
TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

CHAPTER 36-4 PROVISION OF HOUSEHOLD EFFECTS

36-4.1	POLICY	(36-4)	1
36-4.2	PROCESSING REQUESTS TO PROVIDE FURNISHINGS . . .	(36-4)	3
36-4.3	MAXIMUM ALLOWANCES	(36-4)	3
36-4.4	SPECIAL ALLOWANCES	(36-4)	4
36-4.5	HOUSEHOLD EFFECTS NOW IN USE	(36-4)	4
36-4.6	PURCHASE OF HOUSEHOLD EFFECTS	(36-4)	4
36-4.7	ALLOWANCES - QUARTERS FURNITURE AND OTHER HOUSEHOLD EFFECTS	(36-4)	4

36-4.1 POLICY

Public Health Service (PHS) policy concerning the provision of appliances, furniture, and other household effects is derived from the Health and Human Services (HHS) Materiel Management Manual, Subpart 103-25.353, "Quarters Furniture and Furnishings."

- A. Transient, Seasonal, and Nonhousekeeping - Appliances, furniture, and other household effects necessary for the use of transient, seasonal, and nonhousekeeping quarters will be routinely furnished.

- B. Housekeeping Quarters - Appliances, furniture, and other household effects may be provided by the Government for housekeeping quarters within the United States under the following conditions:
 - (1) Appliances - New or newly acquired housekeeping quarters may be furnished with a cook stove, refrigerator, dishwasher, washer, and dryer, any of which may be replaced whenever necessary, without specific approval, provided funds for such purposes have been budgeted.

 - (2) Freezers - Freezers may be provided for use in Government quarters in remote and isolated places where climate and geographical locations necessitate purchasing food in larger than normal amounts.

 - (3) Household effect costs - Household effects in addition to the appliances listed in section 4.1 B.(1) and (2) may be provided for those Government quarters located in remote and highly inaccessible areas where difficulties in transportation and the length of the normal tour of duty are such that it is more economical for the Government to provide them. Mere remoteness from a populous area does not, in itself, justify provision of such additional household effects. The following items should be considered when evaluating cost alternatives:
 - a. initial cost of new household effects;

 - b. delivery costs of new household effects;

 - c. storage cost of household effects when not in use;

 - d. cost of moving household effects in and out of quarters;

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

- e. cost of repairing household effects;
- f. cost of storing employee-owned household effects (including related transportation costs) while the employee occupies Government-furnished quarters (when storage at Government expense is authorized by law);
- g. cost of administering a household effects program.

The total cost of the preceding seven items should be compared with the packing, crating, transportation, and related costs which would be incurred by the Government should employee-owned household effects be moved in lieu of providing furnished quarters.

- (4) Official entertainment - Appliances, furniture, and other household effects may be provided for Government quarters when deemed necessary by the head of the agency or his/her authorized designee because the individual occupying the quarters is required to accommodate or entertain visitors frequently as part of his/her official duties. Application of this exception should be limited to quarters occupied by the senior official in charge of an installation and to Assistant Surgeons General when occupying quarters at installations not under their command.
- (5) Built-in furnishings - Some furniture and other household effects may be provided in Government quarters where only specially designed or built-in furnishings can be used, such as in mobile homes.
- (6) Local conditions - Furniture and/or other household effects may be provided in Government quarters whenever local conditions or climate are such that special types are required.
- (7) Government benefit - Furniture and/or other household effects may be provided for Government quarters located in Alaska and Hawaii, when it is determined by the head of the agency or his/her authorized designee that such provision is clearly advantageous to the Government.
 - a. Bedding, linens, cooking utensils, and dinnerware may be furnished in housekeeping quarters whenever the Delegated Official (DO) or Housing Officer (HO) of an installation determines that such action is justified by reason of economy or offers other definite advantage to the Government.
 - b. Draperies may be furnished for living rooms, dining rooms, and bedrooms in housekeeping and nonhousekeeping quarters upon determination by the DO/HO that draperies are required for insulating purposes. Draperies furnished shall be made from the most cost effective energy efficient materials.

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

- (8) Short-term use - Appliances, furniture, and other household effects may be provided for short-term use in Government quarters while personally owned household effects are in transit, or to accommodate personnel assigned for unusually short tours of duty (6 months or less) in connection with training, orientation, etc.

36-4.2 PROCESSING REQUESTS TO PROVIDE FURNISHINGS

Requests for authority for an exception to the criteria set forth in Chapter 36-4 are to be forwarded to the Associate Director, Office of Environmental Health and Engineering, Headquarters.

36-4.3 MAXIMUM ALLOWANCES

The table set forth in section 4.7 shall be used to determine maximum allowances for furniture and other household effects in housekeeping quarters (where authorized).

36-4.4 SPECIAL ALLOWANCES

The provision of additional items of furniture and/or other household effects in excess of maximum allowances shown in section 4.7 (including those items in the categories listed below) requires specific approval. This type of request shall be processed in accordance with section 4.2.

- A. Other Rooms - Furniture, and other household effects for libraries, dens, reception rooms, or for rooms other than those provided for in the table of allowances.
- B. Large Rooms - Furniture and other household effects for rooms of unusually large size for which quantities specified in the table of allowance may not be adequate.
- C. Curtains - Window draperies or curtains as noted in sections 4.1 B.(7)b. and 4.7 D.

36-4.5 HOUSEHOLD EFFECTS NOW IN USE

Special items of furniture or other household effects currently in use may be continued in use in quarters which are not authorized to be furnished, but such articles may not be replaced.

36-4.6 PURCHASE OF HOUSEHOLD EFFECTS

The provisions of Federal Property Management Regulations §101-26.505, "Office and Household Furniture and Furnishings," shall be utilized for the authorized purchase of household effects for quarters.

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

36-4.7 ALLOWANCES - QUARTERS FURNITURE AND OTHER HOUSEHOLD EFFECTS

TABLE OF MAXIMUM ALLOWANCES

Housekeeping and Nonhousekeeping Quarters

A. Housekeeping Quarters

<u>Living Room</u>	<u>Quantity</u>
Armchair	2
Davenport (sofa)	1
Occasional chair	2
Slipcovers (for above items)	-
Library table or table-desk or desk	1
Coffee table	1
Occasional table	2
Bookcase (if not built-in)	1
Floor lamp (where sufficient lighting fixtures are not provided)	2
Table lamp	2
Rug (sufficient for reasonable coverage)	-
Rug cushion	-
 <u>Dining Room</u>	
Dining table	1
Armchair	2
Side chair	6
Sideboard (buffet)	1
Server	1
China cabinet (if not built-in)	1
Rug (sufficient for reasonable coverage)	-
Rug cushion	-
 <u>Combination Living Room and Dining Room</u>	
Armchair	2
Davenport (sofa)	1
Occasional chair	2
Slipcovers (for above items)	-
Library table or table-desk or desk	1
Coffee table	1
Occasional table	2
Bookcase (if not built-in)	1
Floor lamp (where sufficient lighting fixtures are not provided)	2
Table lamp	2
Dining table	1
Armchair (dining room)	2
Side chair (dining room)	6
Sideboard (buffet)	1
Server	1

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

China cabinet (if not built-in)	1
Rug/rugs (sufficient for reasonable coverage)	-
Rug cushion	-
<u>Dinette or Breakfast Room</u>	<u>Quantity</u>
Table	1
Side chair	4
Sideboard (buffet) or server	1
Rug (sufficient for reasonable coverage)	-
Rug cushion	-
<u>Kitchen</u>	
Cook stove	1
Kitchen table	1
Kitchen chair (if no dinette or breakfast space)	4
Kitchen stool	1
Kitchen cabinet (if not built-in)	1
Refrigerator	1
<u>Main Hall and Stairway</u>	
Console table	1
Mirror	1
Occasional chair	1
Rug or carpet (sufficient for reasonable coverage)	-
Stair carpet or treads	-
Rug or carpet cushion (for hallway only)	-
<u>Porch</u>	
Glider or settee	1
Porch chair	2
Porch table	1
Porch rug (if enclosed porch)	-
<u>Master Bedroom</u>	
Double bed or 2 single beds	1
Spring for each bed	1
Mattress for each bed	1
Pillows	2
Dresser	1
Mirror for dresser	1
Vanity	1
Mirror for vanity	1
Vanity bench	1
Chiffonnier or chest of drawers	1
Boudoir or side chair	1
Wardrobe (if no closets)	1
Night table	1
Rug/rugs (sufficient for reasonable coverage)	-

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

Other Bedrooms (not exceeding three)

Double bed (when there are two or more bedrooms in addition to the master bedroom, two of these bedrooms may have two single beds in lieu of one double bed)	1
Spring for each bed	1
Mattress for each bed	1
Pillows	2
Dresser or vanity	1
Mirror for dresser or vanity	1
Vanity bench	1
Side chair	1
Night table	1
Wardrobe (if no closets)	1
Rug/rugs (sufficient for reasonable coverage)	-

Upper Hall

Quantity

Side chair	1
Rug or carpet (sufficient for reasonable coverage)	-
Rug or carpet cushion	-

Bathroom

Stool	1
Medicine cabinet (if not built-in)	1

Other

Quantity

Clothes Washer	1
Clothes Dryer	1
Vacuum cleaner	1
Wastebasket	1
Garbage can	1
Ash can	1

One Room Apartment

Sofa bed	1
Armchair	2
Side chair	4
Gateleg or drop leaf table	1
Occasional table	1
Night table	1
Coffee table	1
Dresser	1
Bookcase (if not built in)	1
Vanity	1
Mirror for vanity	1
Vanity bench	1
Floor lamp (where sufficient lighting fixtures are not provided)	2
Table lamp	2

TECHNICAL HANDBOOK FOR
 ENVIRONMENTAL HEALTH AND ENGINEERING
 VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

Rug/rugs (sufficient for reasonable coverage) -
 Rug cushion -

B. Nonhousekeeping Quarters

Single Bedroom Quantity

Single bed	1
Spring	1
Mattress	1
Pillow	1
Armchair	1
Side chair	1
Dresser or chiffonnier	1
Mirror for dresser or chiffonnier	1
Table desk or desk	1
Table lamp	1
Rug/rugs (sufficient for reasonable coverage)	-
Miscellaneous (includes bedding, such as bed linens, blankets, mattress covers; and bath and hand towels; and wastebasket)	minimum required

Double Bedroom

Single bed	2
Spring for each bed	1
Mattress for each bed	1
Pillow for each bed	1
Armchair	2
Side chair	1
Dresser or chiffonnier	2
Mirror for dresser or chiffonnier	1
Table desk or desk	1
Table lamp	1
Floor lamp	1
Rug/rugs (sufficient for reasonable coverage)	-
Miscellaneous (includes bedding, such as bed linens, blankets, mattress covers; and bath and hand towels; wastebasket)	minimum required

Living Room (Joint Use of Two Occupants)

Armchair	2
Slipcovers (for above chairs)	-
Side chair	1
Bookcase or bookshelves	1
Table desk or desk	1
Table lamp	1
Floor lamp	1
Rug (sufficient for reasonable coverage)	-
Rug cushion	-

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

Community Living Room

Armchair	2
Davenport (sofa)	1
Occasional chair	2
Slipcovers (for above items)	-
Side chair	2
Table desk or desk	1
Library table or occasional table	1
End table	2
Costumer	2
Bookcase (if not built-in)	1
Coffee table	1
Floor lamp	2
Table lamp	2
Rug (sufficient for reasonable coverage)	-
Rug cushion	-

Living Room (Single Occupant)

Armchair	1
Slipcover (for above item)	-
Side chair	1
Occasional table	1
Bookcase (if not built-in)	1
Table lamp	1
Rug (sufficient for reasonable coverage)	-
Rug cushion	-

Note: Copies of contract schedules together with cuts and descriptive data for furniture, and color plates for carpets and rugs, may be obtained from the regional offices of the General Services Administration.

- C. Items Which May be Furnished on a Pool Basis - One floor polisher and one vacuum cleaner may be furnished for each floor of a housing unit containing four or more rooms occupied on a nonhousekeeping basis. Clothes washing machines and clothes dryers may be furnished for use in nonhousekeeping quarters in a central area whenever the DO/HO justifies it because of a lack of locally available, commercial laundry facilities.
- D. Draperies - Housekeeping quarters occupied by the DO of an installation may be furnished draperies with the prior approval of a higher authority and within the following criteria:
- (1) Probability of the necessity for entertaining dignitaries;
 - (2) Selection of neutral colors which blend with the interior decoration of the structure, to avoid changes upon change of occupants;
 - (3) Selection of materials which are attractive yet durable, conservative, and moderately priced;

TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY MANAGEMENT
PART 36 - QUARTERS MANAGEMENT

- (4) Limiting installation to rooms of greatest necessity, i.e., living room, dining room, reception halls, and guest room; and
- (5) Limiting normal replacements to draperies which have been in use from 6 to 8 years; however, draperies damaged beyond use, by whatever means, are immediately replaceable.
- (6) Draperies for nonhousekeeping quarters may be furnished at Government expense upon the justification and approval of the appropriate authority. Items 2, 3, and 5 of the criteria above shall be applied.