

**WELCOME
TO
ROBINS AIR FORCE BASE**



**DORMITORY
INFORMATION/GUIDELINES
AND RESIDENCE HANDBOOK**

Updated 19 March 2018

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INTRODUCTION

Welcome!

Unaccompanied Housing Resident,

We're glad to have you here as part of the Robins Air Force Base (RAFB) Team—and want to especially welcome you to the dormitories.

We'd like to tell you a few things about your new home. First of all, we are very proud of our accomplishments in making RAFB Unaccompanied Housing (UH) a quality place to live. You can, however, improve on our accomplishments by personalizing your room to make it better. Look around, at your fellow residents living quarters to get ideas on how your area can reflect professionalism you will display in your work space. We have both individual and shared pride here in how we work and play.

This guide was developed to familiarize you with Robins Air Force Base (RAFB) dormitory standards as outlined in AFI 32-6005, Unaccompanied Housing Management. It defines resident's responsibilities during occupancy of military UH. Your knowledge and compliance with these standards will make your stay pleasant and comfortable. When you have many people living in one place, it is imperative to ensure a safe, healthy, and clean living environment. Without you being well rested, and in good health, the mission of RAFB doesn't get done. In the event any questions or situations arise that are not addressed by this guide, please bring them to the attention of your UH Management Team. 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 guide is to be kept in your dormitory room, and should be reviewed regularly to ensure compliance with its contents.

If your home and grounds aren't better than what you might have expected or wanted, let's work together to make it that way. Just follow the procedure in the guide for accomplishing self-help work.

Once again, welcome to Robins Air Force Base.



AIR FORCE RESPONSIBILITIES

The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, fire and police protection for all assigned UH units.

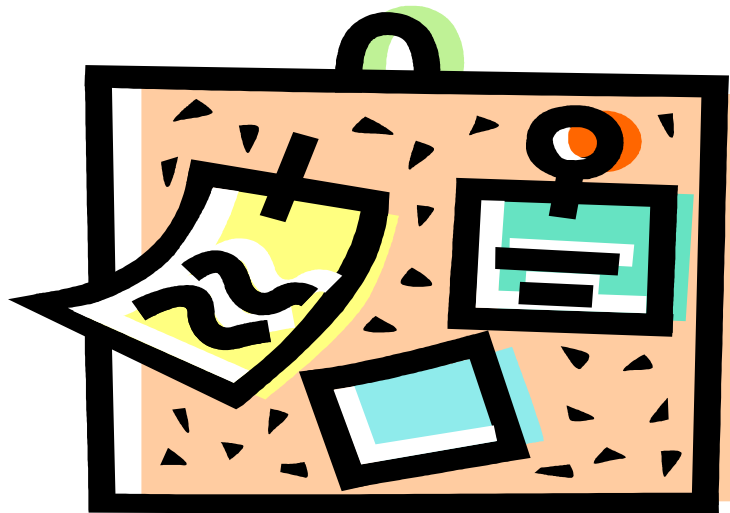
Initial Inspection. Upon room assignment, resident will identify all discrepancies with the room and furnishings, and document them on AF for 228, Furnishing Custody Receipt and Condition Report.

Maintenance and Repair. The 78th CES has primary responsibility for ensuring maintenance to resident rooms and dormitories are performed. If maintenance is required, follow these procedures:

- a. During normal duty hours, contact the UH Management office in building 780, telephone at 478-327-6107, 6108 & 6110, or the 78 CEG/CEIH Organizational Box (78CEG.CEIH.DormOffice@us.af.mil).
- b. Non-duty hours, emergency (water leak, broken window, heat inop, etc.) call the emergency dorm number at (478) 832-1902.
- c. Non-duty hours, non-emergency, contact UH Management office at 478-327-6107, 6108 & 6110 on next duty day, or the 78 CEG/CEIH Workflow Box (78CEG.CEIH.DormOffice@us.af.mil).

Lockouts

- a. During Normal Duty Hours: The UH Management Office can open your room.
- b. During Off Duty Hours: You will need to contact your First Sergeant. They will then contact the 78th SFS Armory at 478 926-2026, and provide your supervisor's name so a master key may be provided to that member. Your supervisor will open your dormitory room and return key to 78th SFS Armory immediately after opening your room.



OCCUPANT RESPONSIBILITIES, DORMITORY STANDARDS AND POLICIES

The dormitory is your home and we want you to feel at home in it; however, there are some basic rules that must be followed.

❖ **Prohibited items in your dorm room include, but are not limited to:**

- Weapons (including knives with blades longer than 3 inches long)
- Firearms
- Pellet guns
- Ammunition
- Nunchaku fighting sticks
- Throwing stars
- Fireworks
- Burned/Burning candles or incense (this includes candle warmers)
- Flammable paints/Pressurized gases
- Flammable liquids (except cosmetics/lighter fluid)
- Candles/Incense
- Multiple outlet extension cords
- Animals (except fish—allowed one 35-gallon tank)
- Live Christmas trees
- Waterbeds

Room Inspections.

Commanders, First Sergeants, and Supervisors will inspect dormitories to evaluate living/facility conditions, scheduled inspections are determined by your First Sergeant. ADL's do not perform room "inspections" to check room cleanliness; however, ADL's will periodically enter dormitory rooms for inventory/inspection, maintenance issues/follow-ups, handle resident disputes, or to handle other issues. If an ADL enters a room and believes the room's appearance or condition is a possible health risk to you or other residents the First Sergeant will be contacted immediately.

Trash. Prevent trash from accumulating in your room. Residents must take trash to the dumpster daily. It will not be left outside of your door or put in the dayroom.

Storage. Free storage is available for residents on a limited basis. Items that may be placed in storage are: boxes, luggage, tires, and misc. items. You may place items into storage from 0800 – 1600, Monday – Friday, and must be accomplished with UH Management.

Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact UH Management. Residents are responsible for protecting and moving their furniture to allow proper application of insecticides.

Supplies. Minimal cleaning supplies and equipment are available through dormitory management. It is the resident's responsibility to keep their room clean and to change out light bulbs. See the UH Management office to obtain new light bulbs. Light bulbs are exchanged on a one-for-one basis.

Visitors. Residents may have visitors/guests, but must remain with them during their visit to the dormitory. Residents are responsible for the guest's actions while in our dormitories. Minors (17 and under) are not permitted in or around the dormitories at any time, unless they are escorted by their parent or legal guardian. Overnight guests are not permitted.

Ghosting. Ghosting is when an Airman simply maintains a dormitory room for the purpose of appearing to comply with Air Force and local dormitory residence requirements; yet, primarily resides at an off-base residence whether owned, rented, or shared, by the Airman or someone else. Airmen assigned to the dorms are required to reside in dormitories and cannot enter into an off-base rental or lease agreement and will not receive any entitlement, including BAH. The resident must get written approval from their First Sergeant prior to living elsewhere. Members thought to be ghosting will have their First Sergeant's contacted.

Leave or Extended TDY. Residents must make arrangements for security, prudent care, and periodic inspections of their quarters if they will be away from their quarters for extended periods of time (over two weeks). Inform UH Management of your intended absence prior to leaving.

Damage to Quarters. Residents are responsible for any damage to their quarters beyond reasonable wear and tear. Repairs and replacements must meet Air Force standards. If a resident elects to make repairs, UH Management will establish a date by which the repairs need to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make repairs and bill the resident. The UH Management office can fully explain your options to repair or replace damaged items or the methods of reimbursement to the government. The cost vary, depending upon circumstances encountered. 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 furnishing caused by the abuse or negligence of the member or the member's guest.

Energy Conservation. The Air Force needs everyone's assistance to conserve energy. Fewer dollars and rising utility costs require us to do everything possible to conserve energy. Keep exterior doors closed during heating and cooling periods. Do not prop entry doors open. Do not disconnect door closures.

Laundry Facilities. Machines are provided at no cost for use by dorm residents only. Wash full loads of laundry to conserve energy. Do not over-load washers/dryers. Overloading can cause damage to the machine and clothing. Never place plastic articles, pens, or other markers in dryers. Residents must clean the dryer lint trap prior to each use. Report deficient laundry appliances to UH Management.

Environmental. 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 recycling programs or off-base service centers.

Vehicle Maintenance. Repairs of vehicles are not authorized in the dormitory areas or parking lots. Vehicle work shall be done in the Auto Hobby Shop, building 985, telephone 468-2049. Authorized minor work in the dormitory parking lots consists of changing a flat tire or jump-starting a dead battery.

Recreational Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. Contact Outdoor Recreation to make arrangements for storage. If space is not available, off-base storage must be arranged.

Smoking and Drinking. Smoking/vaping in building common areas or personal rooms is absolutely prohibited. Legal age for drinking in Georgia is 21. The legal requirement is strictly enforced. If you are under the age of 21, alcohol is prohibited. **NO EXCEPTIONS—IT IS STATE LAW!**

Appliances. Refrigerators, microwaves, and, stoves are government-furnished and serviced. Report any issue to UH Management.

A minifridge will be provided to any resident 21 and over and who has a suitemate under the age of 21.

Bicycles. Bicycles are to be locked at the bike racks on the exterior of the dormitory building. Bicycles 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 30 days and if not claimed disposed in accordance with established Air Force guidance. Please sign your Bicycles on the roster in the dorm office; make and model for security purposes.

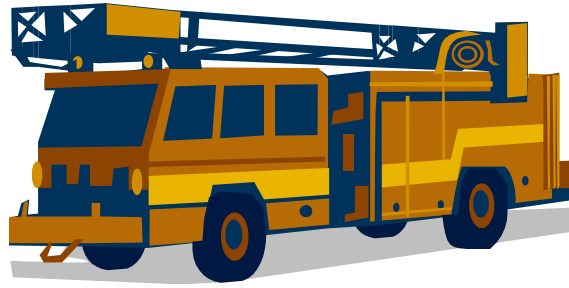


SECURITY FORCES

The Installation Commander is responsible for the control and safeguarding of all base property. The 78th SFS accomplishes patrolling of the dormitory area on a routine basis and when notified. All inquiries concerning law enforcement should be directed to the 78th Security Forces at DSN 468-2187.

Vehicles/Parking. All vehicles must have current state registration. Parking is prohibited on grass, and sidewalks. Do not park in a fire lane, or within 15 feet of a fire hydrant. Motorcycles are not allowed to park under the stairwells.

Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory. All other types of guns designed to propel a missile (BB, pellet, bullet, paintball, etc.) whether by air, gas or other means, are prohibited. Items such as mace, pepper sprays, and stun guns are prohibited. Firearms such as hand guns and long rifles may be stored at the 78th SFS Armory or off-base. For information on storage of firearms, contact the 78th SFS at DSN 468-2187.



FIRE PROTECTION

Fire Evacuation Plan. A dormitory fire evacuation plan has been made showing both primary and alternate route of escape in the event of a fire. Furnishing will be arranged so as not to obstruct/impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice an escape route. The plan can be found on all dormitory bulletin boards.

Fire Alarms. When the alarm sounds, residents will immediately evacuate and go to a designated safe area.

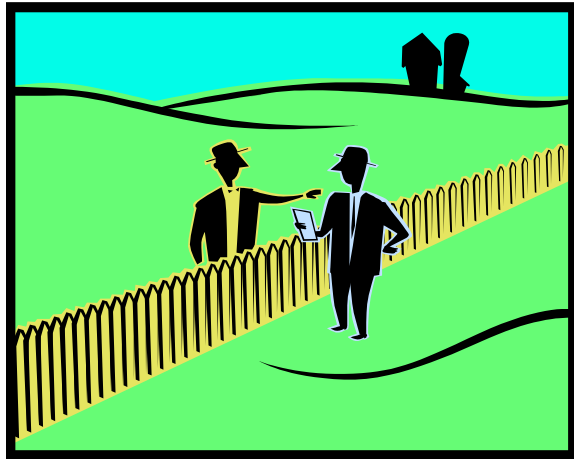
Fire Reporting. If a fire occurs in any dormitory, immediately notify the base Fire Department at 911. You will give the operator your name, dormitory number and street if known. Do not hang up until you are sure the information has been received correctly. All fires must be reported.

Evacuation. You must respond to all fire alarms by evacuating the building. If a test of the fire alarm system is to be conducted, the UH Management office will notify resident via e-mail. Residents are not required to respond to a fire alarm system test. If unsure whether or not it is a test, evacuate!

Smoke Detectors. All occupants must evacuate the dorm if the alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the Uniform Code of Military Justice (UCMJ). **Do not remove smoke detectors for any reason.** Notify UH Management if there is a problem with a detector. Articles will not be mounted on, or attached to any fire protection device, wiring, or smoke detector.

Flammable Storage. Flammable items will not be stored in the room or the common areas. Examples of items prohibited are fireworks, gasoline, kerosene, candles (with wicks that have been burned), incense, or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, or cosmetics (nail polish or nail polish remover). All other must be stored outside in the flammable storage locker. **Remember – storage of flammable items in your dorm room is prohibited.**

Candles and Incense. Burning of candles and incense is prohibited in the dormitories.



GOOD NEIGHBOR POLICIES

It is not easy for 500 or more people to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents.

Quite Time. Quite hours are 2200 – 0600 Monday – Friday, and 2200 – 0900 weekends and holidays. Modified hours are 24 hours a day due to shift workers. If stereo or other noise can be heard outside the room or through the walls, it is too loud. Excessive noise is the primary complaint received by security forces. Many residents work shifts and sleep during the day—please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do - **Keep the volume down; excessive stereo and television volume is very disruptive.**

Parties and Social Gatherings. Parties and other social gatherings are permitted; however, take into considerations that other dormitory residents may be asleep. Immediately after any event, residents are responsible for cleaning the facility and properly disposing of all trash. Do not rearrange or remove dayroom furniture from the dayrooms or patio furniture from the patios.

Pets. The only pets allowed in the dormitories are fish. Aquariums are limited to a **35-gallon** tank in a single room. The occupant further understands that any damage to their room caused by an aquarium is their responsibility.

Shopping Carts. If you borrow a shopping cart from the BX, Shopette, or Commissary to transport purchases to your dorm, you must return the cart to the appropriate facility immediately upon unloading it.

DORM COUNCIL

Dorm Council. The Commander establishes an Installation Dormitory Council to ensure each dormitory resident has an opportunity to be responsible, accountable and involved in their living conditions. The Airmen Dorm Council is the forum by which residents may:

- Address their living environment with a panel of their peers.
- Establish standards for all residents
- Present solutions for problem areas.
- Establish positive recreational activities.
- Identify facility and furnishing improvements.

The goal of the councils should include:

- Developing a spirit of camaraderie and spirit-de-corps.
- Improving QoL for all dorm residents.
- Instilling a sense of home ownership to residents.
- Enhancing the responsibility of residents.
- Encouraging teamwork for the accomplishment of goals.
- Resolving resident disputes at the lowest level.



SPECIAL CIRCUMSTANCES

Pregnant Member. Pregnant members at the 20th week of pregnancy, regardless of rank or marital status, may submit approval to the UH Management Team to be relocated to community housing. The move would be at government expense. If a live birth does not occur or the child does not reside with the member after BAH is authorized (i.e., adoption, resides with other relatives, etc.) the member is required to return to the UH community.

Pending Marriage. You may request to relocate out of UH quarters 60 days before date of marriage. Your First Sergeant, or commander must endorse your request. Once you are married please provide a copy of your marriage certificate to the UH Management Team within 60 days of date of marriage. **If you do not get married you will be required to return to UH.**

If your spouse is military and you are in the grade of E1-E4 w/3YOS or less you are considered geographically separated—you will be required to reside in the UH quarters. A geographically member is a military member married to another military member and one spouse is assigned at another base.

Hardships. Personnel with a hardship may submit a unit commander-endorsed request to reside in community housing and receive BAH based on a hardship condition to the UH Housing Manager.

The 78 ABW Installation Commander is the approval authority for a hardship request. This can be delegated to the 78 MSG Commander, but no lower.

A hardship can be described as a unique and unusual circumstance that, in the judgment of the Installation Commander, imposes an extraordinary burden on a member not normally encountered by other members of similar grade at that installation.

ROBINS AFB SPECIFIC TOPICS

Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Consult with the Base Legal Office (78TH JA at 468-9276) for specific guidance. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.**

Solicitation in Dorm. All forms of solicitation are prohibited in the dorms area. Report solicitors to the 78th SFS Law Enforcement Desk (LES) at 468-2187.

Cable Television/Internet. Satellite dishes are not authorized in the dorm area. Cable television and internet may be obtained from Cox Communication at 478 784-8000.

BAY ORDERLY POLICIES & PROCEDURES

The following policies have been established by the Unaccompanied Housing Office. All personnel performing Bay Orderly (BO) Duties are required to fulfill these responsibilities during their assignment as a Bay Orderly. Any deviations from these requirements must be approved through the UH Office.

DUTY HOURS: Monday – Friday 0800-1600
Weekends – Saturday or Sunday if needed

LUNCH: 1100-1230

DORM ROOMS ARE PROHIBITED AREAS DURING ASSIGNED DUTY HOURS. ALL BREAKS ARE REQUIRED TO BE TAKEN IN THE DORMITORY COMMON AREAS EXCEPT FOR LUNCH.

DAILY DUTIES: All duties will be assigned daily (Mon-Fri) from Unaccompanied Housing verbally and by a checklist in accordance with the “Bay Orderly Interior/Exterior Checklist”.

Monday - Common Areas/Laundry Rooms/Bathrooms

Tuesday - Stairwells, Balcony’s, landings, patios, gazebos, and sidewalks

Wednesday - Common Areas/Laundry Rooms/Bathrooms

Thursday - Stairwells, Balcony’s, landings, patios, gazebos, and sidewalks

Friday – Common Areas/Laundry Rooms/Bathrooms

*FOD walks are completed every morning and afternoon @0800 and 1500

RESPONSIBILITIES:

- Sign in and wait for UH personnel briefing:
 - o Prior to shift start
 - o Before lunch
 - o After lunch
 - o At the end of the shift
- Report any building issues, deviations and security concerns to Unaccompanied Housing prior to the end of the shift.
- Ensure all windows and doors of common areas remain closed to ensure the proper operation of the heating and A/C systems.

APPOINTMENTS: UH must be informed of all appointments previous to the start of the duty day. Any appointments that would require your absence from B/O duties may require a replacement from your unit. **It is your responsibility to notify your First Sergeant (if required by your First Sergeant) and Unaccompanied Housing (UH) Staff of extended appointments previous to the day of your assigned duties.**



KEY TELEPHONE NUMBERS

Ambulance	911
Fire Dept (Fire Reporting)	911
Security Forces	911 or 468-2187
Crime Stop	911

BASE QUICK REFERENCE LIST

Base Exchange	923-5537
Bowling Center	926-2112
Chapel	926-2821
Commissary	926-2126
Cox Communication (Cable/Internet)	784-8000
Dining Facility	926-6596
Education Office	327-7304
Heritage Club	923-5581
Horizon Club	922-3011
Fitness Center	926-2129
Golf Course	923-7334
Library	327-7380
Housing Office	926-3776
Military Pay	926-3776
Postal Service	926-3078
Security Forces (LES Desk)	926-2187

DORMITORY MANAGEMENT NUMBERS

Dorm Management Office	478-327-6110
Dorm Emergency (After-hours)	478-832-1902

Attachment 1

Name: _____

Building: _____ Room: _____

Appointment Date: _____ Time: _____

The following areas will be inspected for out-processing the dorms.

Failure to meet any of the requirements listed below may require a re-inspection and will delay your clearing process.

The term (Cleaned) means free from dirt, stain, or impurities: unsoiled. Free from foreign matter.)

Ensure you have cleaning supplies available for touch-ups as needed.

Living Area/Maker sure when Item is completed it is checked off!!!

- Ensure all personal items are removed from room prior to the final clearing inspection.
- Have room keys ready to turn-over to inspector; upon completion of inspection.
- Ensure furniture/equipment assigned to you on AF Form 228 is inventoried and accounted for.
- Ensure furniture is completely emptied; drawers/shelves are wiped clean inside and out. This includes beds with storage compartment underneath mattress. Any wax, glue, stickers or other residue must be removed.
- Remove all debris and dirt on all mattresses.
- Ceiling fans must be cleaned. Wall lockers wiped clean.
- Light fixtures will be cleaned and bulbs replaced as needed*.
- Windows, blinds, and window sills must be clean*.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Ensure that the Air condition vents and filter are dusted, cleaned* and turned on.
- Floor rug, if applicable, must be vacuumed and spot free.
- Ensure your side of the room is swept properly, to include in closets, under and behind furniture etc...
- Remove all trash from your room. Trash cans must be clean* inside and out.
- Ensure your side of the room is mopped properly, to include in closets, under and behind furniture etc...
- Coordinate with cable, internet and phone providers to turn off service. Excessively long cable lines need to be removed.

Common Areas

Note: Personnel without a roommate are solely responsible for cleaning the common areas.

If you have a roommate you are still responsible for doing your part to clean the common areas. If possible, have your roommate assist you with cleaning.

- Refrigerator must be emptied, cleaned* inside and out (with no spilled food; etc.) and defrosted **(leave plugged in)**. Clean rubber door seals. ***If you have a roommate*** ensure that your items are removed. Refrigerator is clean* inside and out (with no spilled food; etc.). Clean rubber door seals. Keep disturbance of your roommate's food items to a minimum. Do not defrost refrigerator if your roommate has food items present **(leave plugged in)**
- Kitchen cabinets to include doors and shelves must be wiped clean inside and out. Ensure cabinets are empty. ***If you have a roommate*** clean as above and place your roommate's items back neatly in place.
- Microwave Oven, to include oven racks, plate, rotator ring and exhaust vent will be clean* (inside and out) with no grease or food splatters. Ensure microwave oven is clean underneath. Clean metal filters underneath microwave oven (Applicable models)
- Cook tops must be cleaned* using a ceramic cleaner (no black burn marks visible). No grease between the counter top and burner. Range hood and filter, if applicable, will be clean* (inside and out) with no grease or food splatters.
- Ensure kitchen counter top and kitchen sink area are properly cleaned* and disinfected. ***If you have a roommate clean as above and place your roommate's items back neatly in place.***
- Washer and Dryer in applicable room suites must be properly cleaned*, free from soap scum and lint.
- Bathroom area to include toilet, showers, tile walls and tub will be properly cleaned* and disinfected. Ensure that your personal items are removed. ***If you have a roommate*** clean as above and place your roommate's personal items back neatly in place.
- Ensure mirror, medicine cabinet, sink and vanity are cleaned* and spot free. Remove your personal items. ***If you have a roommate*** and share the same medicine cabinet, clean as above and place back your roommate's personal items neatly in place.
- Doors, trims, base boards, walls and mirrors will be cleaned*. Remove all marks, tape, grease and fingerprints etc.
- Sweep all common areas, to include under and behind refrigerator, toilet, etc...
- Remove all trash from common areas. Trash cans must be clean* inside and out.
- Ensure common areas are mopped properly, to include under and behind refrigerator, toilet, etc...

Note: Airmen not leaving Robins AFB the day they clear and need a place to stay should inform the dorm office before OR during your out processing proceedings. If you have any questions contact the Robins Air Base Dorm Office at: 497-6107/6108 or 6110.

Location: BLDG 780, 775 Macon Street, Robins AFB, GA 31098

Hour of Operations: Monday – Friday, 0800 -1600

Attachment 2

*****NOTE: Second inspection must be rescheduled for next duty day if initial inspection fails*****								
NAME:		DORM/ROOM:		APPOINTMENT DATE:				
SQUADRON:		FIRST SERGEANT:		PCS	OHA	SEPARATION	MARRIAGE	
				PREGNANCY		ROOM TO ROOM		
<p>*ROOM INSPECTIONS ARE DONE IN THE AFTERNOON* Personal belongings cannot be in the room on the day of the inspection. Residents are responsible for the repair or replacement cost of any damaged or lost government property. You will not be cleared for PCS/Separation/moving to the community for out-processing unless your room passes the inspection. Report to the Dorm Office 5 minutes prior to your appointment.</p>								
CLEANING CHECKLIST			PASS	FAIL	REMARKS	PASS	FAIL	REMARKS
Kitchen - Clean Stove, Range Hood, Fire protection devices, Garbage disposal,					*Automatic fail if dirty*			
Door - Clean the interior/exterior, doormat, remove nametag and stickers								
Window - Clean the interior/exterior of glass wipe down sills and ledges inside & outside								
Rolladen/Mini blinds - Dust blinds - clean the interior/exterior of rolladens								
Drapes - Dusted free of dirt and cobwebs								
Ceiling Fan - Clean and remove dust from fan blades and fixture on wall								
Tile floor - Thoroughly clean in the corners/base boards and behind/under the furniture/ refrigerator								
Carpet - Thoroughly vacuum in the corners and behind the furniture. Steam clean!								
Walls - Clean and remove all nails, hooks and stickers. Return to original color					PAINT: YES / NO			PAINT: YES / NO
Electrical Fixtures - Wipe clean of dust & finger prints on switches/outlets								
Wall locker - Clean out and wipe down all surfaces/remove hooks & stickers								
Furniture - Clean the interior/exterior wipe down all surfaces/drawers (steam clean)								
Refrigerator - Clean interior/exterior, seals and defrost freezer (Do not unplug - turn to								
Microwave - Clean interior/exterior								
Toilet/Sink - Thoroughly clean interior/exterior/pipes behind toilet								
Shower - Clean doors, tub, walls to include tiles & grout lines. Replace shower curtain if					*Automatic fail if dirty*			
Vanity mirror - Clean interior/exterior of all cabinets; mirror, replace burnt out bulbs								
Light Fixtures - Clean and remove dust from fixtures; replace burnt out bulbs								
HVAC/AC Vents - Clean all accessible areas. Remove and clean HVAC filter(s)								
WORK ORDERS:			PASS / FAILED			PASS / FAILED		
			INSPECTED BY:			REINSPECTED BY:		
			DATE:			DATE:		
<p>**If you have personal property in the A&B storage it must be removed before you are terminated from the room.</p>								

Attachment 3

Commander's Inspection Program

Dorm: ____/Room ____/ Name _____ Date: _____

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

GENERAL

- Trash can dirty/not emptied
- Lights/TV/Stereo or other left on unattended

ENTRANCE AREA

- Entrance door/area dirty Window and/or ledge dirty
- Window screen dirty or damaged

ROOM AREA

- Carpet needs vacuuming Closet cluttered
- Furniture dusty/broken Bed not properly made/no sheets
- Clutter under bed Shoes/Clothing not put away
- Window seal or blinds dirty Personal items not displayed neatly
- Lamps dirty/broken inappropriate pictures/posters

VANITY AREA

- Sink/vanity surface dirty Mirror/Medicine cabinet dirty
- Vanity lights inoperative

BATHROOM AREA

- Shower/bathtub dirty Shower door/curtain dirty
- Toilet dirty Bathroom floor/walls/ceiling dirty
- Light fixtures/vents dirty or inoperative

KITCHEN/DINING AREA

- Refrigerator/freezer door seals dirty Freezer needs defrosting
- Refrigerator dirty on inside/outside Kitchen counter/sink dirty/dirty dishes
- Microwave dirty Floor dirty
- Dining table/chairs dirty Stove/oven/range hood dirty

SAFETY

- Ceiling fan/light fixtures/ceiling dirty Disconnected Smoke/Fire Alarm
- Evidence of incense/burnt candles multiple outlets in use

NOTES

Grading Criteria:

- An "A" rating is **Outstanding** given when there are no discrepancies.
- A "B" is **Excellent** given when no more than three discrepancies.
- A "C" is **Satisfactory** given when no more than four discrepancies.
- A "D" is **Marginal** given when no more than six discrepancies
- An "F" is **Unsatisfactory** given when there are more than seven discrepancies or a major hazard.

D = Marginal – I will re-inspect on _____.

E = Unsatisfactory – I will re-inspect on _____ with your supervisor.

Your room requires immediate attention. This is a mandatory appointment.