

# ***Government Quarters Policy***

**Green Tree Ranger District  
January, 2001**

The purpose of this policy is to establish a fair and equitable government quarters policy and to promote a common understanding among employees choosing to live in government-owned quarters. This policy may be reviewed and revised as needed by the Housing Committee. The Housing Committee is comprised of any District employee living in government quarters who chooses to participate on the Housing Committee, and includes a Union representative.

## **Eligibility for use of Government Quarters:**

1. Only employees who have been assigned quarters in writing, their spouse or life partner, children and legal guardianships of either the employee or the spouse, close blood relatives, and legal permit holders may occupy Government quarters. Employees and legal permit holders shall not sublet or rent quarters.
2. Only single employees or those without resident dependents, spouses, or life partners are eligible for placement in bunkhouses and crew quarters.

## **Criteria for Assignment of Available Quarters (in order of priority):**

1. Family size and need (does not apply to bunkhouses and crew quarters)
2. Waiting list, urgency of need
3. Appointment type: permanent full time employees have priority over permanent part time year-round employees, permanent part time year-round employees have priority over permanent full time seasonal employees, permanent full time seasonal employees have priority over permanent part time seasonal employees, and permanent part time seasonal employees have priority over temporary employees
4. Tenure on District
5. Other considerations:
  - a. It is good business to keep quarters as full as possible;
  - b. Grade level will not be a factor;
  - c. Relocation between quarters will be voluntary when possible. Every opportunity will be explored before displacing anyone.
  - d. Coordination will take place before position vacancies are advertised with "government housing available."

## **Occupant Maintenance Responsibilities - Family Housing:**

The occupant must keep Government-provided quarters clean, sanitary, and free of hazards. The occupant shall perform minor maintenance of the quarters and grounds such as yard upkeep, cleaning, light bulb replacement, and leaf and snow removal on their driveway and sidewalks. Stored items must be kept inside buildings. Occupants must report any unsanitary, hazardous, or unsafe conditions beyond minor maintenance to the District Facilities Manager (Sam Fixit).

## **Occupant Maintenance Responsibilities - Crew Quarters:**

Employees are responsible for keeping their bedroom areas clean and sanitary. Floors are to be cleaned, beds made, and personal articles organized or stored in an orderly manner. Employees must wash their dishes, utensils, and cooking implements at least daily. The common areas (kitchens, bathrooms, halls, living rooms) are cleaned weekly under a cleaning contract. Occupants must report any unsanitary, hazardous, or unsafe conditions to the District Facilities Manager (Sam Fixit).

**Move-In Procedure:**

1. Family housing: A walk-through inspection will be performed with the employee and the facilities manager to inspect building condition. This will be documented on Statement as to the Present Condition of the Premises, form 10-94 (attached).
2. Bunkhouses and Crew Quarters: The employee and facilities manager will look over the assigned bedroom and note the condition at the bottom of the Quarters Assignment Agreement.
3. Employee will complete and sign Quarters Assignment Agreement, FS-6400-30.
4. Employee will be given a copy of the signed forms, and originals will be kept on file.

**Move-Out Procedure:**

A walk-through inspection will be performed with the employee and the facilities manager to review the condition of the residence and grounds. It is the employee's responsibility to notify their supervisor and the facilities manager when the quarters are ready for inspection.

**Damage to Quarters Beyond Normal Wear and Tear:**

The occupants of Government quarters shall either repair at their own expense or reimburse the District for the cost of repairing damage caused by the occupants beyond normal wear and tear.

**Alterations and Improvements to Quarters:**

Any painting done by employees requires prior approval by the facilities manager. Generally, latex-based paints in an "off-white" color will be used. No structural, plumbing, or electrical alterations or additions will be allowed, except when approved ahead of time by the facilities manager. Unauthorized alterations and improvements made by the occupant shall become the property of the Government. The Government may require the occupant to remove such alterations and improvements and restore the quarters to their original condition, at the occupant's expense.

**Rent Charges During Absence of Occupant:**

Occupant shall be charged normal rent for quarters during temporary absences unless quarters are vacated by occupant or temporarily assigned to another paying tenant during absence of occupant.

**Forest Service Operations:**

Occupant shall occupy quarters and control his/her family, animals, and guests in such a manner as not to interfere with Forest Service operations at the station.

**Conflict Resolutions:**

Neighbors should make reasonable efforts to resolve differences among themselves as soon as they become apparent. This will prevent differences from festering and escalating into problems. Ranger involvement will be a last resort.

**Companion Animals:**

1. No pet will be a nuisance to neighbors.
2. No free-roaming dogs. Owner must be in attendance if dogs are not on leashes.
3. Owners will be responsible for barking dogs, whether home or not. Suggest keeping dog inside or use a bark collar.

**STATEMENT AS TO THE PRESENT CONDITION OF THE PREMISES**  
(Attach to FS-6400-30, Quarters Assignment Agreement)

Quarters No.: \_\_\_\_\_ Occupant: \_\_\_\_\_

Item	CHECK if In good Condition	Comments
<b>KITCHEN</b>		
Counter top & sink		
Range, oven & hood		
Refrigerator, dishwasher		
Cabinets		
Flooring		
<b>BATHROOM</b>		
Cabinets and mirror		
Tub/shower surround/door/curtain		
Tub, faucets, & pipes		
Flooring		
Walls & towel racks		
Toilet & pipes		
Sink(s), faucet(s) & pipes		
<b>BEDROOMS</b>		
Flooring		
Closet doors		
Walls		
<b>LIVING ROOM</b>		
Paneling and/or walls		
Flooring		
Wood stove or fireplace		
<b>MISCELLANEOUS</b>		
Yard		
Fencing		
Windows and screens		
Electric heaters		
Washer/Dryer		
Interior doors		
Curtains/shades		
Light fixtures		
Built-ins		
Furnace & fuel tank (full/empty)		
Basement/Attic		
<b>OTHER</b>		
Occupant responsible for power change from FS to their name		

Form 10-94

We have examined the premises and agree with the above condition statement.

DATE

OCCUPANT (signature)

DATE

FACILITIES MANAGER (signature)