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Civil Engineering

UNACCOMPANIED HOUSING



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This instruction does not apply to the Air Force Reserve and Air National Guard. This publication was developed to familiarize you with Fairchild AFB dormitory standards. Your knowledge and compliance with these standards will make your stay with us pleasant and comfortable. When you have as many people living in one place as we have at FAFB, it is imperative to ensure a safe, healthy, and clean living environment. Without you being well rested, and in good health, the mission of Fairchild AFB suffers. In the event questions or situations arise that are not addressed by this publication, please bring them to the attention of the appropriate dorm manager or your first sergeant. We are committed to uphold these standards equally among all residents. Any complaints of unequal treatment must be immediately referred to your first sergeant or commander. This publication is to be kept in your dormitory room.

This instruction defines Air Force, dormitory manager, and occupant responsibilities during occupancy of military unaccompanied housing.

SUMMARY OF REVISIONS

This document has been substantially revised and must be completely reviewed.

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Chapter 1

AIR FORCE RESPONSIBILITIES

1.1. Air Force Responsibilities. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and forces protection for your assigned unaccompanied housing (UH).

1.2. Initial Inspections . A dormitory manager will escort you to your room and make an initial inspection. At this time you will identify all discrepancies with the room and appliances to your dorm manager and document them on an AF Form 228, **Furnishings Custody Receipt and Condition Report**, May 97.

1.3. Maintenance and Repairs. The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance to your room and dormitory is performed. If maintenance needs to be performed on your quarters, follow the procedures below:

1.3.1. During Normal duty hours Monday through Friday: Contact your dormitory manager.

1.3.2. Nights, weekends, and holidays for emergency repairs: Call the Fire Department at 247-5215.

1.4. Work Order Response Time.

1.4.1. Emergency work orders are responded to as soon as possible and work is continued until the emergency is resolved. Some examples are: A structural, utility, or mechanical problem that could cause loss of life, property or serious damage to health, safety, security, or mission, such as complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).

1.4.2. Urgent work orders are completed within 7 workdays. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. An example of an urgent work order is: Backed-up commode when there is another commode available.

1.4.3. Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730-1630. Some examples are: Minor faucet leaks, repair wall locker doors or shelving, repair interior walls, or repair any appearance item.

1.5. Refuse Collection and Disposal. Place your room trash and garbage in the outside dumpsters provided. Dayroom and exterior garbage cans maybe provided for minor trash, or litter, not room trash. Your personal garbage is to be taken to the Dumpster, or thrown out with your room trash. **Do not place trash in hallways or stairwells.** Identifiable personal room trash found in dayroom, interior, and exterior trash-cans will be returned to the owner. Recycling containers are provided to the occupant and are available for your use. Base entomology will dispose of dead animals found on base. Call 247-2424 to report dead animals. Do not place cardboard, yard debris, or bulk items in dumpsters. Take these types of items to recycle collection point. Contact your dormitory management for directions.

1.5.1. Residents are responsible for disposing of all unwanted PERSONAL furniture (i.e. couches, chairs, love seats, and all other large furniture items). Currently all items of this nature must be taken to the Waste Energy Plant at a cost of \$7 per 100 lb. These items will not be placed in base dumpsters.

1.5.2. Every individual on base is responsible for reducing, reusing, and recycling whenever possible. All bond, computer, and low quality papers with no privacy act or classified information will be recycled. Newspapers, cardboard, soda cans, and #2 plastics require recycling within the dormitories.

1.6. Insect Control . Eastern Washington has its share of insects, ants, spiders, and field mice. If needed, we will treat your room before you move in; however, we do expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from your quarters daily and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If an infestation occurs that is beyond your control, call your dormitory manager.

1.7. Lockouts. Your dormitory manager(s) keep a master key to all rooms. If locked out, contact him/her in person during duty hours, (see **Attachment 2** for phone numbers); if after duty hours or on weekends, contact your First Sergeant. We will replace lost keys when approved by the Unaccompanied Housing Manager. If keys, locks, or cores to locks have to be replaced, you may be charged for labor and replacement costs.

1.8. Ground Care . As a dormitory resident/bay orderly, you may be called upon to perform snow removal detail. The base contracts normally maintain all common areas. Dorm residents are responsible for keeping the grounds around your facility clean, and your dormitory manager may require additional grounds care.

1.9. Appliances. Refrigerators, ranges, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at check-in and termination inspections. The furniture management office is responsible for removal and replacement of these items. If there are any problems, please notify your dormitory manager immediately.

1.10. Privately Owned Appliances . All appliances must be UL approved. Use of hot plates, toaster ovens, crock pots, electric woks, or microwaves greater than 1500 watts are prohibited in dormitory rooms. If you own a refrigerator and wish to use it, make arrangements with your dormitory manager to have the government-furnished refrigerator removed. When not in use appliances will be unplugged except for coffee makers with timers.

1.11. Filters . Bay Orderlies/Dorm Manager will change the filter in your Heater/Air Conditioner Unit (HVAC) semi-annually. Should your filter need changing earlier contact your dormitory manager for a replacement filter. Only operate the HVAC unit with a filter in place. Damage to HVAC System caused by operating without a filter is costly and could be the responsibility of the occupant. Remove dust from all vent covers. If problems occur, do not touch thermostats, attempt repairs or adjustments, immediately report any malfunction of the HVAC system to your dormitory manager, or call the Fire Department at 247-5215, after normal duty hours. Do not block HVAC system vents (blocked vents causes reduced air circulation and malfunction).

1.12. Bay Orderlies . IAW AFI 32-6005, each Unit Commander or First Sergeant will assign bay orderlies for their respective dormitories.

Chapter 2

OCCUPANT RESPONSIBILITY--DORMITORY STANDARDS AND POLICIES

2.1. Prohibitions in Dormitory Rooms. Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. "UL LISTED."

2.1.1. The following are prohibited in dormitory rooms:

2.1.1.1. Animals (fur or non-fur bearing)

2.1.1.2. Automotive rebuilding parts and automobile batteries

2.1.1.3. Barbecue grills

2.1.1.4. Burned candles or incense

2.1.1.5. Cohabitation--Overnight guests

2.1.1.6. Flammable liquids (except cosmetic)

2.1.1.7. Flammable pressurized gases (except cosmetics/lubricants)

2.1.1.8. Electrical timers (except for timers built into coffee machine)

2.1.1.9. Flammable room decorations

2.1.1.10. Gambling

2.1.1.11. Hot plates, Toaster ovens, Crock pots, Smoking in bed, Portable heaters, Sterno fuel, or Open flames.

2.1.1.12. Weapons: See [Chapter 4](#) for listing

2.1.1.13. Waterbeds (without specific approval, see [6.3.](#))

2.1.1.14. Unsealed foods

2.1.1.15. No resident on dormitory roofs

2.1.1.16. Under aged drinking (must be 21)

2.1.1.17. Multiple outlet extension cords

2.1.1.18. Live Christmas trees

2.1.1.19. Flammable paints

2.1.2. No pictures of scantily clothed persons, either male or female as they may be offensive to other people. Pornographic as well as any other material concerning this matter is unacceptable.

2.1.3. No pictures that depict or advocate profanity or drug use in either word or picture symbols will be considered acceptable as room decorations.

2.1.4. No items or pictures that degrade national or military leaders will be acceptable as decorations.

2.1.5. No items or pictures that degrade another race or ethnic group will be accepted as decoration.

2.2. Cleanliness. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6005, *Unaccompanied Housing Management, Jun 98* and this instruction ([Attachment 1](#)).

2.3. Inspections. The Wing Commander, Unit Commanders, First Sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit the dormitories from time to time because dormitories are an important Air Force quality of life issue. Render all appropriate customs and courtesies when these officials enter your room. Commanders and First Sergeants have the right to perform no-notice inspections. Scheduled inspections will be posted in advance, rooms will be in inspection order prior to 0900 daily. The First Sergeant inspects monthly for health, safety, and general cleanliness using the ABC method, and initially inspects rooms using the **Attachment 3** checklist. All rooms rated “A,” should not be re-inspected for a period of one month. Rooms receiving a “B” rating, may be inspected weekly, and rooms receiving a “C” rating, will be inspected daily until it is brought up to a minimum “B” standard. Discrepancy notices are issued when standards are not met. The following provides a more detailed breakdown of cleanliness standards. Remember your dormitory is an extension of your room.

2.3.1. All wall lockers should be locked for security reasons when occupants leave the room. Any locker that is unlocked is subject to inspection; arrange items neatly.

2.3.2. Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, under beds, or other furniture.

2.3.3. Any damage to carpets caused by misuse, abuse, spills, burns, etc. will be charged to occupant. Carpets should be vacuumed and shampooed when needed. See your dormitory manager for use of carpet shampoo machine.

2.3.4. Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive-backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Use Stick-up or Blue Tack to hang pictures on the walls; remove pictures prior to termination. Make sure doorstops are serviceable to prevent damage to walls. If there are holes or depressions in the walls, they must be repaired. If the holes are small (less than three inches), you may repair them yourself. Any holes larger than three inches must be reported to the dorm manager as soon as possible. It is your responsibility as the occupant to report any problems as soon as possible. Walls must be repaired and repainted as necessary, a minimum of one month prior to out-processing. Contact dorm manager to make arrangements to paint room for normal wear and tear. Residents will not paint rooms without specific approval.

2.3.5. Clean sink fixtures so they are free of dirt, mildew, mold, and water spots. Report any leaks to your dorm manager immediately. Use spray cleaner to clean the inside and outside of the under-sink cabinet. Ensure that mirrors are cleaned as needed.

2.3.6. Keep your refrigerator clean. Clean any spills on inside. Remove all spoiled or outdated food. Clean interiors of refrigerators regularly with water and baking soda. Defrost freezer once a month unless needed more frequently. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash off the metal strips on the inside of the door. Be sure that there is no food residue splattered on the inside. The seal around the edge of the door must be clean and without food particles or dust/dirt. Dust off the wire framework in the rear of the refrigerator to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator and do not apply sticks. While defrosting the freezer, **do not use a sharp instrument to chip away ice and frost when defrosting.** This practice may puncture the coils, and make you liable for replacement.

2.3.7. Microwave must be kept clean, both inside and out at all times. If you purchase a microwave for your room, ensure it does not exceed 1500 watts. **“When using microwave never leave unattended.”**

2.3.8. The entire toilet/bathing area must be especially cared for due to the potential for bacteria growth. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Clean the shower tile, bathtub, and shower curtain, with a disinfectant type cleaner at least weekly. There should be no soap scum or other residue left on walls. The shower curtain must be clean without mold or mildew stains. If the stains will not come off, ask the dorm manager for a new one. Pay particular attention to the curtain wall as it will mold quickly if allowed to remain damp for extended periods of time. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold or mildew that will grow under conditions of extreme dampness. Clean the floor, to include behind the toilet and in the corners.

2.3.9. The living area is the easiest to clean. Make up beds with a mattress cover, two sheets, a pillow, and pillowcase. It is your responsibility as the occupant to wash issued mattress covers, sheets, and pillowcases. A bedspread must cover the sheets. Linen exchange will clean draperies and bedspreads as required (**must be dry cleaned**). You may elect to purchase and use your own bedding. All personal linen must be cleaned weekly.

2.3.10. Under the bed may be used for storage of small items. However, the items stored must be neatly arranged and are subject to inspections. Furniture must be clean and neatly arranged in your room. Items on top of tables, dressers, and desks must be neat and dusted weekly. Be sure not to place anything on top of black standing lamps due to fire hazard. Lamps must be dusted weekly.

2.3.11. Clean inside of windows, channels, and windowsills once a month. Report damaged or missing screens (if applicable) to the dormitory manager. Lock the windows when you leave the room for security reasons.

2.3.12. Clean the door, frame, and sills above the door weekly. Doors must have a current and correct nametag. See your dormitory manager to have a new one made when needed. Do not disconnect automatic door closures.

2.3.13. Personal decorations must be neat and in good taste. Picture frames are not required; however, if pictures or posters are taped on the walls, any damage done by the tape must be repaired by the occupant one month prior to being released from responsibility for that room.

2.3.14. Any holes put in the walls to support shelves, pictures, or other wall decorations will be filled and painted prior to occupant being released from responsibility of that room.

2.3.15. Occupants sign for the furniture/equipment in their room on the AF Form 228 maintained by your dormitory manager. You are responsible for the furnishings you sign for, and will be held liable for loss or damages. For your safety and to prevent possible damage to furniture do not stack furniture. Do not place furniture within 36” of doorway. Contact dorm manager to remove any furniture from the room. Furniture will not be left on balconies or hallways due to fire safety and theft or damage to furniture. Remember to update the AF Form 228 with any changes.

2.4. Personal Furniture. Personal furnishings must be in serviceable and safe condition, and they must present a neat and acceptable appearance. Single occupants may purchase their own full, or double size bed. Residents will coordinate with your dormitory managers prior to purchasing a personal bed so

arrangements can be made to remove government furniture. Personal beds must not interfere with passage in the rooms for fire fighting capabilities. Waterbeds are approved on a case by case basis, usually only in single person rooms because of size and space limitations. Remember you may be held liable for any damage that occurs. If you buy your own bed, the government issued bed must be returned and set up prior to your room termination. You must change your AF Form 228 with your dormitory manager or be held liable for any missing furniture.

2.5. Day Room Furniture. Dormitory residents are not allowed to remove any furniture from the day rooms. If day room furnishings are damaged, dayrooms will be locked down pending investigations and repair. These rooms are your common areas just like your living room back home; please help keep them clean and in good repair. Nonresidents are not authorized to use the game rooms, unless accompanied by a resident. If you see any misuse of government furniture, please notify the dormitory manager or security forces immediately.

2.6. Visitors. Guests (over 18) are permitted in your room if all occupants of the room agree. At all time guests must be escorted while in the dormitory, and you are responsible for their language, dress, courtesy, and conduct. No guest will be left in a dormitory unattended by you and under no circumstance will a guest be given or loaned a room key. No guests, other than the military member's family, under the age of 18 will be permitted in the dormitory, unless accompanied by a parent or legal guardian. His/her Squadron Commander/First Sergeant must grant exceptions specifically in writing. Non-ID card holding guests must obtain an AF Form 75, **Visitor/Vehicle Pass**, Sep 96 from the security forces, Visitor Center (247-5495). **No overnight (sleepover) guests.** **NOTE:** All non-ID cardholders must have a valid AF Form 75 in their possession and be escorted off base by 0230 hrs.

2.7. Hospitality Room. *Non-smoking* hospitality rooms have been established for use by PCS and permanent party personnel. Arriving personnel may be housed in the hospitality room when no other room is available. Departing personnel will be given a hospitality room when available or they may remain in their assigned rooms until the day prior to PCS. Upon check out, the room will be cleaned according to standards. A final room inspection will be accomplished by the First Sergeant prior to check out.

2.8. Room Assignment and Termination. Rooms are assigned IAW space authorizations outlined in AFI 32-6005, and this instruction. You may not move from your assigned quarters without your dormitory manager's approval. Rooms will be terminated by contacting your dormitory manager for a pre-inspection NLT 30 days prior to your departure. You will be advised of any clearance requirements and you must have the room prepared for new occupants prior to final inspection. This includes removing all personal items. **NOTE:** Carpet will be shampooed and walls will be repaired and painted prior to occupants vacating the premises. Contact your dorm manager for carpet cleaner and to arrange any repairs requiring CE assistance.

2.9. Security. All of your high cost items should be securely stored when you are absent from the room. Bulky items such as televisions and stereos should be marked with operation ID through the security forces. Ask your dormitory manager for use of the engraver. The Air Force will not pay claims on stolen items that are not secured. Your locker, window, and room must be locked when unoccupied.

2.10. Room Exterior . You are responsible for vacuuming the hallway (or sweeping the ledge) in front of your room. Clean exterior door, message board, area around message board, window, and window ledges.

2.11. Exterior Care . Your assigned areas to maintain are midway to adjacent units, to the curb in front, or to the middle of the streets, and normally halfway on sides and rear to neighboring buildings. Help keep your dormitory clean and neat; if you see trash, *please* pick it up.

2.12. 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 facility. Clean ovens and broiler units regularly, as well as the top burners, to prevent a fire hazard. Use oven cleaner ONLY on the inside of the oven, do not use cleaner on ovens that are self-cleaning. You are liable for any damage caused to the range. **NOTE:** Do not put grease in the garbage disposals as it will solidify in the pipes and cause stoppages. Avoid placing hot utensils on counter tops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease buildup.

2.13. Insect Control . Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact your Dormitory Manager. You are responsible for protecting and arranging your furniture to allow proper application of insecticides by CE. Prior to terminating quarters, you must ensure quarters are free of any insects and rodents.

2.14. Supplies. Special lights (fluorescent, halogen, mercury vapor etc.) and standard light bulbs (government owned items only) will be provided by the dormitory manager.

2.15. Leave or Extended TDY . If you will be leaving your quarters unoccupied for extended periods of time (over 3 days), you **must** make arrangements for security, prudent care, and periodic inspections of your quarters. Inform your dormitory manager of your intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. At your request, your dormitory manager may check on your quarters. Do not turn off your HVAC system during your absence. Also ensure your room is in inspection order prior to your departure.

2.16. Liability for Damage to Furnishings . Members occupying military unaccompanied housing shall be held accountable and liable for loss or damage to housing, equipment, or furnishings caused by the abuse or negligence of the member, or the member's guests. AFI 11-401, *Flight Management*, Oct 97 provides guidance on how to determine responsibility and pecuniary liability. It also establishes procedures for processing reports of surveys; provides directions on how to request reconsideration's, describes appellate procedures for denied claims, and explains how enlisted members can submit requests for remission of debts.

2.17. Insurance. Renters insurance is highly recommended for dormitory residents. Remember you will be held liable for damage to Air Force or other occupant's property, which you cause. Specific questions can be answered by the Housing Manager or Base Staff Judge Advocate.

2.18. Damage to Quarters . Damage to quarters beyond reasonable wear and tear is your responsibility. Repairs and replacements must meet Air Force standards. Your dormitory manager will provide a date your repairs or replacements are to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make 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.

2.19. Repair/Replacement Costs . The costs vary, depending upon circumstances encountered.

2.20. Energy Conservation . We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Keep exterior doors closed during heating and cooling period to conserve energy. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building.

2.20.1. You may use normal and reasonable amounts of water, however don't be wasteful. Excessive use results in increased costs and depleted supplies.

2.20.2. Recommended temperature settings are as follows: heat 68°F, air conditioning 78°F. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual. **DO YOUR PART TO CONSERVE ENERGY.**

2.20.3. There are different types of heating and cooling systems used in the dormitories. All dormitories use hot or cold water in a closed loop for either winter heating or summer cooling. If you block the HVAC vents with a dirty filter, furniture, boxes or other items, airflow is cut off and mold and mildew start to grow. **You must keep all windows and doors closed or the HVAC system will not operate properly.**

2.20.4. An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0900 to 1130 and 1400 to 1900. Do not leave television or radios on unattended. When you leave your room, unplug irons, turn off all appliances, and room lights.

2.20.5. Wash clothing with full loads conserve energy. Do not over-load washers or dryers. Overloading causes damage to the machine. Never place plastic articles, pens, or other markers in dryers. You must clean the dryer vent before you start the dryer. The washers and dryers are maintained by a CE contract. If you have a problem with your facilities, contact your dormitory manager.

2.21. Environment. Several reminders: trash, engine oils, engine coolants, car grease, and other similar products must **NOT** be poured into plumbing, drainage system, or on the ground. Automotive tires and batteries are to be properly disposed of through the recycling programs, and will not be stored in dormitory rooms or lockers.

2.22. Smoking and Drinking.

2.22.1. Smoking in bed is **absolutely prohibited**. Any smoking material will be thoroughly soaked with water before being discarded. Smoking and smokeless tobacco is not allowed in common areas unless specifically posted by dorm manager as a "Designated Smoking Area." These prohibited areas include: lobby area's, kitchens, laundry rooms, dayrooms, hallways, stairwells, and bathrooms. If you are assigned a suite with a non-smoker, the non-smoker's rights take precedence.

2.22.2. Legal age for drinking is 21. If you are assigned a suite-mate who is over 21, only this person may have alcohol in the suite; if you fail to report that your underage suite-mate has consumed your alcohol then you can be charged with contributing to a minor; if you are under 21, you may NOT drink. **NO EXCEPTIONS --- IT'S THE LAW!** Storing and consumption of alcoholic beverages is limited to personal use (i.e. bottles and cans). Alcoholic beverages may not be kept or stored in common areas like kitchen, dayrooms, game rooms, etc. Pony kegs, kegs etc. are prohibited, unless prior approved is granted by the First Sergeant.

2.23. Bicycles. Bicycles may be stored in your room, but must be kept clean and free of dirt and mud. Under no circumstance will a bicycle be ridden in the building. **All bicycles will be registered with the Security Forces Crime Prevention Section (247-5682).** Bicycles stored in or around the dormitory must be kept in good repair (i.e. no rotted tires/seats, rusted/bent frames, or missing parts). Such bicycles will be considered abandoned, tagged for 60 days and if not claimed donated to charity or sent to the Defense Reutilization Management Office. Be sure to lock your bicycle to the bike racks provided. Bicycles will not be stored under staircases, or chained to railings.

2.24. Vehicles . Repairs of vehicles are not authorized in the dormitory areas or parking lots. All maintenance shall be performed in the Auto Hobby Shop, 220 W. Castle St. Authorized minor work consists of: Cleaning, waxing and air filter changes. No cleaning or washing of vehicles will be done on sidewalks, grass, or seeded areas. Do not park on seeded areas. **NOTE:** Vehicles not operational and not registered are not authorized in the dormitory area.

2.24.1. Oil Changes in the parking lot are **PROHIBITED.** You will be ticketed by the security forces. You may be fined by the National Environmental Protection Agency (EPA). Dumping of oils or any vehicle fluids in any unauthorized manner is subject to a maximum of two years in jail and up to \$40,000 fine.

2.24.2. If you are preparing for an extended leave or TDY, you can contact MWR Equipment Check-out at 247-2511 and store your vehicle in the recreational vehicle storage area while you are gone at your own expense. Storage of recreational vehicles, quad runners, utility trailers and motorcycle trailers in the dormitory area is unauthorized.

Chapter 3

FIRE PROTECTION

3.1. Fire Evacuation Plan . A dormitory fire evacuation plan has been made showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. The plan can be found on your dormitory bulletin board. During fire alarm conditions (actual or drill), all dormitory residents will evacuate the dormitory area to a safe distance as directed by the Fire Department, Security Forces, or other authority. Evacuation distance is not less than 100 feet from building. Residents will not return to the dormitory until the "all clear" is given. Any questions on fire prevention should be directed to the base fire department at 247-5215.

3.2. Fire Extinguishers . Fire extinguishers are located throughout your dormitory and only used for fighting fires not for horseplay! Notify your dormitory manager if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3. Smoke Detectors. The dormitories are equipped with different types of smoke detectors, please check with your dorm manager for test procedures. 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, heaters, or smoke detectors, and heating appliances. Tampering with alarm call boxes or fire fighting equipment is a serious offense, punishable under the UCMJ.

3.4. Reporting a Fire . If a fire occurs in your 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 government phones, see your dormitory manager.

3.5. Flammable Storage. *Storage of Flammables is Prohibited.* Prohibited flammables include: gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, 1 oz. model spray cans, 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 manager for access to the flammable storage locker.

3.6. Barbecue Grills. Barbecue grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories; however, they may be stored in the storerooms for personal outings. Damage from barbecue grills or grease drippings is considered the occupant's responsibility for repair or cleanup.

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

3.8. Cooking Appliances . Cooking in the dorm room is prohibited except in microwaves. The only appliances allowed in dormitory rooms **with dorm manager's approval** are: coffee pots, hot air popcorn poppers, and microwave ovens using 1500 watts or less. Appliances or equipment requiring static grounding shall be IAW manufacturer's guidance. If you are in a dormitory with a kitchen, never leave cooking unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call

the fire department. **NEVER USE WATER! DON'T ATTEMPT TO MOVE THE PAN.** The kitchen exhaust fan filter should be cleaned often to prevent the accumulation of grease.

3.9. Extension Cords. Extension cords must be of continuous length without splices and must have the UL seal of approval and meet or exceed the appliance amperage requirement. Extension cords represent a tripping hazard, have all cords positioned in a manner that will not pose a tripping threat. Cords will not be secured to walls/ceilings, placed under floor coverings, or through holes in walls/ floors/windows. Only one item shall be plugged into an extension cord and it will not be tacked, tied, looped, twisted around objects. Extension cords may not be used as a replacement for permanent wiring. **Multiple electrical plugs with built-in circuit breaker and surge protectors are authorized and highly recommended.** Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

3.10. Housekeeping .

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

3.10.2. Halogen lamps can be extremely dangerous and there for are not authorized for use in the dormitory.

3.10.3. Prevent trash from accumulating in your room. Smoking material will not be discarded in waste containers. Ashtrays will be emptied prior to vacating your room or premises.

3.10.4. You must take trash to the **dumpsters** every day. It is not to be left outside your door or put in any interior or exterior dormitory trash receptacle.

3.10.5. Large boxes and luggage will be stored in storage rooms, not in personal rooms.

Chapter 4

SECURITY FORCES

4.1. Dormitory Security. 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 Security Forces, and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the Security Forces at 247-5493.

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, and not under dormitory staircases or on sidewalks.

4.3. Visitor Reception . If you plan to have visitors, call 247-5495 or inquire at the Visitor Center at the main gate prior to the arrival of your guest(s), with the following information: Name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Fairchild 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, UCMJ. Local laws and military instructions govern registration, possession, and storage of privately owned weapons. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, spears, swords, martial arts weapons, and knives with blades longer than 3.5 inches. All types of guns/instrument designed to propel a missile (BB, pellet, dart, bullet, paint pellet, etc.) whether by air, gas, or other means, are PROHIBITED. Items such as stun guns are PROHIBITED. All firearms must be registered and stored at the Security Forces Armory. For information on storage of firearms, contact the Security Forces Armory at 247-5762. Government issued survival knives and equipment required as part of your mobility gear may be secured in the resident's locker.

4.5. Crime Stop . Be on the watch for vandalism and promptly report it to Crime Stop at 247-5555/247-7777 for fast response to report a crime in progress. See crime prevention tips in [Attachment 4](#). **NOTE:** For further information concerning security forces policies, contact 92 SFS/Law Enforcement Desk at 247-5493.

Chapter 5

GOOD NEIGHBORS

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

5.2. Quiet Time . The following quiet time will be observed throughout the dormitory area. Sunday through Thursday, 2200-0600; weekends and holidays, 2200-0900. However, with shift workers living in all dormitories, modified quiet hours are 24 hours a day. If stereo or other noise can be heard outside the room or through the walls, it's too loud. **Noise Control:** excessive noise is the primary complaint received by Security Forces. Many Air Force personnel 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.

5.3. Parties and Social Gatherings. Parties and other social gatherings are permitted; however, you must notify the dorm manager 24 hours prior and take into consideration that other dorm residents may be asleep. Under age drinking will not be tolerated. If your guests become unruly you will ask them to leave, if the unacceptable behavior continues or damage to government property occurs contact the Law Enforcement Desk at 247-5493 (crowd control). Please clean up after yourself. Do not rearrange dayroom furniture unless you intend to put it back. Do not remove dayroom furniture from the dayrooms. Dispose of your trash properly. Please keep the noise down to a level that will not disturb those around you or the other residents. Remember, the Enlisted Club and Deel Community Center are available for parties. Make reservations through the applicable agency in charge.

5.4. Pets . The only pets allowed in the dormitories are fish. Aquariums should be limited to a 35-gallon aquarium per person in double occupancy rooms and up to three aquariums in a single room. The occupant further understands that any damage caused to the unit by pet(s) is their responsibility. Exotic pets, such as snakes, alligators, wild cats, skunks, monkeys, and so forth, are prohibited. No farm animals, wild animals, or wild fowl are permitted. The cleaning of deer or any other wild animals to include domestic is prohibited in the dormitory area.

5.5. Parking . There is parking space allocated in the dormitory area. Visitors and additional vehicles should be parked outside the dormitory areas. Be reasonable and considerate, talk to your neighbor when problems or misunderstandings occur. Do not park on the grass, sidewalks, or fire lanes.

5.6. Recreation Vehicles . Storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc., should be placed in storage. Contact MWR Equipment Check-out at 247-2511 for further information.

5.7. Motor Vehicles . No motor vehicle being operated on Fairchild AFB or in the dormitory area shall have music emitting from the vehicle which would disturb or be a nuisance to other residents.

5.8. Repair Work . Major repair work on your vehicle or boat is not authorized in the dormitory area. The Hobby Shop should be used for major repair work. This not only maintains the desired appearance in the dormitory areas but also is considerate of your neighbors.

Chapter 6

FAIRCHILD 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 by the 92 ARW/CC, through the 92 ARW/JA and 92 SPTG. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.** Contact the Base Legal Office for additional information and guidance.

6.2. Solicitation in Unaccompanied Housing . All forms of solicitation are prohibited in the dormitories. Report solicitors to the Law Enforcement Desk (247-5493) immediately.

6.3. Waterbeds . Waterbeds are authorized, but check with your dormitory manager prior to putting one in your room. Any damage caused by a waterbed will be considered occupant abuse. Renters insurance is highly recommended in this situation.

6.4. Telephones . Dormitory common area phones are maintained by the 92d Communications Squadron while AAFES is responsible for pay phones. Dormitory room phones can be obtained at your own cost.

6.5. Cable Television . Satellite dishes are not authorized in Unaccompanied Military Housing. Cable television can be obtained by calling Fiber Vision at 1-800-628-6060. Any attempt to split a cable connection off an existing box is unauthorized and constitutes fraud.

Chapter 7

TERMINATION OF UNACCOMPANIED HOUSING

7.1. Giving Notice . Orders are not required to set up termination inspections. We require 30 days notice of your vacating date (short notice PCS excepted). At the time you notify us, we will schedule your final inspections.

7.1.1. If you need a substitute to stand final inspection, notify the dorm manager/unaccompanied housing manager in advance and necessary forms and guidance will be given.

7.1.2. The responsibility for final clearance of unaccompanied housing rests solely with the occupant.

7.2. Final Inspection . The occupant is responsible for accomplishing cleaning tasks. See inspection work sheet [Attachment 2](#) for guide. The dormitory manager and occupant will go to room and inspect for damage, cleanliness, and inventory furnishing against the AF Form 228. The occupant will correct any discrepancies pointed out by dormitory manager before they are cleared on AF Form 228. If final inspection passed then occupant is given the AF Form 291, **Unaccompanied Quarters Assignment Termination Record**, May 97 for final out-processing at Base Housing Office. **NOTE: THIS INSTRUCTION MUST BE RETURNED TO YOUR DORMITORY MANAGER DURING YOUR FINAL CLEARANCE.**

7.3. Forms Prescribed. AF Form 288, AF Form 75, AF Form 291, and DD Form 1840.

DAWN W. WHEELER, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 32-6005, *Unaccompanied Housing Management*, Jun 98

AFI 11-401, *Flight Management*, Oct 97

Attachment 2**KEY TELEPHONE NUMBERS**

Ambulance	911
Fire Dept. (Fire Reporting)	911
Unaccompanied Housing Manager	247-8679
Housing Management Office	47-2341
Crime Stop Reporting	47-5555
Law Enforcement Desk	247-5493
Visitor Center	247-5495
92 SPTG/CCA	247-2113
Fire Department (non duty hours reporting of dorm problems)	247-5215

Your Dorm Managers:

Your Dormitory Manager and Unaccompanied Housing Manager's phone and pager numbers are posted in your dormitory.

92d AIR REFUELING WING LEGAL OFFICE

1 E. Bong St--Building 2285

Fairchild AFB, WA 99211 Suite 135

LEGAL ASSISTANCE--NOTARY PUBLIC:

Call for appointment: 7-2838/2839

0800-1100 Monday-Friday or Walk-in Monday 1530-1600

CLAIMS. You must notify your carrier, in writing, about all damaged or missing household goods items within 70 days of your property's delivery. This may be accomplished by bringing the DD form 1840, **Joint Statement of Loss or Damage at Delivery**, Jan 88 (pink form) to the claims office within that period. Your DD form 1840 may be turned in between 0730 and 1630 on Mondays and Tuesdays. If you are close to the 70-day deadline, please bring the DD form 1840 in anytime. Claims Office appointments are available daily Monday-Friday; call 247-5233/5234.

Attachment 3

INSPECTION CRITERIA FOR MILITARY UNACCOMPANIED HOUSING

Room Inspection Results: BUILDING # _____ ROOM # _____

Your room was inspected today and the following discrepancies, indicated by check marks were found:

1. ROOM AREA

- ___ a. Carpet needs cleaning.
- ___ b. Waste can not emptied.
- ___ c. Wall locker not secure/not in inspection order.
- ___ d. Furniture dusty.
- ___ e. Beds not properly made.
- ___ f. Ashtray dirty.
- ___ g. Clutter under bed.
- ___ h. Shoes or clothing not put away.
- ___ i. Items displayed on furniture not neatly displayed.
- ___ j. Window seal or window blinds dirty.
- ___ k. Multiple outlets in use.
- ___ l. Suitcases/boxes/bulky items not properly stored.
- ___ m. Base boards dirty.
- ___ n. Inappropriate pictures/posters displayed.
- ___ o. Ceiling light fixture/lamps dirty/broken.
- ___ p. Lights, TV, appliances left on (**unattended**).
- ___ q. Walls dirty, marked, needs painted or repaired.
- ___ r. AC/Heater vents dirty.

2. VANITY AREA

- ___ a. Sink or vanity surface dirty.
- ___ b. Mirror dirty.
- ___ c. Vanity lights inoperative.
- ___ d. Clutter under vanity.

3. BATHROOM AREA

- ___ a. Shower walls, floor, or ceiling dirty.
- ___ b. Shower door/curtain dirty/unserviceable.
- ___ c. Toilet dirty.
- ___ d. Bathroom floor/walls/ceiling dirty.
- ___ e. Bathroom lights inoperative.
- ___ f. Bathroom vents dirty.
- ___ g. Bathroom trash not emptied.

4. ENTRANCE AREA

- ___ a. Entrance door dirty.
- ___ b. Entrance door closure disconnected.
- ___ c. Outside window ledge or window dirty.
- ___ d. Door entrance area dirty.
- ___ e. Name tag missing or unserviceable.
- ___ f. Window screen dirty or unserviceable.

5. KITCHEN/DINING AREA

- ___ a. Refrigerator door seals need cleaning.
- ___ b. Refrigerator needs defrosted.
- ___ c. Refrigerator dirty on inside/outside.
- ___ d. Kitchen counters dirty.
- ___ e. Cluttered cabinets.
- ___ f. Kitchen sink dirty.
- ___ g. Range dirty.
- ___ h. Microwave dirty.
- ___ i. Dining table dirty.
- ___ j. Kitchen/dining area walls/floors dirty.
- ___ k. Dirty dishes.
- ___ l. Kitchen trash not emptied.

6. Comments

Your room is rated: **OUTSTANDING** **SATISFACTORY** **UNSATISFACTORY**

OUTSTANDING (Category A)---- Cleanliness and neatness exceeding standards. Keep up the good work!

SATISFACTORY (Category B)---- Meets Standards. Except for the few discrepancies indicated, I am satisfied with the overall appearance of your room.

UNSATISFACTORY (Category C)---- Does not meet standards. Your room requires immediate attention to meet minimum standards. You will take immediate action to correct the discrepancies listed on this checklist. Your room will be re-inspected on _____ at _____ hrs.

Commander / First Sergeant

Attachment 4**CRIME PREVENTION TIPS
(COURTESY OF 92D SECURITY FORCES SQUADRON)****A4.1. Tips to Avoid Being Burglarized.**

A4.1.1. Upon moving into your government quarters, check all locks, window latches, and other easy entry points for defects. If you wish, a member of the Crime Prevention Section will come to your quarters and conduct a complete residential security survey for you. To schedule a survey, contact the Crime Stop Section at 247-5682.

A4.1.2. All personnel are encouraged to participate in "Operation Identification." You can do this by contacting your unit Crime Prevention Monitor, your Dormitory Manager, or the Unaccompanied Housing Office and signing out an electric engraver. Engrave the letters "AF" and your sponsor's social security number or for quicker identification your state and drivers license number (WA DL# 55555) on all of your valuable property.

A4.1.3. Get involved with your neighbors in watching out for one another's property.

A4.1.4. Secure all doors and windows before retiring at night or departing the area.

A4.1.5. When leaving for a short time, don't announce your absence by leaving a note on the door for an expected visitor. Burglars read too.

A4.1.6. Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.

A4.1.7. Don't leave a "hidden key" around your dormitory--the burglar will find it.

A4.1.8. Do not give a room key to a "friend." Remember, guests must be escorted.

A4.1.9. Turn down the loudness of your telephone when gone so the unanswered phone can't be heard from the outside.

A4.1.10. When leaving your residence for a few days while on leave or TDY, contact your First Sergeant or your dormitory manager and have your quarters placed on the quarters checklist. Also have a friend watch your residence for you. Inform the post office to hold all mail and newspapers.

A4.2. Tips to Avoid Car Theft.

A4.2.1. Over half of all stolen cars have the keys in the ignition--always remove them.

A4.2.2. Most stolen cars are unlocked--always lock up. Don't hide spare keys in your car.

A4.2.3. Never leave the engine running, even for a few minutes while in a friend's driveway, or for a quick trip into a store.

A4.2.4. Motorcycles should be chained to an object to be considered secure as well as lock the steering column.

A4.3. LARCENY.

A4.3.1. Don't leave tempting articles, such as CB radios and radar detectors, in plain sight in an unattended vehicle. These are major targets for thieves. Mark these and secure them in your trunk or take

them inside your quarters at night. Remember, your CB antenna will mark your car for possible theft; if possible secure it in the trunk or inside your quarters.

A4.3.2. Remember to secure your bicycle to a fixed object with a lock and chain when not in use. If you live in a single room, you may store your bicycle in your room. Do not secure your bicycle to 1st, 2nd, or 3rd floor railings. If you do, you have just created a safety hazard. Secure your vehicles when you park them and remove all valuables from view by placing them in a locked compartment or the trunk. Bicycles should be registered through the Security Forces Crime Prevention Section at 247-5682.

A4.3.3. Mark all property which is of high value or easy to remove from your room.

A4.4. Reporting a Crime.

A4.4.1. Report all crime or suspicious activities immediately to the Security Forces by calling the "Crime Stop" number listed below. If you wish, you need not identify yourself. All information will be held in the strictest confidence.

A4.4.2. Ensure that you obtain as much information about an incident and the suspect as possible and report it to the Desk Sergeant.

A4.4.3. Reporting Numbers: CRIME STOP: 247-5555, AIRCRAFT ACCIDENT: 247-2222, and ROUTINE: 247-5493

A4.4.4. The 92d Security Forces Squadron hopes your assignment at Fairchild AFB is a pleasant one and any time you feel our assistance is necessary, feel free to call. We're here 24 hours a day to serve you!

Attachment 5

BAY ORDERLY DUTIES

Bay Orderly duties are a military formation and duty is performed during normal duty hours Monday through Sunday. Bay orderly will report for duty NLT 0730 hrs in uniform. THE DORMITORY MANAGER IS YOUR SUPERVISOR WHILE YOU ARE ASSIGNED DUTIES AS A BAY ORDERLY. This list is not all-inclusive; see your dormitory manager for all other tasks. **(Bay orderlies will initial each task upon completion)**

1. EXTERIOR:

- Pick up all cigarette butts, paper, broken glass, and other debris around the facility, grass, parking lot, or paved areas. This must be done daily before 0830.
- Remove snow and complete any additional yard work if specifically requested by dormitory manager.
- Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.
- Report leaking water fixtures, inoperable electrical fixtures, facility damage, etc. to dormitory manager.
- Place trash inside the Dumpster, and close all trash Dumpster tops.
- Turn off all exterior lights during daylight hours.
- Clear all exterior building surfaces of spider webs.

2. INTERIOR.

- Check to see that all lights are working except those removed for energy conservation? Are fixtures in good repair and clean?
- Clean all drinking fountains and areas around and in back of fountains.
- Clean and secure fire extinguishers. If they are damaged report them immediately.
- Clean all exit doors, glass, and doorframes.
- Mop and clean all tiled floors. Only wax if asked to do so.
- Vacuum all carpeted areas. Shampoo as needed.
- Empty and clean all trash containers. Ensure trash bags are used to line all trash containers.
- Clean all closets and storage areas. Lock them when you exit the room.
- Clean all walls, ledges, baseboards, and ceilings.
- Clean all stairwells and landing, dust handrails. Remove all bicycles parked under stairwells. Are handrails in good repair, painted, and clean? If not, notify dormitory manager.
- Clean all air conditioning/heater return air vents.
- Ensure all exterior and firelights are operational and clean.
- Turn off the television in the dayroom if not in use.

- ___ Clean day room or lounge blinds; ensure they are hung properly and in good repair.
- ___ Clean day room furniture, vacuum under cushions (weekly), steam clean as needed. Report any damage to dormitory manager.
- ___ Clean all windows, windowsills, and window casings.
- ___ Clean all microwave ovens, ice machines, and vending machines.
- ___ Sweep basement/storage areas, mop if required. Clean out empty lockers.
- ___ Clean all common area bathrooms, empty trash, mop with disinfectant, and service dispensers

3. LAUNDRY ROOM:

- ___ Clean all floor drains of lint and other debris, mop as required.
- ___ Clean window and windowsills of dust or lint.
- ___ Clean the interior/exterior and clean lint trap of washers/dryers.
- ___ Check to see that laundry room lights are working. If not, notify your dormitory manager.
- ___ Dust hoses/ wiring and remove lint and trash from behind and under washers and dryers.
- ___ Clean all vents and exhaust fans. Do filters need replacing? If so, contact your dormitory manager.
- ___ Ensure painted surfaces are clean? Remove any mold or mildew from the room.
- ___ Clean all entrance and exit doors.

4. SATURDAYS, SUNDAYS, AND HOLIDAYS:

- ___ Sweep laundry room.
- ___ Empty all common area and exterior trash cans.
- ___ Remove snow from sidewalks and apply deicer as necessary.

Attachment 6**CONDITION FOR OCCUPANCY OF MILITARY UNACCOMPANIED HOUSING**

1. _____ (Last, First, MI) is assigned to bldg. _____ to be occupied as unaccompanied military housing on _____ (DD/MM/YY).
2. **OCCUPANT USE.** Occupants use the premises solely as an unaccompanied military residence. All guidelines published in this instruction and all military instructions must be followed. Use of the unit for any other purpose is prohibited.
3. **PETS.** The only pets allowed on the premises are fish. The occupant further understands that any damage caused to the unit or grounds by their pet(s) is also their responsibility.
4. **CONDITION OF PROPERTY.** The dormitory manager and the occupant have made an inspection of the property, and both parties agree that the property is in a fit and habitable condition, except for those damages or malfunctions that have been itemized in writing on the AF Form 228, Quarters Condition Inspection Report. Copies of this report will be retained by dorm manager and occupant. Any additional items noted by the occupant should be submitted in writing and received by dormitory manager within 15 calendar days of occupancy. If additional items are not received by the dormitory manager within the 15-day period, Unaccompanied Housing Management will consider the property to be in acceptable condition and suitable for occupancy.
5. **PLUMBING AND APPLIANCES.** The occupant should keep the premises, including all plumbing fixtures and appliances, as clean and safe as condition permits and should attempt to unclog and keep clear all waste pipes, drains and water closets where possible. At the termination of occupancy, all appliances and equipment should be in good working order and the premises should be in a clean condition. Normal wear and tear excepted.
6. **USE AND REPAIR OF FACILITIES.** The occupant is expected to take care of all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other fixtures, facilities, and appliances in or on the premises. Any damage caused by either the military member or guests beyond normal wear and tear will be repaired at the member's expense. The occupant should, at his/her own expense: (a) replace or repair all broken or damaged screens, flooring, wood, plaster, and drywall occurring during their occupancy; normal wear and tear excepted; (b) keep in a state of good repair and cleanliness all parts of the property including equipment and appliances and keep all property free from objectionable features, nuisances, and hazards. Any repairs or replacements of property, equipment, or appliances required due to the abuse or negligence by acts or omissions of the military member or guests will be paid for by the military member. The approval of the dormitory manager must be obtained before the occupant places any exceptionally heavy articles, such as waterbeds, in the unit which may damage the unit's structural integrity.

7. **NOTICE OF DEFECTS OR MALFUNCTION.** The occupant should promptly notify the dormitory manager during normal duty hours, or the Fire Department night controller (for emergencies) at 247-2303/5215 whenever the structure or the equipment of any fixture contained therein becomes defective, broken, damaged, or malfunctions in any way.

8. **RESIDENT CONDUCT.** Residents should conduct themselves and require other persons on the premises to conduct themselves in a manner that will not disturb their neighbors.

9. **HEALTH AND SAFETY.** The occupant should comply with all health and safety regulations/instructions imposed by the commander.

10. **SYSTEM OVERLOADS.** The occupant should not install or use any equipment that will overload any water, heating, electrical, sewage, drainage, or air conditioning systems of the assigned premises.

11. **SMOKE DETECTORS.** It is a violation of federal law to remove any fire detector or smoke detector in the military dormitories. Only check the fire detectors specifically required by dormitory managers and report any malfunctions back to your dormitory manager.

12. **INSURANCE.** Renters insurance is highly recommended for dormitory residence. Specific questions can be answered by the Housing Manager or Base Staff Judge Advocate.

13. **PERIODS OF ABSENCE.** The occupant must notify the dormitory manager whenever extended absences from quarters are anticipated; this includes TDYs.

14. **ACCESS TO PROPERTY.** When warranted by circumstances or reasonable cause, the Installation Commander or a duly designated representative may enter the premises to conduct a visual inspection. The dormitory managers may enter the premises to perform a maintenance/damage inspection, filter change, or CE escort.

15. **NEGLECT AND COSTS.** If at anytime, the Air Force is required to make repairs to the property or equipment for damages caused by your abuse or negligence or of your guests, the repairs will be made at your expense. As appropriate, housing or dormitory occupants should be afforded the option to complete the necessary repairs either by outside contractors or on their own. Collection action may be initiated by the Housing Office directly to the Military Pay Section.

16. **VANDALISM.** Vandalism costs the Air Force thousands of dollars annually. You must make every effort to prevent vandalism, theft, and damage to your Air Force equipment, furnishings, and residence. The dormitory manager must immediately notify Security Forces when damage, theft, or vandalism

occurs. Personnel discovered damaging or stealing air force assets will be prosecuted to the fullest extent of the law under the UCMJ. All legal means will be used to collect damages and secure areas from destruction.

17. **STORAGE.** The storage of recreational vehicles, quad-runners, utility trailers, and motorcycle trailers in the dormitory area is not authorized. The designated parking/storage area is located behind Burger King. Contact MWR Equipment Checkout at 247-2511 for further information. This policy is necessary for safe access by responding emergency vehicles and the safety of dormitory neighbors.

I understand it is my responsibility to contact the Housing Office and Traffic Management Office (TMO) in person to arrange for the movement of household goods at government expense prior to the movement of such goods. I understand that it is my responsibility to provide my dormitory manager with a minimum of 30 days advance notice of departure from the base and intent to terminate quarters for any reason.

Attachment 7

INDIVIDUAL CERTIFICATION

I CERTIFY I HAVE RECEIVED FAFBI 32-6005. I FURTHER CERTIFY I WILL OBEY ALL THE CONDITIONS CONTAINED HEREIN.

PRINTED FULL NAME, (LAST, FIRST , MI.)

(RANK)

(SIGNATURE)

(QTRS. #)

(DATE)

(Print , Full Name)

Signature

Unaccompanied Housing Management Rep.