents; however, to facilitate maintenance such as repairing heating systems or replacing flooring, the asbestos-containing materials will normally be removed or encapsulated. Asbestos removal is an important part of base-wide renovation projects. If you are a Resident of an older home, chances are it contains asbestos materials. Some simple precautions to observe are not hanging plants from insulated pipes or insulation; not drilling holes or hammering nails in walls or ceilings; and not scraping floor tiles, walls, or ductwork when moving furniture. If you suspect you are being exposed to asbestos-containing materials, please call the Rising View Maintenance Customer Service Center immediately.

Leave, Vacation or Extended TDY – When you and your family are going to be absent from your home for more than 24 hours during freezing temperatures or 72 hours during higher temperatures, you must make arrangements for security, prudent care, and periodic inspection of your quarters. This is most important in the winter when a heat failure and broken water pipe can cause catastrophic damage to the home and personal belongings. It is required that you submit written notification to Rising View of your intended absence and the name of the person you have designated to have access to your home to perform normal resident maintenance. You will be financially responsible for any damage to your home caused by a failure to report your absence. Unattended vehicles may not be left on the street and must be moved to long-term parking, driveway or garage. This is necessary to facilitate snow removal or street cleaning. Vehicles or conveyances obstructing the cleaning or snow removal from housing areas will be towed at the vehicle owner's expense.

Sewage Backups – Sewage backups can be minimized and, in most cases, eliminated by taking precautions against flushing foreign objects down commodes. When they do happen, however, contact the Maintenance Customer Service Center. Nothing should be flushed down a toilet other than toilet paper. If unapproved objects are found to be the cause of your commode back-up, the resident will be charged for the full cost of the plumbing service and any other damage caused to the home.

Termination of Family Housing

Giving Notice:

We require 30 days notice of your vacating (Exception –short notice orders). Residents must notify Rising View of their intent to vacate in person by visiting the Leasing Office. At the time you notify us, we will schedule your Pre-final and Final inspections. A move out packet including

items such as a list of cleaning instruction, example damage charges, and frequently asked questions will be provided at the time you schedule your final inspection.

If Resident desires to terminate this Lease at the end of the initial term and the Resident is changing duty stations, retiring, or separating, the Resident shall give Landlord thirty (30) days written notice prior to the end of the term. If no notice is given, then the Lease at the end of the initial term for all other reasons, must give notice before the fifth (5th) of the month to be effective on the last day of the month. If said notice is given after the fifth (5th) of the month, Lease termination shall be the last day of the next calendar month following the month in which notice is given.

Please refer to Section 10.G. of the Lease for additional details.

Move-Out:

Rising View shall provide Resident with the option to have a pre-move-out inspection with Resident or Resident's agent and after inspection inform Resident in writing of any potential move-out charges that may be assessed. Rising View shall also perform a final move-out inspection. Please refer to Section 3 of the Lease for additional details.

Should there be a change in the date or time contained in the Resident's notice that the Premises will be turned over to Rising View for any reason; the Resident shall immediately notify Rising View in writing of the revised date and time.

Improvements:

Self-help work must be removed before final termination, unless accepted in writing by the incoming Resident or Rising View. When removing self-help work, your home or area must be restored to its original condition. During your pre-final inspection, our Inspector can answer many of your questions. Residents are required to remove all personal property, like swing sets and yard fencing that they have purchased or installed, prior to vacating the Premises.

Pre-Final:

The pre-final inspection will assist you in preparing for your final inspection. It includes an inspection-procedure review designed to answer your questions. The housing representative will give you a cleaning checklist and discuss your individual cleaning needs.

Final:

THE RESPONSIBILITY FOR FINAL CLEARANCE OF FAMILY HOUSING RESTS SOLELY WITH YOU, THE RESIDENT. The final inspection ensures that the standards of cleanliness are met and identifies additional maintenance needs.

Final Inspection Expectations:

A move out packet containing helpful information about your final inspection can be found at www.risingview.com. You will be sent a copy when you schedule your final inspection with the Leasing Office. Please read this information carefully to ensure a smooth clearance of your home.

Section C: Fire Protection and Safety

The Fire Protection Flight is responsible for instructing family housing Residents on the procedures to follow in case of fire. All new residents are required to attend a Fire Briefing hosted by the Offutt Fire Department within 60 days of move in. Please contact the Leasing Office for dates and times.

Barbecue Grills/Fish Smokers

WHEN IN USE BARBECUE GRILLS AND ALL TYPES OF SMOKERS MUST BE SUPERVISED BY ADULTS ONLY. Do not use them under building overhangs or on porches or decks. They must be kept a minimum of ten feet distance from combustible structures at all times. These items should be stored in your garage or behind your home when not in use.

Carbon Monoxide

Carbon monoxide (CO) is the most common cause of unintentional poisoning death in the United States. A colorless, odorless, and tasteless gas, it is slightly lighter than air. Insufficient air circulation in a home can allow toxic amounts to accumulate. It is lethal in minutes and will asphyxiate long before it poses an explosion danger. A mild exposure to carbon monoxide may mimic the flu, causing a slight headache, nausea, vomiting, and fatigue. Extreme exposure can result in death. All combustion devices in the home can generate carbon monoxide.

Malfunctioning appliances, furnaces, fireplaces, and automobile exhaust are the most common sources of carbon monoxide. A way to distinguish between the symptoms of carbon monoxide poisoning and the flu is to determine whether all the family members of a home are experiencing the symptoms at the same time. If everyone has the symptoms, suspect carbon monoxide poisoning, as the flu usually does not affect all Residents at the same time. If carbon monoxide is suspected, immediately leave the house and call 911 for assistance.

All units are equipped with a CO detector. If the detector activates with an alarm, call 911 and evacuate the facility. Do not open windows or attempt to air out the quarters. Doing so prevents the appropriate agency from measuring levels of carbon monoxide.

When cooking with grease or anything that produces its own grease NEVER leave your stove unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the burner, and use a fire extinguisher if necessary. Immediately call 911.

Clothes Dryer

Clean the lint trap after each load. Periodically, remove the 4-inch hose from the back of the dryer and remove any accumulated lint or residue. Never place plastic articles in the dryer.

Cooking Fires

Never leave cooking food unattended on the stove especially when using grease or anything that produces its own grease. Should a grease fire occur, cover the burning pan with a lid, turn off the burner, and use a fire extinguisher if necessary. Immediately call 911.

NEVER USE WATER TO EXTINGUISH A GREASE FIRE. MOST IMPORTANTLY DO NOT ATTEMPT TO MOVE THE PAN.

It is the resident's responsibility to obtain a fire extinguisher for the home and ensure it is in proper working condition in case of emergency.

Personal Protective Equipment

Persons who ride bicycles, in-line skates, or skate boards on Offutt AFB and within the Rising View Community must wear a helmet approved by the American National Standards Institute.

Extension Cord - Electrical

Extension cords may be used in certain situations. When used, they must be rated for the capacity of the equipment being served and be UL approved. Cords may not be hooked in series to extend the length nor may multiple loads be served by one cord with more than one outlet.

Do not nail or staple cords to interior building surfaces, run cords through doorways, windows, holes in walls, or under rugs and carpets.

Cords used for the exterior installation of items such as Christmas lights or vehicle plug-in heaters shall be weatherproof and attached, using devices specifically designed for that purpose.

Do not run cords across driveways or across sidewalks where damage to the cords or trip hazards could occur.

Fire Evacuation Plan

Establish a home fire evacuation plan with primary and alternate routes of escape for use in the event of a fire. Practicing your established escape plan as a family activity can save the life of your loved ones. During your initial fire briefing, make sure the Fire Protection Section is notified of any handicapped family members in the home. Always keep fire escape routes free of trip hazards such as debris, litter, snow, ice and other obstructions.

Fire Prevention Helpful Hints

Fire prevention is one of the most important topics affecting you and your family during your stay in family housing. The way you enforce good fire prevention procedures will determine the extent to which your family will learn and enforce these same procedures. The following topics are specific areas of concern on the base. While not all-inclusive, they represent a cross section of the many items affecting the safety of your home and your neighbors.

Fire Reporting

If a fire occurs in your home:

- Get everyone out and immediately call 911
- Give the operator your name, house number, and street address.
- Do not hang up until you are sure the information has been received correctly.
- Report all fires regardless of size. Make sure everyone in your household is familiar with these procedures.
- Give all information mentioned above and make sure you tell the operator you're calling from Offutt AFB.

Gasoline Storage

Gasoline and other flammable liquids must be in approved containers and are limited to three gallons per dwelling. Flammables may not be stored within living areas or in areas frequented by playing children.

Hoods and Exhaust Fans

Clean a minimum of every six months or as needed to remove grease. Excessive grease buildup must be kept to a minimum to decrease the potential for cooking fires.

Housekeeping Helpful Hints

Keep trash from accumulating in closets, storage areas, near wall heaters, and hot water heaters. Do not discard cigarette butts in waste containers unless they have been soaked thoroughly in water.

Mechanical Rooms

The use of mechanical rooms for any type of storage is prohibited. Keep access areas and storage rooms clear at all times.

Parking

No motor vehicles are permitted on patios, yards or in housing units. This includes motorcycles, ATVs, snowmobiles, etc. Vehicles must be parked in garages or designated parking spaces. All vehicles must park on the non-mailbox side of the street and park the same direction as traffic flows. Parking is prohibited within 25 ft of stop sign or fire hydrant. All violators will be towed at the vehicle owners expense.

Power Equipment Helpful Hints

Do not refuel your lawn mower, edger, leaf blower, snow blower, or other motor driven types of equipment while the motor is running. Turn engine off and allow sufficient time to cool before refueling; at least ten (10) minutes.

Space Heaters

The use of space heaters in housing units or garages on Offutt AFB is prohibited.

Section D: Security Policy

The Commander, 55th Wing, is responsible for the control and safeguard of base property. The security forces routinely patrol housing areas on a recurring 24-hour basis. The policies provided here are extracted from pertinent directives for the benefit of housing Residents. When notified, the security forces will investigate incidents occurring in Coffman Heights, The Villages of Capehart, and the Historic housing. The Sarpy County Sheriff's Office will assist Offutt law enforcement in Capehart, if needed. Inquiries regarding security forces' policies may be directed to the Leasing Office or to Offutt's Law Enforcement Desk at 294-6110. No solicitation is allowed. To report a crime in progress, call CRIME STOP at 294-6110.

Firearms and Fireworks

All audible Fireworks are prohibited at all Offutt AFB housing. Small non-audible fireworks are permitted. This includes all housing areas on and off base to include Coffman Heights, and all Rising View homes located North and South of Capehart Road. Non-audible fireworks (i.e. sparklers) can be set off from June 25th to July 4th per Bellevue City Code. Any debris caused by the discharge of fireworks MUST BE properly disposed of by the user.

Military Residents who possess firearms and other weapons shall maintain them consistent with current Installation Policy. Non- Military Residents will comply with the Non-Military Other Eligible Tenants Addendum of the Lease; they must comply with all state and federal guidelines, as to privately owned weapons/firearms.

Air Force Policy requires all privately owned weapons stored in family/privatized housing be registered with the local installation (AFI 31-101 para 8.4.2.4.1.1). The 55th Security Forces Armory is the registering entity for Rising View residents; phone # 402-294-4806. Also, "Federal law prohibits carrying a concealed weapon on a military installation without written permission from the Installation Commander." The Nebraska statute prohibits the carrying or possession of a firearm anywhere in Nebraska where prohibited by state or federal law.

Motor Vehicle Traffic Policy

The Installation Commander and Security Forces are responsible for the control and safeguard of all base property. Routine patrolling of the housing areas is accomplished on a continual basis by the Base Security Forces and, when notified, they will investigate all incidents. Parking of privately owned vehicles including motorcycles will be in driveways or authorized parking areas only. Rising View, in partnership with the Air Force, for the safety of the community encourages all residents to comply with the parking restrictions listed below. The following traffic policies are extracted from the Offutt Base Traffic Code:

Abandoned/Non-Operational Vehicles: Any vehicle partially dismantled, non-operational, wrecked, junked, in a derelict condition, or parked on a public street or public parking lot, will be impounded at the vehicle owner's expense.

Deployment: Residents will not leave their vehicles on the street while deployed; from October through April, unattended vehicles must be moved to long-term parking, driveway or garage.

Parking: Privately owned vehicles must be in authorized parking areas only. In the event of your absence, you must arrange to have your vehicle(s) moved from normal parking areas to facilitate snow removal operations. Vehicles parked in active snow removal areas may be removed at the vehicle owner's expense.

Please Reference: AFI 31-204/OAFB Sup1 (pages 27-29, 40-45), for complete motor vehicle code details, and snow control procedures. Some prohibited areas are indicated below:

Specific "No Parking" Areas

- Do not park within fire lanes or within 25 ft of a fire hydrant.
- Do not park within 25 ft of a stop sign.
- Do not park on grass, seeded, or dirt areas.
- Do not drive through an area that is posted, marked, or barricaded by means of barriers or cones.
- Do not park on the mailbox side of the street. Where no mailboxes exist, do not park on the even address side of the street.
- Do not park along the following roads in the Capehart housing area: Lockbourne Drive/Kennedy Boulevard, 27th St, Hruska Drive, and Rising View Blvd.
- On-street parking is prohibited anywhere during snow removal. Vehicles should be parked in garages, carports, or driveways.
- Do not park on the roadway within 100 feet of community entrances.
- Do not block driveways.
- Do not park along cul-de-sacs or cul-de-sacs with islands within Capehart Housing and Coffman Heights.
- Housing residents must park their vehicles in garages, carports, or driveways. Extra vehicles to include boats, trailers, camper tops, pick-up toppers, motorized vehicles and pull-type recreational vehicles are prohibited in the housing area in excess of 3 days.
- Semi-Tractor/Tractor Trailer Parking. Parking semi-tractors or tractor-trailers in Capehart housing or Coffman Heights is prohibited.

Recreational Vehicle (RV) Policy

RVs are vehicles designed for recreational purposes to include motor homes, travel trailers, ATVs, tent campers, boats, canoes, and trailers. Residents shall not park RVs in the housing community.

Recreational vehicles may be brought into the housing area for a short term (less than 48 hours) for loading and unloading only.

Unattended Vehicles

Vehicles left parked or standing must have the engine stopped, the ignition locked, and the key removed. Vehicles may not be left unattended on jacks or ramps, regardless of the time involved. Extensive vehicle repair is prohibited in our community, but general maintenance such as tire changes and car washes are allowed.

Parking

Parking within the family housing areas is often limited, and street parking is on a first come first serve basis. Please be reasonable and considerate if a disagreement arises between neighbors regarding parking. If necessary, contact Rising View to assist with the resolution.

Section E: Community/Residential Activities/Children

Community Facilities

Rising View includes numerous playgrounds, picnic areas, sports fields and courts, community center, etc. commonly used for relaxing and an area for its use. Hours of operation are from dawn to dusk. Use is at the risk of Resident, Resident's family members, guests or other persons present at or using the community facilities. Children under the age of 12 must be accompanied by an adult. No glass or alcoholic beverages are allowed. Proper footwear is required. Improper use of the community facilities or equipment is prohibited.

Basketball Hoops

Portable basketball hoops may be used in family housing areas subject to the following controls: the name and address of the owner must appear legibly on the frame. The hoop must be placed in your driveway a safe distance from the home when in use; any damage done to the home or other property while using the basketball hoop will be your responsibility. The hoop should be stored on the side or behind your home when not in use.

Cable Installation

Residents must contact Cox Communications, or preferred/chosen cable company, for all cable installation service. All satellite must be removed at time of move-out and can not be cemented into the ground or attached to the home.

Carpet Installation

If you wish to install additional carpeting, you may use only loose-laid carpeting. No additional permanent carpeting installations are allowed without Rising View permission.

Storage Sheds

Residents are permitted to retain an existing storage/utility shed. Residents occupying a non- renovated Rising View housing unit desiring to install a storage/utility shed may do so with Rising View approval. Only Rubbermaid Storage/Utility sheds or an approved equivalent shed are allowed in Rising View.

Home Businesses

Rising View's policy promotes and encourages limited commercial activities which may be properly carried out from family housing quarters. Activities may involve direct sales of products, small-item repair service, limited manufacture of items, and tutoring services. The policy allows enterprises that do not compromise community tranquility, safety of the base mission, or compete with name brands in the military exchange. Residents operating a home business must be in compliance with Air Force policy by obtaining permission through the Housing Management Office.

Family Daycare Providers

Resident must obtain approval prior to the start of the family daycare business from the installation commander and, subsequently, Rising View. POC for Family Daycare is the Family Daycare Office at (402) 294-9016.

Lawn/Garage Sales

Rising View will organize and sponsor community-wide garage sales during the year. In addition, each family may have individual garage sales. Please remove any individual garage sale signs within 24 hours of the sale ending.

Telephone Installation

Telephone and cable TV services are not provided by Rising View. Telephone service must be obtained by Residents directly. Telephone and cable outlets have been provided in the Premises. Resident must

contact the Maintenance Customer Service Center for prior approval of additional outlet installation. If Resident requires additional outlets, then Resident shall assure that any work performed in connection with adding outlets will be performed by professionals, and Resident shall be responsible for the cost of installing the additional outlets. Wiring must not be attached to the exterior side of the structure. No penetration of exterior walls of the building will be allowed for any reason. Government-owned telephone cables may be installed in or removed from Premises designated for, or occupied by, Key and Essential military personnel.

Trampolines

Trampolines are authorized in family housing areas on a level and fenced in area; however, compliance with the following rules is required:

- If your trampoline does not have protective sides, you will be required to have a fence enclosing your back yard. Trampolines are not allowed in your front yard.
- A parent must supervise children under the age of 10 who are playing on a trampoline.
- Spotters will be used when older children are using the equipment.
- Trampolines must be located a minimum of 10 feet from any structure or appurtenance (i.e., fences, buildings, or trees).
- The tops of all trampolines must be encased in protective padding, including the springs.
- The trampoline must be securely staked to the ground.

Swimming Pools

Large semi-permanent swimming pools are not authorized. Residents can use smaller children pools (9ft wide x 18in deep) with Rising View approval, but parents are encouraged to exercise prudent safety measures while children are playing.

Parties

Rising View is a community rooted in neighborly behavior and respect for all. Please keep this in mind when hosting guests and keep the noise as contained as possible. See quiet hours below.

Noise

Excessive noise is typically the greatest source of complaints received by property managers. Many Air Force personnel work night shifts and are sleeping during the day. Please be considerate. In the event Rising View receives noise complaints due to a Resident interfering with the right of quiet enjoyment of other Residents, the violating Resident will receive a Lease Violation Letter. After the issuance of a third (3rd) Lease Violation Letter, the Resident will be asked to vacate the Premises within thirty (30) days and Rising View will not renew the Lease. Quiet hours are 10PM – 6AM, Sunday through Thursday, and 11PM – 6AM, Friday and Saturday. Make direct complaints of excessive noise to Offutt's Law Enforcement Desk at 294-6110.

Drones & Recording Devices

The usage of drones and similar recording devices are prohibited.

Section F: Child Supervision Guidelines

The unattended youth policy is established to supervise youth activity, prevent youth misconduct, and ensure their safety. Unattended youths are those children not supervised by someone 12 years of age or older. For overnight stays, the supervising individual must be 16 years of age or older. The base unattended youth policy is provided below. Parents must ensure their children's intellectual maturity and physical health allow them to be safely left alone or in the care of an older child. Exercise sound judgment when choosing someone as a baby-sitter for your children. Residents providing over 10 hours daycare per week are required to be certified by the base before providing services. Call the Family Daycare Home Office to make arrangements for certification. Baby-sitters who provide services in the child's home do not have to be certified as long as the baby-sitting is only provided occasionally and not daily.

***IS YOUR CHILD OLD ENOUGH... TO BE LEFT HOME
ALONE?***



A PARENTS' GUIDE TO CHILD SUPERVISION AT OFFUTT AFB

The following guidance is for parents/guardians to help make decisions regarding the care and supervision of their children.

The age of the child is not the only factor that parents should consider when determining if children should be left alone.

Other factors include level of maturity, emotional development, physical health, length of time left alone, time of day or night, other children present or to be supervised, locations and environmental conditions, frequency of being left alone, and the accessibility of a parent or other responsible adult.

A "lack of supervision" may exist in circumstances where the responsible caretakers are present but are physically or mentally impaired to such an extent they are unable to provide supervision.

Additionally, it may also exist in circumstances where the child is technically allowed to stay alone, but is unable to provide supervision or care for themselves.

Supervising your child/children is one of the most important things you can do. Children do best when they are raised in a home of structure, guidance, love and limits. Without these, children may grow up not knowing what they can and cannot do and whom to trust. As a result, they may do things that get them into trouble.

The **ultimate responsibility** for the safety, care, well-being and behavior of children **remains with the parents** whether or not they are present to supervise.

The Offutt guidelines for unattended children are provided to assist parents in determining when to leave a child unattended.

Helpful Contact Numbers:

Security Forces: 294-6110 / 294-6119	School Liaison Officer:	Youth Programs
<i>Child Abuse / Neglect Reporting</i>	294-4320	294-5152
Family Advocacy: 294-7886	Child Development Center 1	Family Child
Care: Community Information	294-2203	294-9017
Airman & Family Readiness Center:	Child Development Center 2	
294-4329	232-2526	

Offutt Youth Supervision Guide

Note: The ages specified are the recommended ages and should be applied based on a child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. **In all instances, the parent/guardian is responsible for using reasonable judgment and for any incident or mishap (considered preventable) which occurs.**

REMEMBER, These are guidelines.

There may be situations, even within these guidelines, when it is not safe to leave a child unsupervised. **Parents/guardians are ultimately responsible for making decisions about their child's safety — ensure that children have access to a responsible adult and emergency phone numbers.**

The following guidelines were adopted from those used in communities across Nebraska and were developed by social work professionals in collaboration with those communities.

Whenever any child is unsupervised/unattended, the following should apply:

- There must be no emotional, medical, or behavioral issues that affect the child's judgement or decision making skills.
- The child must be comfortable being alone.
- The parent/guardian and child must have a safety plan worked out that includes:
 - How to access a parent or other responsible adult at all times (Including knowing the parent/guardian's whereabouts and a tele-phone number where they can be reached.
 - What to do in case of an emergency.
- Examples: Call 911; Exit the home if there's fire; What to do if a **stranger** approaches the child; etc.
- Guidelines for acceptable behavior.
- Knowledge of emergency telephone numbers. Example: 911, parent/ guardian phone numbers, etc.
- The child must demonstrate the ability to follow the safety plan and to make decisions that reflect concern for personal safety.

Child Supervision Guidelines

8 years & under - May not be left home alone for any period of time. This may include leaving children unattended in cars, backyards, and playgrounds. The determining consideration should be the dangers in the environment and the ability of the parent/caretaker to intervene.

8-11 years - May not be left home alone for more than 2 hours and only during daylight and early evening hours. Must have access to phone numbers to reach a responsible adult/emergency phone numbers.

12-14 years - May be left alone for up to 4 hours, but not late at night or in circumstances requiring inappropriate responsibility. (Generally are able to supervise children under the age of 6.) Must have access to phone numbers to reach a responsible adult/emergency phone numbers.

15 years - May be left unsupervised, but not overnight.

15-17 years - May be left unsupervised (In some cases, for up to two consecutive overnights)

Section G: Self-Help Work

Self-help work in family housing may be authorized if the proposed work is relatively simple and is primarily for Resident benefit. Normally, a self-help project is to improve living conditions for the Resident. (Seasonal items such as grass seed or ice melt may be available.) Permissible self-help activities include but are not limited to replacing toilet seats, toilet flush valves, and sink aerators. Self-help work must not generate additional maintenance costs or increase the size of the living area of the home.

Drilling holes, installing nails, bolts, or other similar devices in the siding of your home for your self-help project is not allowed. Your point of contact for self-help projects is the Maintenance Customer Service Center.

Requesting Home Alterations

Family housing self-help work requires completion of a Work Order Request Form which can be accomplished at the Maintenance Office Self-Help or by completing an online maintenance self-help request at www.risingview.com. If approved, a work order number will be assigned and additional guidance for accomplishing your project will be provided.

Border Protectors

Small border protectors which are designed to be decorative in nature and do not exceed 20 inches in height may be installed around flowerbeds, provided that they are neat and properly maintained. The decorative protectors cannot penetrate the ground more than four inches. Under no circumstances will they be made with pointed pickets. A completed Work Order Request Form is not required for border protectors.

Conveyance of Personal Property

Certain types of occupant-owned property might be conveyed during change of occupancy to new Residents. Contact the Leasing Office to obtain a conveyance authorization letter. Items that increase maintenance costs, such as wallpaper borders, may not be conveyed.

Electrical Work

Performance of electrical work in family housing by Residents is prohibited. Contact the Rising View Maintenance Customer Service Center for further information.

Plumbing Work

Performance of self-help plumbing work in family housing requires the approval of Rising View. Work order approval is obtained at the "SELF-HELP" Store.

Section H: Quick Reference Phone Directory

Air Force Inns (Offutt Billeting)	294-3671
Ambulance	911
Auto Skills Center	294-5564
Base Exchange	291-9100
Base Exchange Service Station	294-5900
Base Information	294-5900
Base Locator	294-5125
Base Operations	294-3207
Base Operator	294-1110
Big Jacks Grill (Willow Lakes Golf Course)	292-1877
Campisi Alert Facility	284-1104
Capehart Shoppette	292-0218
Chapel, Capehart	294-6051
Chapel, SAC Memorial	294-6244
Child Development Center	294-2203
Clothing Sales	294-3649
Commissary	294-6782
Community Center	294-6247
Cox Communications	934-1707
Crime Stop	294-5677
Customer Service (MFP)	294-2276
Equipment Rental/Tickets & Tours	294-2276
Family Housing Office	294-6242
Family Child Center	294-9016
Finance	294-3300
Fire Reporting	911
Fire Prevention	294-5522
Flight Kitchen	294-5755
Frady Fitness Center	294-5904
Human Resources Office	294-2344
Law Enforcement Desk	294-6110
Legal Office	294-3732
LeMay Aero Club & Flight Training Center	294-3385
NAF Resources Management	294-6251
Patriot Club	294-2268
Offutt Enrichment Center	294-1109
Offutt Field House	294-5413
Offutt Frame Shop	294-3837
OPPD Customer Service	536-4131
OPPD Emergency Service	(800) 554-6773
OPPD Hearing Impaired	345-6737
Outdoor Recreation	294-2108
Pass and ID	294-0368
Passenger Travel Section	294-5045
Peacekeeper Lanes	294-2514
QWEST Communications	(800) 244-1111
Readiness/Mortuary Affairs office	301-3430
Recycling Center	670-0152
Red Cross	294-3640
Ronald L. King Dining Facility	294-3980
Rod and Gun Club	294-3344

Security Forces (Emergency)	911
Skills Development Center	294-3872
Thomas S. Power Library.....	294-2533
TMO.....	294-4292
Veterinary Clinic.....	294-3089
Visitor Control Center	294-7551
Warrior Nine Golf Course.....	294-3362
Willow Lakes Golf Course.....	294-3530
Wood Skills Shop	294-3318
Youth Programs	294-5152
Bellevue Public Schools	293-4000
Peter Sarpy Elementary School	293-4793
LeMay Elementary School.....	293-4760
Fort Crook Elementary School.....	293-4710
Belleaire Elementary School.....	293-4510
Lewis & Clark Middle School	898-8760
Logan Fontenelle Middle School	293-4360
Mission Middle School.....	293-4260
Bellevue East High School.....	293-4150
Bellevue West High School	293-4040