

BY ORDER OF THE COMMANDER

30TH SPACE WING PAMPHLET 32-2
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Civil Engineering

UNACCOMPAINED HOUSING MANAGEMENT



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INTRODUCTION



WELCOME TO VANDENBERG AIR FORCE BASE, CALIFORNIA

The Unaccompanied Housing Management Staff is pleased to have you with us and hope your stay in unaccompanied quarters will be pleasant.

This pamphlet explains the Air Force's and your responsibilities while you are living in Unaccompanied Housing. We hope you will consider your room as your home and be considerate of your fellow residents.

Your new home represents a substantial investment by the United States Air Force and a commitment by the housing staff to provide you the best possible service. We want your stay to be enjoyable.

Unaccompanied Housing Staff

PLEASE TAKE THE TIME TO READ AND FOLLOW THE INSTRUCTIONS AND GUIDANCE IN THIS PAMPHLET. THIS INFORMATION IS YOUR "KEY" TO A PLEASANT STAY IN UNACCOMPANIED HOUSING

QUICK REFERENCE TELEPHONE NUMBER

<u>Dormitory Managers</u>	<u>Duty Phone</u>
Buildings 13120, 13121, 13122, 13123	5-2590/5-2048
Buildings 13135, 13140-B	5-2048/5-2590
Buildings 13320, 13321, 13322, 13323	6-3933/6-3934
Buildings 13400, 13402	6-3933/6-3934
Buildings 13403, 13407, 13411	6-2990/6-2332
Housing Office (Chief, Unaccompanied Housing Management)	6-3434/6-1840
Base Civil Engineer Service Call (After duty hours, weekend and holidays)	6-1856
Ambulance (medical assistance)	911/6-8819
Cable Television Service	734-5578
Communications Squadron (government telephone service)	6-8277
Directory Assistance (operator assistance)	0 / 411
Telephone (telephone service)	1-800-482-7709
Hospital Emergency	6-6206
Fire Department.	911
Security Forces Desk	911/6-3911
Off-base personnel calling on-base, must dial 734-8232 ext. 5-XXXX or 6-XXXX.	

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CHAPTER 1

MUTUAL RESPONSIBILITIES



1.1. General. The 30TH Space Wing will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned unaccompanied housing (UH). Your responsibilities are those of a Good Neighbor. The high density living conditions associated with life in the dormitories dictates that your room, **YOUR HOME**, be maintained **Neat, Clean, and Orderly** and you act with consideration toward your neighbor. As a military member you are responsible for adhering to the guidelines of proper military bearing, the standards contained in AFI32-6005, Unaccompanied Housing Management, installation policies, and the contents of this pamphlet. As a dormitory resident you are an essential player in seeing that your living conditions are constantly improved. Please help the 30th Space Wing build and maintain the very best dormitory living conditions by actively participating in the Top Life Dorm Council and drawing opportunities for improvement to the attention of your dorm manager and your chain of command. Both the dorm manager and your chain of command have more information on the Top Life Dorm Council.

1.2. Room Assignment, Initial Inspection, and Termination. Rooms are assigned according to AFI32-6005 and available space by the dorm managers. Should a room not be immediately available, arriving personnel may be temporarily housed in a "Hospitality Room." Hospitality

Rooms are also used by permanent party and departing personnel on a temporary basis. Every effort will be made to assign you to your permanent room as soon as possible. A dorm manager will escort you to your room (temporary or permanent) and there you will make an initial, joint inspection. At this time room, appliance, and furniture condition will be jointly identified and documented on **AF Form 228, Quarters Condition Inspection Report**. When you are ready to terminate your permanent quarters, contact your dormitory manager as soon as possible (30 days in advance please) and you will be advised of clearance requirements and preparation for final inspection. As a reminder, under federal law members of the Armed Forces occupying military housing shall be held liable and accountable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests. Therefore, it is in your best interest to understand and adhere to the contents of this pamphlet. You may wish to consider buying commercial renters insurance. Be sure to read Chapter 7 for more information on termination of quarters procedures.

1.3. Guests. Temporary guests are permitted in your room if all occupants of the room agree. Your guests must be escorted while in the dormitory at all times and **YOU are responsible for their conduct**. At no times will guest under the age of 18 be allowed in the dormitory area or be allowed to sleep in your room. Cohabitation is not permitted.

1.4. Maintenance and Repair. The Base Civil Engineer (BCE) has the primary responsibility for performing maintenance on your room and the dormitory. However, both you and the dorm manager need to stay alert for the maintenance needs of your quarters and the dormitory in general. When the dormitory or your room needs maintenance, contact your dorm manager

(Monday through Friday, 0730 -1630). When you believe your room or the dormitory needs urgent or emergency maintenance, and your dorm manager is unavailable, please contact the **BCE Service Call Desk at ext. 6-1856**. When you place a call to the BCE Service Call Desk the responding person will determine the status of your call.

1.4.1. Emergency work requests are responded to as soon as possible and work will continue until the emergency is resolved. Some categories of an emergency work request are a structural, utility or mechanical problem that could cause loss of life, loss of property, serious damage, or affect your health, safety, security, or the mission. An example is loss of a utility (electricity, gas, heat, water, sewage, or air-conditioning).

1.4.2. Urgent work requests are responded to within 7 work days and work will normally be performed during duty hours.

1.4.3. Routine work orders are completed within 30 days. The completion date may be longer if materials must be ordered. Maintenance will normally be performed during duty hours.

1.5. Requesting Self-Help Work. If you wish to conduct a self-help project to improve your living conditions, an AF Form 332, Base Civil Engineer Work Request, will be required. Contact your dorm manager for assistance. No work may be accomplished until the AF Form 332 has been approved.

1.6. Refuse Collection and Disposal. Large outside dumpsters and exterior garbage cans are provided for your use. Please place your room refuse in the large outside dumpster. The exterior garbage cans are provided for small items and are not to be used for room refuse. As you use the dayroom and refuse accumulates, please remove it to the dumpster. Refuse must never be allowed to accumulate on balconies or in stairwells. Many people share the dormitory common areas and the

dayrooms, so please be considerate of your fellow residents and the positive image of Vandenberg AFB. ***Please Recycle!*** Green exterior recycling containers are available for paper, aluminum, glass, plastic, styrofoam, metals and cardboard.

1.7. Insect Control. If it should be necessary, the BCE will treat your room before you move in; however, you must take preventive action to control insects. For example, keep food in sealed plastic containers, remove refuse from your quarters daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas. Commonly available commercial insecticides may be used to control insects. If an infestation occurs that is beyond your control, quickly contact your dorm manager.

1.8. Lockouts and Security. Your dorm manager has a master key. If you find yourself locked out, contact your dorm manager in person during duty hours, 0730-1630. If after duty hours, weekends or on holidays, call the **BCE Service Call Desk at ext. 6-1856**. Maintain control of your key at all times. A lost key poses a risk to the security of your room and a costly re-keying process for which you may be charged. Hopefully you will not lose your key and your room will always be properly secured; however, as a precaution your valuable items should be marked and recorded to assist the 30th Space Wing with their recovery.

1.9. Bay Orderly. As a dormitory resident, you will periodically be responsible for general maintenance duties through out the dormitory area. This detail is known as Bay Orderly. Your dormitory manager and chain of command will provide you direction on this matter and notify you of your responsibilities. Please check with them if you have questions in advance.

1.10. Appliances and Furniture. All government-furnished appliances and furniture are assigned and verified at check-in and termination of quarters on an AF Form 228. Do not remove any government appliance or furniture item from your room or from the dayroom without prior consent from the dorm manager. *You accepted responsibility for your room items and their condition on the AF Form 228.* Any problems with a government-furnished item should be reported to the dorm manger as soon as possible so that servicing may be arranged. If you wish to use your own UL-approved appliance or furniture, check with your dorm manger to be sure it is an authorized appliance or furniture item that conforms to fire codes. **And, be sure to read Chapter 3 on Fire Protection.** If you wish, ask the dorm manager to remove the government-furnished appliance or furniture and ensure that your AF Form 228 is appropriately annotated.

1.11. Utilities, Heating, Ventilation, and Air Conditioning. Your assistance in conserving utility usage is greatly appreciated. Remembering to keep doors and windows closed when heating and cooling your room, turning off lights and appliances when not needed, and responsibly using water is an important aspect of environmental stewardship and sound judgment. You may be required to change the filter in your heater/air conditioner unit (HVAC). If you are tasked with this requirement you may pick filters up at your dorm mangers office. Only operate the HVAC unit with a filter in place. Damage to HVAC System caused by filters not being changed is costly and could be the responsibility of the occupant. Remove dust from all vent covers, report any malfunction of the HVAC system to your dormitory manager immediately. If you have problems, do not attempt repairs or adjustments contact your dorm manger or CE Service Call.

1.12. Storage. Storage space is extremely limited in each room. Be sure to use it wisely. The 30th Space Wing is working to improve the storage situation. Your dorm manger will be able to

arrange additional storage for those items that are not routinely used, do not fit into your room, or are unnecessary here in California. Please be sure to contact your dorm manger within two weeks of being assigned your room. Should you be unable to make a storage decision within two weeks, your dorm manger will be able to advise you on getting a waiver to the two-week requirement.

CHAPTER 2

DORMITORY STANDARDS



2.1. General Dormitory Standards. The dormitory and your room are your home. You should feel comfortable. If you don't, you should voice your suggestions for improvement at the Top Life Dorm Council or through your chain of command. However, there are some basic standards that must be followed, given the high density living conditions of the dormitories. The following standards are by no means all inclusive. You have, no doubt, already determined that this entire pamphlet contains important information that will make your stay in the dormitories much more pleasant. The following establish the minimum acceptable neat, clean, and orderly standard used throughout the 30th Space Wing. Your chain of command may very well have additional requirements. Be sure to check with your chain of command for additional information.

2.2 Prohibitions in Unaccompanied Housing. The following listed common sense prohibitions are customary to most all high density living conditions; some are found in Air Force instructions, fire directives, and security directives. If you have any questions about this list, contact your dorm manager or chain of command. Some will be explained later in greater detail.

- Animals
- Barbecue grills
- Flammable liquids/gases/solids (except cosmetic)
- Automotive parts and maintenance
- Open Flames (see Chapter 3)
- Pressurized gases (except cosmetic)

- Flammable room decorations (see Chapter 3)
- Hot plates (see Chapter 3)
- Smoking in bed (see Chapter 3)
- Under aged drinking (must be 21)
- No roof access
- Gambling
- Portable heaters (see Chapter 3)
- Antennas attached to buildings
- Unsealed foods
- Multiple outlet extension cords (see Chapter 3)

2.2.1. Animals/Pets. Pets are not authorized in the dormitories. **The single exception to this rule is if you had a pet prior to 1 March 1997 and it was registered.** There are no other exceptions.

2.2.2. Vehicles, Automotive Parts, Maintenance, and Cleaning. Vehicle repairs, oil changes, and similar maintenance actions are to be done at the Auto Hobby Shop, not the dormitory area or associated parking lots. If you wish, you may wash and wax the outside of your vehicle and vacuum the inside as long as your vehicle is not on the sidewalk or a seeded area. Washing does not include degreasing or washing the underside of your vehicle as this presents the possibility of an environmental violation. Please note that **non-operational and unregistered vehicles are not permitted in the dormitory area.**

2.2.3. Barbecue Grills. Barbecue grills are provided in the dormitory area, therefore portable grills are prohibited for use in and around the dormitory area. Please be considerate of you fellow residents and clean the provided grills after each use.

2.3. Room Decoration. Personal decorations must be neat and in good taste. Picture frames are not required; however, if pictures or posters are taped on the walls damage may result. Any

damage done by the tape must be repaired prior to being released from responsibility for the room. Decals, stickers, or posters are not allowed on the outside of the door, in the window, or on any furnishings.

2.4. Inspections. All commanders, first sergeants, and certain other designated personnel will inspect the dormitories and your room to evaluate living conditions. The Wing Commander will establish Vandenberg AFB dormitory inspection policy. Be sure to check with your chain of command so you understand dormitory inspection policy. Dignitaries are known to visit the dormitories with regularity as your quality of life is an important Air Force issue. Inspections may or may not be announced, so remember--your room must be kept **Neat, Clean, and Orderly** at all times. The following guidelines will help you determine what constitutes minimal standards.

2.5. Room Interiors.

- **Floors and Carpets.** Clean and vacuum weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. See your dorm manger for use of a carpet shampoo machine.
- **Walls.** Must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Walls should be repaired and repainted as necessary. You may obtain paint and repair materials from your dorm manger for normal wear and tear repair. Rooms painted in personalized colors must be repainted prior to departure.
- **Sink.** Clean hair from drain screen after each use. Clean fixtures so they are free of dirt, mildew/mold, and water spots. Report leaks to your dorm manger immediately.
- **Kitchen.** Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Dormitories with kitchens will be cleaned after each use by the individual using the

kitchen. Clean broiler units regularly, as well as top burners, to prevent a fire hazard. Do not use cleaner on inside of ovens that are self-cleaning. Please dust the wire framework on the rear of the refrigerator to improve cooling and extend the life of the unit. **Do not put grease in the sinks as it will solidify in the pipes and cause damage.** Clean walls at periodic intervals to prevent surface grease buildup.

- **Toilet/Bathing Area.** This entire area should be especially cared for due to the potential for bacteria growth. Clean the toilet (inside and out), shower tiles, bath tub, and shower curtain with a disinfectant cleaner. Do not allow soap scum to build up. If stains or residue will not come off, the dorm manger will ensure the BCE is notified. Pay particular attention to mold. Remove it quickly.
- **Living Area.** The living area is the easiest to clean. You may use the linen provided by your dorm manger, or you may use your own personnel linens. All linen must present a neat and clean appearance.
- **Under Bed.** This area may be used for storage of small items. However, the items stored must be neatly arranged.
- **Furniture.** Furniture must be clean and neatly arranged in your room. Items on top of tables, dressers and desks must be neat and dusted.
- **Windows.** Clean the inside of windows and the outside on first floor windows only. Channels and window sills need your attention as well. Be sure to report damaged or missing screens to your dorm manger.

2.6. Room Exteriors. Room numbers and approved message plates will be the only things mounted on your door. It is your responsibility to ensure your room presents a professional outward appearance.

2.7. Supplies. Cleaning supplies are provided by your dormitory manger. Please contact him or her for a list of available supplies and information on the proper handling and disposal of unused supplies.

2.8. Leave or Extended TDY. If you will be leaving your quarters unoccupied for extended periods of time (over 5 days), you should notify your dorm manger. He or she will make arrangements for security, prudent care, and periodic inspections of your quarters. At your request, your dorm manger may check on your quarters.

2.9. Damage To Quarters. Room damage beyond reasonable wear and tear is your responsibility. Any repairs or replacements that you elect to do on your own must meet Air Force standards. For damages not corrected within Air Force standards or a reasonable time frame, as determined by your dorm manger, the Air Force may elect to make the repairs and bill you. The Housing Flight can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government.

2.10. Laundry Facilities. Washing with full loads is recommended to conserve energy, but be sure not to over-load washers or dryers. Overloading causes damage to the machine, and in the case of dryers, your clothes will not dry. Be sure to check the pockets of your clothes before washing and drying to prevent inadvertently leaving something in your clothes that might damage your clothes or the machines. Cleaning the washer lint trap and the dryer lint trap will result in

better machine performance. The washers and dryers are maintained by contract. If you have a problem with your laundry facility contact your dormitory manger.

2.11. Environment. Several reminders: trash, engine oils, engine coolants, car grease, and other similar products must **NEVER** be poured into the drainage system or on the ground. Automotive batteries must be properly disposed of through recycling programs. Questions can be addressed to the Improvement Now Store, Monday through Friday from 0900-1700, or call ext. 6-3900 for more information. RECYCLE ITEMS: aluminum, paper, glass, plastic, styrofoam, metals and cardboard are to be placed in the green recycling bins (located next to refuse dumpster).

2.12. Smoking. Smoking in bed is **ABSOLUTELY PROHIBITED.** Any smoking material will be thoroughly soaked with water before being discarded. Smoking is not allowed in common areas which include: dayrooms, hallways, stairwells, and bathrooms. If you are assigned a room or share a bathroom with a non-smoker, the non-smoker's rights take precedence.

2.13. Alcohol. The legal age for drinking is 21. If you are assigned a roommate who is under 21, no alcohol is permitted in the room. If you are under 21 you may NOT drink. **NO EXCEPTIONS ---- IT'S THE LAW !**

2.14. Bicycles. If you choose, you may store your bike in your room. Bicycles will not be left or stored in dayrooms, hallways, under stairwells, on walkway balconies, or chained to railings. Any damage caused by your bicycle will be your responsibility. Bicycles that appear abandoned will be tagged and turned in as abandoned property to the property disposal officer.

2.15. Gambling. *Gambling is strictly prohibited.*

2.16. Roof Access. Access to the roof is not necessary and not permitted. If you believe you need access to the roof, see your dorm manger.

CHAPTER 3

FIRE PROTECTION



3.1. General. If a fire occurs in the Dormitory, immediately notify the base Fire Department at 911. Give the fire alarm operator your name, dormitory number, and street if known. Do not hang up until you are told to do so. **All fires must be reported.** Fire reporting telephone stickers must be affixed to room phones. See your dorm manger to obtain them.

3.2. Fire Evacuation Plan. A dormitory fire evacuation plan is available for each building. Please review it. It shows both primary and alternate routes of escape in the event of a fire. You must ensure that your furnishings are arranged so as not to obstruct exits. Know the evacuation plan and practice your escape route. The plan can be found on your dormitory bulletin board. Any questions on fire prevention should be directed to the base fire department.

3.3. Fire Extinguishers. Fire extinguishers are located throughout your dormitory. The fire extinguishers are for fire fighting and not for horseplay. Notify your dorm manger if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.4. Smoke Detectors. All occupants must evacuate the dormitory if an alarm sounds. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under

the UCMJ. **DO NOT SELF TEST YOUR DETECTOR OR REMOVE IT FOR ANY REASON.** Articles will not be mounted on, or attached to any fire protection device, wiring, or smoke detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

3.5. Flammable Storage. STORAGE OF FLAMABLE ITEMS IS STRICTLY PROHIBITE.

The only flammable liquids allowed are for cigarette lighter refilling or cosmetics (nail polish or polish remover). All others, including charcoal lighter fluid, must be stored outside in the flammable storage locker. See your dormitory manger for access to this locker.

3.6. Space Heaters. Space heaters of any type are ***PROHIBITED*** in the dormitories.

3.7. Cooking Appliances. Cooking in your room is prohibited except in approved appliances.

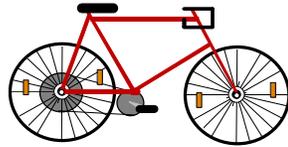
The only cooking appliances allowed in dorm rooms are: two slice toasters, electric crock pots, vegetables steamers, coffee pots, blenders, electric mixers, rice cookers, and microwave ovens using less than 1600 watts each. Appliances must be placed on a non-combustible surface and have the “Underwriters Laboratory” (UL) seal of approval on each appliance. Never leave appliances unattended while cooking, it’s the number one cause of fires in homes. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the fire department - 911. **NEVER USE WATER ON A GREASE FIRE AND DON'T ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease. Appliances that create a large current draw such as electric broilers, tabletop electric grills, electric woks, hot plates, toaster ovens, and convection ovens or an open flame are NOT permitted in the dormitories.

3.8. Extension Cords. Extension cords must be of continuous length without splices and must have the UL seal of approval. Extension cords can present a tripping hazard, so position your cords in a manner that will not pose a tripping hazard. Extension cords will not be secured to walls, placed under floor coverings, or through holes in walls, floors, or ceilings. Multiple head or cobra head type extension cords are not authorized, nor are multiple outlet adapters.

3.9. Heat Producing Devices. Coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons must be unplugged when not in use.

CHAPTER 4

SECURITY FORCES



4.1. General. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by the security forces, and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the security force at ext. **6-3911**.

4.2. Parking. Parking is prohibited, on grass, seeded, or dirt areas. Do not park in a crosswalk, fire lane, or within **15** feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas, not under dormitory stair cases or on sidewalks.

4.3. Visitor Reception. If you plan to have visitors, call or visit the Visitor Control Center at the main gate prior to the arrival of your guest or guests, with the following information: name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Vandenberg AFB and its housing areas.

4.4. Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are ***PROHIBITED*** in the dormitory and punishable under Article 92, Uniform Code of Military Justice (UCMJ). Local laws and military instructions governs registration, possession, and storage of privately owned weapons. Only ceremonial swords that are mounted or permanently fixed will be allowed in the dormitories. No weapons of any type will be stored or

displayed in your room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches. All types of guns designed to propel a missile (BB, pellet, bullet, etc.) whether by air, gas, or other means, are ***PROHIBITED***. Items such as stun guns are also ***PROHIBITED***. All firearms must be registered and stored at the security forces armory. For information on storage of firearms, contact security forces, at ext. **6-3911**.

4.5. Crime Stop. Be on the watch for vandalism and promptly report it to the security forces at 6-3911. **FOR FURTHER INFORMATION CONCERNING SECURITY FORCES POLICIES, CONTACT 30th SECURITY FORCES SQUADRON AT Ext. 6-3272.**

CHAPTER 5

GOOD NEIGHBORS



5.1. General Occupant Courtesy. It is not easy for 100 or more people from different walks of life to live together in close quarters. Courtesy and mutual respect goes a long way in helping reduce tension among dormitory residents.

5.2. Double Occupancy. If you are currently housed in a double occupancy room, please keep one wall locker and one wall unit empty. The extra bed must remain free and clear of all personal equipment, clothes, etc., because when a new members arrive the room must be available immediately.

5.3. Quiet Time. Quiet hours are observed 24 hours a day in the dormitory area. **If stereos or other noise can be heard outside your room or through the walls, it's too loud.** Excessive noise is the primary complaint received by security forces. Many Air Force folks work shifts and are sleeping during the day. Please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down. Excessive stereo and television volume is very disruptive.

5.4. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, you must also take into consideration that other dormitory residents may be asleep. Please clean

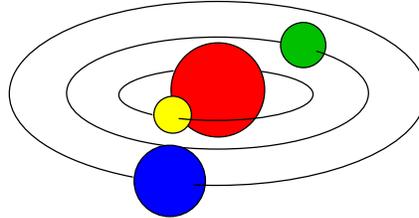
up after yourself. This includes returning dayroom furniture to its original position after the party. Do not remove dayroom furniture from the dayrooms and dispose of your trash properly and promptly. Ensure all recyclable items are placed in the outdoor green recycling containers. As an alternative, the Collocated Club and Community Activity Center are available for parties. Reservations can be made through the applicable agency.

5.5. Parking. Visitor's and additional vehicles should be parked outside the dormitory area if possible. Be reasonable and considerate, talk to your neighbor when problems or misunderstandings occur. Do not park on the grass, sidewalks, or in fire lanes.

5.6. Recreation Vehicles, Motorcycle Trailers, Jet Skis, Wave Runners, etc. Recreational vehicles are not to be stored in the dormitory area. Outdoor Recreation, located in Bldg. 11154D, Iceland Avenue, maintains several storage lots on base for these type vehicles. A nominal fee will be charged. Refer to 30SWI31-109, Installation Motor Vehicle Code Rules of the Road, for further guidance.

CHAPTER 6

VANDENBERG SPECIFIC TOPICS



6.1. Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Any such enterprise must be approved in writing through the 30 CES/CEH. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.** Contact the base housing flight for additional information and guidance.

6.2. Solicitation. All forms of solicitation are prohibited in the dormitories. Report solicitors to the Law Enforcement Desk, 6-3911 immediately.

6.3. Waterbeds. Waterbeds are authorized. Check with your dormitory manger prior to putting one in your room. Any damage caused by your waterbed may be considered occupant abuse.

6.4. Telephones. Dormitory common area phones are maintained by the 30th Communications Squadron. Dormitory room phones can be obtained at your own cost. Agreements between roommates to share costs should be put into writing to avoid conflicts at a later date. Remember, the individual with their name on the bill is ultimately responsible for any debts incurred.

6.5. Cable Television. You are not authorized to attach a satellite dish or an antenna to the building/roof in Unaccompanied Housing. Cable television can be obtained by calling the cable company on base. Dormitory residents are not authorized to connect privately owned TVs to government paid cable outlets.

6.6. During an Earthquake. Duck and hold on! If you are indoors, take cover immediately under a sturdy table or desk or crouch in a corner. Do not try to rush for doorways or to leave the building during the shaking. Watch for falling, flying, or sliding objects. Move away from windows. If you are in a high-rise building, take cover under a desk until shaking stops. Use the stairs. If you are in an automobile, stop and stay in it until the shaking stops. Avoid stopping near trees, power lines, or under overpasses.

CHAPTER 7

TERMINATION OF UNACCOMPANIED HOUSING



7.1. Giving Notice. Orders are not required to arrange for a termination inspection. Normally 30 days notice will be required prior to your desired termination date (short notice PCS excepted). At the time you notify your dorm manger, he or she will schedule your final inspection. If you need a substitute to stand final inspection for you, please notify your dorm manger in advance so the necessary forms and guidance may be provided.

NOTE: THE RESPONSIBILITY FOR FINAL CLEARANCE OF UNACCOMPANIED HOUSING RESTS SOLELY WITH THE OCCUPANT.

7.2. Final Inspection. You are responsible for accomplishing all cleaning tasks that are directed by the dorm manger. If you fail your final inspection, make arrangements with your dorm manger and schedule another inspection as soon as possible (see Chapter 2.).

THIS PAMPHLET MUST BE RETURNED TO YOUR DORM MANGER DURING YOUR FINAL CLEARANCE.

**SCOTT W. WESTFALL, Lt Col, USAF
Commander, 30th Civil Engineering Squadron**