470TH AIR BASE SQUADRON

MISSION SUPPORT FLIGHT

Housing Referral Office (HRO)

Location: Building 87, Room 4

Telephone: Commercial 011-49-2451-63-2224, DSN 458-6032/33

Email: 470ABS.HROAllPersonnel@geilenkirchen.af.mil

Customer Service Hours: Mon-Thur 0800 – 1600, Fri 0800 - 1400

Air Force Housing: http://www.housing.af.mil/geilenkirchen/

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AIR FORCE HOUSING ON THE WEB

WWW.HOUSING.AF.MIL

Housing Referral Office (HRO)

- **Is the sole source for any housing questions.**
- **Supports Service members, Civilians, and their Families, stationed at NATO Air Base Geilenkirchen.**
- **For new arrivals: There are no on-base housing units.**

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AIR FORCE HOUSING ON THE WEB

WWW.HOUSING.AF.MIL

Housing Referral Office (HRO)

- Briefs Inbound And Outbound Personnel
- Negotiates and Prepares Lease Contracts
- Temporary Lodging Allowance Support
- Overseas Housing Allowance/MIHA Support
- Translation Of Housing Correspondence
- Advisory Service on Complaints and Conflicts
- Controlling of Utility End-Of-Year Bills
- Manages Vacancy Listings under the AF Housing via AHRN

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IMPORTANT INFORMATION !!!

Three days before or upon the effective date of the lease contract, the service member returns to the HRO to start the Overseas Housing Allowance (OHA) and Moving In Housing Allowance (MIHA). The service member signs two copies of the completed OHA/MIHA form.

On each Wednesday the OHA forms together with copies of lease contract and PCS orders will be transferred to the Finance Office. Finance will submit the information to the finance center in Ellsworth.

It's the service member's responsibility, regulated in German law, to pay the rent to the landlord within three days of due date.

A copy of the OHA form will stay in the SM's file in the HRO.

⇨ Bottom line: No signed OHA form, no allowance paid! ⇦

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– Conservation of Energy –

The following conservation measures should be followed by all occupants in the use of electricity and heat.

- **Turn off all lights and other electrical appliances (kitchen ranges, television sets, irons, etc.) in living quarters and common use areas, such as laundry and drying rooms, the moment they are no longer in use.**

- **Disconnect transformers whenever possible, because they consume electricity even without an appliance being connected to them.**

- **Do not use kitchen ranges or portable heaters to supplement the heating.**

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- **Turn on radiators only as required to provide necessary heat. Set back the temperature at night and during periods the quarters are unoccupied. When leaving quarters unoccupied for an extended period, leave only one or two radiators turned on (valve open ¼ turn or set on "1" or "2").**

- **Keep the quarters' temperature under 70 degrees Fahrenheit (21°C) whenever possible. Research shows, that the 65 – 70 degrees Fahrenheit (18° - 21°C) range is best for a feeling of well-being.**

- **Maintain a maximum bedroom temperature of 50 – 60 degrees Fahrenheit (10° - 15°C). Don't open windows wide, that the temperature drops to 30 – 40 degrees (-1° - 4°C), because it takes more fuel to warm up the room during the day. Air out rooms for 10 minutes only in mornings and afternoons.**

- **Keep windows shut except for occasional short periods for ventilation. Don't use windows to control the temperature. Turn radiators down or off instead of opening windows to reduce the temperature.**

☞ How to fight Dampness and Mildew ☜

Dampness could come from the outside and many tenants presume this, but by far the most frequent incidents are coming from the inside.
This can be proven easily: Drill a thin hole into the mildew spot on the wall and check the dust; if the dust is getting drier the deeper you drill, the moisture is coming from within the room. How is this possible?

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The air always hold water in the from of water vapors. Warm air draws more water vapors than cold air. For example:

A bedroom, that measures 15 m^2 (161 sqft) and has a height of 2,5 meters with about 30 m^3 (cubic meters) of air at a temperature of 23 ° Celsius (73° Fahrenheit) at 100% humidity, holds 1 liter of water in the air.

In winter this moist air contacts cold windows and causes condensation. Why? When the air contacts a window or other colder objects, the temperature of the air drops and the water vapors become to heavy to carry. The air then throws out the vapors in form of droplets. If this happens on walls, you will get damp walls, wallpapers or tiles.

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☞ *How to fight Dampness and Mildew* ☜

There are a lot of people, who like to sleep in a cold bedroom. The walls in these rooms are cold. It is possible, that warm air from other rooms penetrates the cold bedroom, and moisture is abundantly deposited. Many people also leave the bedroom door open for a while to take the chill of. Dampness then will go into the bedroom.
The moisture on these walls do not evaporate. The walls remain cold and the dampness spreads.

Think about this:

At night in your sleep you give off moisture through breathing.

The amount is about 1 liter per person and night.

If two people sleep in a room every night for a month, that would almost equal a bathtub full of water (about 60 liters).

☞*How to fight Dampness and Mildew* ☜

Read this advice carefully!!

❖In the warmer months of the year the air absorbs the moisture. It is easy to dry out damp walls. For this reason, you should air out rooms with damp more often.

❖ In cooler months move furniture from the wall, that air can dry out this wall. The distance between furniture and wall should be 1 – 2 feet.

❖ Open windows wide and let fresh cool air replace the stale air in the room. This helps in the drying process. After 10 minutes close the window again.

❖ Now turn on the wall radiators, close the room door and warm up the cold air. The moisture is pulled from the walls by warmer air, you remember!?

❖ After 3 – 4 hours the warm air has picked up enough moisture. Now open the window again. Make a draft and repeat that procedure. After you've done this 3 - 4 times every day for a period of 2 weeks, the walls should become dry. If any mold remains, just brush it away with a broom.

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☞*How to fight Dampness and Mildew* ☜

- **The rooms in the northern part of your rental dwelling become colder than the others.**
- **Pay attention, that you heat these rooms a bit more.**
- **Try to keep the temperature equal in all rooms.**
- **Keep radiators on level 1 at least in winter.**
- **If you sleep with open windows, close your bedroom door .**
- **Turn down the radiators in the joining rooms as low as bearable.**
- **Open the windows in the morning in bedrooms, kitchen and bathrooms to air out for max. 20 minutes.**
- **Close windows during the day and slightly warm the room.**

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