

**UNACCOMPANIED  
HOUSING (UH)  
RESIDENT**



**Aviano Air Base, Italy**



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**CONGRATULATIONS** on your assignment to Aviano Air Base, Italy and welcome to unaccompanied housing! We are pleased to have you with us and hope your stay is pleasant. The following pages explain the Air Force's responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because Unaccompanied Housing (UH) represents a substantial investment by the Air Force as well as all taxpayers, we must diligently work together to care for the campus.

Aviano Air Base has two separate permanent party UH campuses:

- Area 2. The original dormitory campus area is located in Area 2 of Aviano Air Force Base, within the town of Aviano, in close proximity to community facilities, a fitness center and a dining hall. The campus consists of two dorms built in 1997. Building 254 has 150 rooms, and Building 258 has 126 rooms designed to 1+1 standards (room-bath-room configuration).
- Flight Line. The new main dormitory campus is located near the flight line (Area F) or sometimes called the Zappala Area. This campus is located near the dining facility, Base Exchange, commissary, mass briefing facility (Movie Theater), La Bella Vista Club, fitness center and the Airman and Family Readiness Center. The campus consists of six dorms built since 2002. Each building has 102 rooms all designed to the 1+1 standard.

Your fellow residents take great pride in making our dormitories reflect the same professionalism they show on the job. Our goal is to provide attractive, durable, and functional unaccompanied housing that provides privacy and promotes pride, professionalism, and personal dignity.

Once again, welcome to Aviano!

Sincerely,

**Housing Management**

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Fact:

The Italian government set up Aviano Air Base back in 1911.

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# SECTION A

## GENERAL INFORMATION

The following information is provided to assist you while living on the installation. The following dormitory standards are comprehensive, but not all-inclusive; the most common areas of concern are addressed. In the absence of specific guidance, standard rules of good order and discipline will apply. We have also included helpful information on dormitory details and quick reference phone numbers to base agencies. Questions concerning dormitory standards should be addressed to the your UH Management Team or First Sergeant.

### PERSONAL INFORMATION

Report changes to your personal information to the UH Management Section, including changes in rank, name, duty and home telephone, squadron, office symbol, marital status, etc. as soon as they occur.

### DORMITORY ACCESS POLICY

The following personnel have unescorted access to dormitories, day or night, when on official business:

- Wing Commander
- Group and Squadron Commanders
- Command Chief
- First Sergeants
- Housing Manager
- Asset Manager
- Chaplains
- Fire Department
- OSI Personnel
- Judge Advocate
- On Duty Security Forces Personnel
- Supervisors of military personnel assigned to the dorm

CE maintenance personnel may obtain access to common areas to conduct maintenance. Close coordination with a UH manager is necessary. If there is only one CE/maintenance person needing access to rooms, they will always be escorted by a UH manager or Bay Orderly.

### DINING FACILITIES

Aviano Air Base has two dining facilities adjacent to dormitories. The “La Dolce Vita” facility is located in Area F. Duty hours are as follows: Mon-Friday; 0530-0800, 1100-1300, 1700-1900 and Sat-Sun; 0600-1300, 1700-1900. Additionally there is a midnight meal available 7 days a week from 2300-0100. The Area 2 dining facility (Buon Appetito) duty hours are as follows: Mon-Fri; 0600-0830, 1100-1300, 1700-1900 and Sat-Sun; 0800-1300, 1700-1900. There is no midnight meal served in Area 2.

### LAUNDRY AND DAYROOMS

These rooms are a complement to dormitory living. They are available around the clock for your convenience and entertainment. Residents must keep these areas clean and orderly at all times. Non-residents are not permitted to use the laundry room for any reason. It is everyone’s responsibility to challenge each individual who may not be authorized to use these facilities.



## **ROOM INSPECTIONS**

Group Commanders, Squadron Commanders, First Sergeants or designated representatives conduct monthly inspections. The Wing Commander may authorize facility inspection teams to conduct unannounced special inspections. Future inspections or visits will be posted on the dormitory bulletins boards whenever possible. Rooms must always meet minimum daily standards and are subject to no-notice inspections.

## **FURNITURE**

You will sign for the quantity and condition of furnishings in your room on AF Form 228. You are responsible for maintaining them in good condition and returning them prior to out-processing. You are responsible for damage beyond normal wear and may be held financially liable for missing or damaged furniture at the time of your departure. Government furniture must remain in your dorm room and should not be placed in outside lockers, dayrooms, hallways, etc.

## **PAINTING**

Residents will coordinate with UH Management before painting rooms. An UH manager will inspect rooms before and after painting. While government furnished paint is available, colors not provided by the government will be at the occupants cost. The room must be returned to the original color and condition prior to termination, or the room must be accepted "as is" by the new occupant.

## **ROOM DECORATIONS**

Pictures of scantily clothed persons and pornographic material may be offensive to other individuals and are therefore unacceptable. No pictures or objects that depict or show the act of sexual intercourse, profanity, or drug use in either word or picture symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decorations. If United States/other national flags are displayed, residents will follow proper protocol directives for their display, avoiding any disrespect to the flag and nation. Anything deemed offensive or questionable is subject to removal by UH Management, First Sergeants or Commanders.

## **ROOM EXTERIORS**

Profanity or other lewd messages are not authorized on individual room or common area message boards.

## **SMOKING**

The use of tobacco products in the dormitory campus areas on Aviano AB is strictly prohibited. This includes all individual rooms, laundry rooms, dayrooms, kitchens, elevators, grounds, walkways, stairwells and parking lots. Dorm residents may smoke only in designated smoking areas

## **DRINKING**

The legal drinking age on base is 18 years of age. Glass bottles are prohibited at all outdoor events on base. You may only consume alcoholic beverages on base within facilities authorized to serve alcohol to include picnic areas, dormitories, and at squadron or wing events (such as hail and farewells or 31 FSS-sponsored social and sporting events). You may not walk to and from events, buildings, facilities, etc., while possessing an open alcoholic container, including, but not limited to, an open glass or plastic bottle, can or cup. You may not enter or leave the base while possessing an open alcoholic container.

For more information on consumption of alcohol refer to AVIANOABI 90-502, Section 15, Consumption of Alcoholic Beverages/Open Containers.

## POWER SUPPLY

In Area F (and largely throughout Italy) the power supply is 220 volts and 50 cycles (U.S. has 110 volts and 60 cycles). What this means is you will need to check all of your appliances to see if they convert from 110V to 220V. If they do, you will simply need an adapter for the plug. If not, you will need to use a transformer. A single transformer will be issued to each resident in Area F. Additional transformers can be purchased from local AAFES stores, thrift shop, and from departing service members. Remember, the transformer is changing only the voltage not the cycles. This means that clocks will not keep accurate time.

Dormitories located in Area 2 have both 110 and 220 outlets and therefore just need to ensure they are using the correct outlet for the appliance. Area 2 residents are not issued a transformer.

## VEHICLE PARKING

Designated parking spots are allocated around the dormitory complex. Motorcycle parking is separate and all residents who own bikes should ensure that they only park in these spaces. Curbside parking is strictly prohibited and any vehicles parked where they do not belong will be reported to Security Forces.

## STORAGE ROOM LOCKERS

Storage room lockers are located on the second and third floor of each dormitory. Individual storage lockers will be locked at all times. Residents must provide their own locks. Residents may decline a storage locker if it is not needed.

If additional storage is required, see a UH Manager. Unused lockers will be issued on a first come, first serve basis.

The following items may not be stored in lockers:

- Hazardous/Flammable materials
- Room furniture
- Trash of any kind
- Food (except canned goods)
- Charcoal
- Weapons

This list is not all inclusive and any item the dorm manager deems unsafe or inappropriate for storage will be required to be removed.

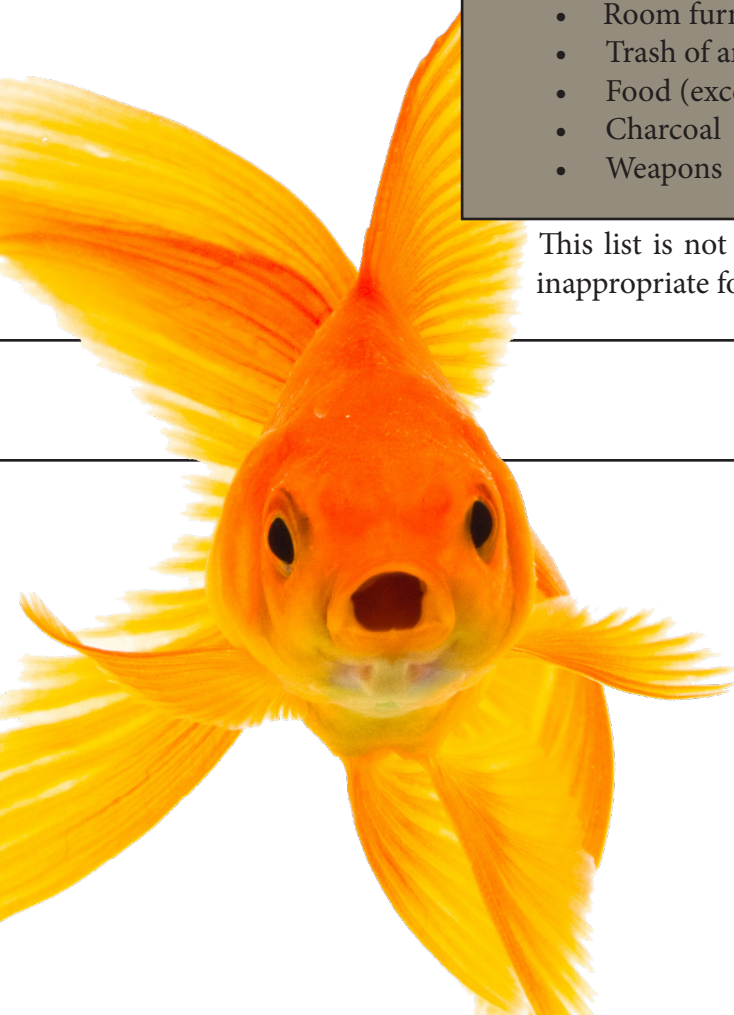
Fact:

10% of Americans own fish as pets.

## PETS

Small tropical or gold fish are the only pets authorized in the dormitories. Keep tanks and bowls clean and odor free. A 25-gallon fish tank is the maximum size allowed. Do not mount fish tanks to the walls or hang the tanks from the ceiling. Damage caused by aquariums will be the occupants' responsibility.

For health and safety reasons, dorm residents and guests are not allowed to bring any domestic or exotic animals onto the dormitory campus. To prevent odor, disease and infestation from rodents and wild animals, feeding of wild animals is strictly prohibited.





## **CLEANING EQUIPMENT/SUPPLIES**

Vacuum cleaners are available upon request. Items must be signed out and returned immediately. **DO NOT STORE THESE IN YOUR ROOM!**

UH Management makes available for individual resident use, government-provided supply items for all dormitories. Items include toilet paper, light bulbs, toilet/shower cleaner, window cleaner, paper towels and other miscellaneous cleaning items. Also, provide cleaning supplies to Bay Orderlies to maintain common areas, i.e., light bulbs, window cleaner, paper towels, wax and furniture polish.

## **BAH ENTITLEMENTS/WAITING LIST**

The Unaccompanied Housing Management maintains a base-wide BAH waiting list of Priority 2 members desiring to relocate off base with BAH. The Housing Office may authorize BAH to Priority 2 personnel (all grades) on the BAH waiting list, senior member first, when utilization of total space required (Priority 1 and 2) personnel exceeds 90 percent.

## **TELEPHONE AND INTERNET**

Residents who desire a personal cellular phone can simply stop by the AAFES Cellular Phone store located between the BX and Commissary to initiate a contract. Please note, in Area F, Vodafone appears to provide the best reception; in Area 2, TIM.

Landline telephone and internet installation are available at resident's expense. If you desire a landline telephone or internet connection in your room, your first stop should be the Cellular Phone store. The store will advise you the types of services available and will negotiate a contract with you. All dorms are wired for any combination of landline telephone and/or internet service.

Alternate Internet Options. If you desire, you may also purchase a Mobile USB Internet Key. The Cellular Phone store can provide you with information to include hours of service per month using a SIM card or a pre-paid card where you can add minutes as needed.

## **CABLE TV INSTALLATION**

AFN is provided in all rooms and dayrooms.

## **SELF HELP PROGRAM**

Self-help work in military dormitories must be relatively simple and designed primarily for occupant benefit. Normally, a self-help project is to improve living conditions. Self-help work must not generate additional maintenance or repair costs. All self-help work requires completion of an AF Form 332, Base Civil Engineer Work Request, with coordination as directed by the UH manager. No work will be accomplished until this procedure has been followed and approval received.

Self-help improvements may be donated by the occupant and accepted by the AF when workmanship and aesthetics meet acceptable construction standards. When removal of the self-help improvements is required, occupant rooms must be restored to their original configuration prior to termination of quarters.

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### **Fact:**

The average renter has \$20,000 of personal items that would not be covered under a landlord's policy.

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## **PERSONAL PROPERTY INSURANCE**

Secure your room and high cost items whenever you are away from your room at all times. You may want to obtain personal property insurance to cover your personal belongings in case of fire, theft, etc. Contact a local insurance agent for information and to answer your specific questions.

# SECTION B

## AIR FORCE RESPONSIBILITIES

### **SERVICES**

The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection, grounds maintenance for common areas and snow removal from streets.

### **INITIAL INSPECTIONS**

The UH manager, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. This inspection is normally performed at the time of assignment. Together you will identify all discrepancies associated with the room and appliances on AF Form 228, Quarters Condition Inspection Report.

### **MAINTENANCE AND REPAIR (M&R)**

The Base Civil Engineer has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, call the UH Management Section at 632-7719 for Area F or 632-5936 for Area 2. For emergencies during non-duty hours, contact 632-5381.

### **SERVICE RESPONSE**

There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled:

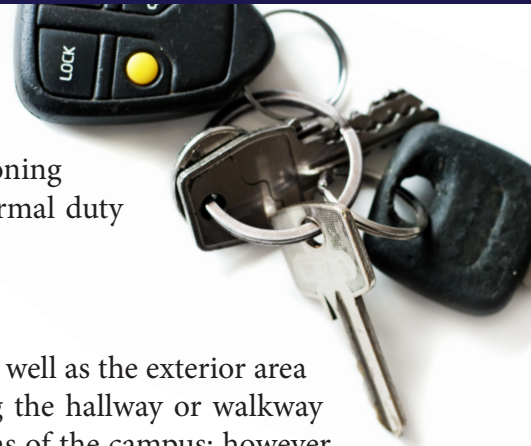
<b>Service Call Response Time</b>	<b>Defined As</b>
Emergency Respond within 24 hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility, or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security, or mission. Complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).
Urgent Respond within 7 work days	Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, but would soon inconvenience and affect the health and well being of the residents.
Routine Respond within 30 work days	Work of a routine nature that does not meet the criteria of emergency or urgent.

### **LOCKOUTS**

All residents are briefed regarding lock-out procedures upon assignment. Lockout procedures are posted on bulletin boards in each dorm.

## **REPLACEMENT OF LOST/STOLEN KEYS**

You are responsible for the cost of replacing lost, broken, or stolen keys. A new key will be issued upon receipt of a letter or email from the individual's First Sergeant. A \$15 key replacement fee will be charged for all lost or stolen keys. Malfunctioning keys will be replaced free of charge. Replacement keys are made only during normal duty hours. The UH Manager will assist you with payment procedures.



## **EXTERIOR BUILDING AND GROUNDS CARE**

As a UH resident, you are responsible for keeping the inside of your room clean as well as the exterior area immediately adjacent to your entry door. This includes sweeping or vacuuming the hallway or walkway around your room. A grounds maintenance contract maintains the common areas of the campus; however, residents are responsible for keeping the areas clean.

## **SNOW REMOVAL**

The Base Civil Engineer is responsible for removal of snow from roads and parking lots.

## **INSECT CONTROL**

Residents are expected to take preventive action to control insects. Keep food in sealed plastic containers, remove trash and garbage from rooms daily, and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. Control measures may be taken by using commonly available commercial insecticides. If infestation occurs that is beyond resident control report it to UH Management.

## **APPLIANCES**

Ranges, refrigerators, and dishwashers, if installed, are government-furnished and serviced. They are assigned by serial number and verified at check-in and termination inspections. The UH manager will demonstrate the proper operation of the appliances provided. If there are any problems, notify UH Management immediately. Please do not attempt repairs or adjustments yourself.

## **LAUNDRY FACILITIES (WASHERS AND DRYERS)**

Washers and Dryers are located on the second floor of each facility in Area F and first floor of Area 2 dorms. Laundry rooms may be accessed using your room key. Please do not prop the door open as off-base personnel are not authorized to use the dormitory laundry facilities. If residents suspect use by unauthorized persons, they should report this immediately to UH Management and/or their First Sergeant.

Washing with full loads is recommended to conserve energy. Overloading causes damage to the machine. Residents must clean the dryer vent after each use. Residents will use common courtesy by not leaving unattended laundry in the washers or dryers for extended periods of time. Residents having a problem with appliances should contact UH Management.

## **FILTERS**

Filters for vent hoods above stoves are provided as needed. Please contact your UH Manager for replacements.

# SECTION C

## RESIDENT RESPONSIBILITIES

These are mixed-gender dormitories with different branches of the Armed Forces sharing these facilities. Each resident accepts the responsibility to conduct themselves in a proper manner as not to disturb others or abuse and/or cause destruction to the facility or its furnishings. Loud, boisterous, foul or abusive language will not be tolerated. Do not conduct yourself in a way to bring embarrassment to the military, other occupants or yourself. Residents shall acknowledge in writing their responsibilities and liability at the time of assignment and termination. The conditions of their room will be validated at both assignment and pre-termination or final inspection. Residents shall maintain dorm rooms in clean, orderly and safe condition at all times.

### **UNIT SECURITY**

Always ensure your room is locked and windows secured when you leave your room. DO NOT hide your key anywhere outside your room. DO NOT block/modify the locking mechanism on the door with a foreign object to prevent closure.

### **SOCIAL VISITS**

All guests must be at least 18 years old, be escorted at all times and are prohibited between hours 2400–0600 hours. Remember, you are responsible for the conduct of your guests and can be held responsible for their actions and behavior. Cohabitation (another person living with you) is not authorized. Please make arrangements with Lodging for visiting family members and friends.

### **NOISE CONTROL**

The dorms are a 24 hour quiet zone. Excessive noise, from any source, such as stereos, musical instruments, televisions, etc., that can be heard beyond the limits of the occupant's room at any time is strictly prohibited.

If loud noise occurs, try to resolve the problem at the lowest possible level by politely asking the violator to reduce the noise. For problems that cannot be resolved, report the date, time and room number to UH Management. Note, First Sergeants and Commanders of habitual violators will be notified. Upon their discretion, the violator's speakers or entire stereo systems can be confiscated for a minimum of 30 days.

### **LEAVE OR EXTENDED TDY TO INCLUDE DEPLOYMENTS**

Dorm residents will inform the UH manager of Temporary Duty assignments (TDY) or deployments or other absences longer than 3 days. This will ensure that your room is periodically checked for water leaks, mold or vandalism. Due to unscheduled electrical outages and to prevent damage to the refrigerator, ensure time sensitive food is disposed of prior to departure. During winter months, leave the heat set on low during your absence. It is strictly prohibited for occupants to designate any individual to reside in their quarters while the occupant is absent.

### **MAINTENANCE AND REPAIR (M&R)**

Occupants shall be responsible for such routine maintenance, minor repair, and housekeeping as would be expected of tenants in private housing of similar type and value. Promptly notify the UH manager, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture.

Flight Line DSN: 632-4143/7719

Area 2 DSN: 632-5936

Email: AVOdormManagers@aviano.af.mil

**For emergencies, during after duty hours, contact CE at DSN 632-5381 or Commercial 0434-30-5381.**

## DAMAGES

You will be held liable and accountable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH manager can fully explain your options to repair or replace damaged items and the method of payment.

## REPAIR COSTS

The following list of most commonly damaged and destroyed items is not all-inclusive, but shows typical costs. Costs may vary, depending on circumstances. Costs include labor and materials:

Damage	Estimated Cost
Broken window	\$150 - \$400
Torn window screen	\$50 - \$150
Hole in wall	\$50 - \$100
Broken door lock	\$100 - \$450

## REFUSE COLLECTION AND DISPOSAL

Residents must follow all current recycling laws. Residents will not leave trash outside of doors or in dormitory common areas. Residents will use the properly marked dumpster to dispose of their trash.

DO NOT LEAVE TRASH ON THE GROUND IN THE DUMPTSER AREA.

Place room trash and garbage daily in the dumpsters provided. Exterior garbage cans are provided and are used for minor trash or litter, not room trash. Personal dayroom garbage is to be taken to the dumpster or thrown out with room trash.

Large recyclable items must be taken to the Base Recycling Center (BRC) located next to Building 1019. Open Tuesdays and Wednesdays from 0800-1200 and 1300-1500.

## RECYCLING OF TIRES AND BATTERIES

Automotive tires and batteries are to be properly disposed of through the Aviano Auto Hobby Shop (Building 1464). Duty hours are as follow: Monday-Friday 0830-1900, Saturday 0900-1900 and Goal days 0900-1400. All other types of batteries must be disposed of in properly marked receptacles.

## VEHICLE REPAIRS

Repairs to vehicles are not authorized in the dormitory campuses or parking lots.  
EXCEPTION: Emergency repairs to recharge/replace batteries or change flat tire.

## ENERGY CONSERVATION

All personnel shall conserve energy.

## WATER

Use of water is limited to normal daily consumption.  
Excessive use results in increased costs and depletion of the source of supply.



Fact:

The average American uses about 80-100 gallons of water per day. The largest use of household water is flushing the toilet, and after that, taking a shower.

## HEATING

Recommended thermostat setting is not to exceed 20 degrees Celsius. Adequate heat is provided if doors and windows are not left open for extended periods of time. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of any individual.

There is a possibility that the heat in your room could require repair at some point during your time at Aviano. Ensure that you report this immediately to shorten the amount of time you are without service. Do not leave the problem unreported and purchase a space heater. Space heaters are not authorized in the dormitories and will be confiscated.



## ELECTRICITY

An organized effort must be expended to conserve electricity by eliminating unnecessary use. Minimize the use of all electrical appliances and lights, especially during the peak demand periods of 0900-1130 and 1400-1900. When vacating residential rooms, unplug irons and turn off all appliances, transformers and room lights.

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### Fact:

The average American household uses 10,896 kilowatt hours (kWh) of electricity a year. That's 908 kilowatt hours per month, 15% of that goes to powering lights!

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# SECTION D

## CLEANING STANDARDS



These responsibilities are to be shared with your roommate especially in the common areas. Maintain a positive attitude and work together on these minor, but important tasks, to avoid failing your room inspections. Rest assured-your First Sergeant will appreciate your efforts.

### **DAILY:**

- Make beds neatly. For sanitary reasons, the use of bed sheets is mandatory. You may not sleep on a bare mattress. If it is determined that you are not using bed sheets, you may be charged for cleaning or replacement of the mattress.
- Empty and clean waste cans. Trash will not be left outside the room but taken to the centralized trash bins. Do not put room trash in common areas.
- Waste cans must have a plastic liner to prevent unpleasant odors in your room.
- Place dirty laundry in a hamper or a laundry bag.
- Clean the walkway area directly in front of your room.
- Store clothing neatly in closets or drawers. Open closets are subject to inspection

### **WEEKLY:**

- Clean and neatly arrange sinks and countertops. Do not use scrub pads to clean sinks or countertops as they may scratch the surface and cause permanent damage.
- Remove soap film and mildew from shower walls, doors, and faucet handles.
- Clean the entire toilet with a disinfectant type cleaner.
- Sweep and mop the entire room, to include under the bed.
- Clean all mirrors and chrome furnishings.
- The microwave interior and exterior surfaces must be free of dirt, grime or visible stains. Ensure the front is free of visible streaks.
- Wipe down the inside and outside of refrigerators to remove grease, grime and food particles.

### **MONTHLY:**

- If needed, defrost refrigerator. Do not use a sharp instrument to chip away ice and frost when defrosting. Clean door seals and ensure coils are free from dust, cobwebs and dirt.
- Check to ensure air filters and vents are free of dust, dirt, grease and cobwebs.
- Remove cobwebs, stains and visible dirt from all walls and ceilings.
- Remove dust, cobwebs, and visible dirt from light fixtures, curtains and blinds.
- Dust all shelves and furnishings and arrange all items neatly.
- Clean the window(s) leading into your room-inside and outside.

# SECTION E

## FIRE PROTECTION

The fire department is responsible for instructing residents on the procedures to follow in case of fire. All residents will receive a briefing on fire prevention instructions during in-processing/assignment to room.

### **FIRE EVACUATION PLAN**

A dormitory fire evacuation plan has been posted on dormitory bulletin boards 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. Residents are responsible for understanding escape plans and practicing escape routes.

### **EMERGENCY EVACUATION**

In the case of an emergency evacuation alarm, ALL DORMITORY RESIDENTS AND THEIR GUESTS MUST IMMEDIATELY EVACUATE THE DORMITORY. This alarm may be a loud siren, bullhorn, and/or door pounding. Failure to immediately respond on your part can result in disciplinary action.

The following procedures need to be strictly implemented when evacuating the dormitories during exercise/actual emergencies:

- While exiting, use the buddy system and alert others by pounding on doors. Proceed to the nearest designated safety zone and standby for further instructions. The emergency response team or person in charge will designate the safety zone.
- UH Managers will conduct a head count, when required. In case a UH Manager is not available, a dorm resident must take charge of the situation and report status to rescue personnel.
- Dorm residents and their guests may re-enter dormitories only when given the all clear sign from the emergency response personnel.

### **FIRE EXTINGUISHERS**

Fire extinguishers are located throughout the dormitory. The fire extinguishers are for fire fighting and not for horseplay. Dormitory management will be notified if residents notice an extinguisher that is over or under charged, or has been discharged or damaged. Persons misusing fire extinguishers will pay for recharging. Area F (Flight Line) residents are responsible for annotating monthly inspections.

### **SMOKE DETECTORS**

All occupants must evacuate the dorm if an alarm sounds. Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ and will not be tolerated. Inspection, testing and maintenance of smoke detectors are performed by the fire department. If residents test the detector, the fire department will receive an alarm at the station. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, smoke detectors, and heating appliances.



## **TAMPERING WITH FIRE EQUIPMENT**

Tampering with fire equipment (fire extinguishers, smoke detectors, sprinkler systems, etc.) is a violation of the Uniform Code of Military Justice (UCMJ) and will not be tolerated. Do not tamper with, remove, or self-test smoke/fire detectors located in dorm rooms. Report any problems with the smoke detectors to dorm management immediately.

Keep all material a minimum of 18 inches from light fixtures, heat sources, and smoke/heat detectors. Do not tie objects from or on the sprinkler systems located in the ceiling.

## **FIRE REPORTING**

In the event of a fire, residents must notify the base fire department. Residents will provide the fire alarm operator with name, dormitory number and street if known. Residents must not hang up until told to do so. All fires will be reported.



### **FIRE REPORTING**

**In case of a fire in your room or UH facility:**

**Immediately notify the base fire department at 0434-30-8911 or from a DSN line dial 911.**

**Give the fire alarm operator your name, dorm number and street.**

**Do not hang up until you are sure the information has been received correctly.**

**REPORT ALL FIRES, REGARDLESS OF SIZE.**

## **FLAMMABLE STORAGE**

Flammable items are prohibited in all areas of the dormitories to include storage lockers. This includes, but is not limited to gasoline, kerosene, incense, charcoal and/or lighter fluid for barbecues/outdoor cooking.

## **COOKING AND COOKING APPLIANCES**

Cooking is permitted in government provided kitchens to include dayrooms. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

Hot plates, toaster ovens and convection ovens are NOT permitted. The only appliances allowed in dormitory rooms are: coffee pots, small toasters, hot air popcorn poppers, and microwave ovens using less than 1000 watts each. The kitchen exhaust fan filter will be cleaned often to prevent the accumulation of grease. Note: The use of power strips with surge protection is highly recommended.

Electrical cooking appliances other than microwaves are prohibited. The only exceptions are the two-burner stovetop in Area F.

## **BARBEQUE GRILLS**

Outdoor cooking will be confined to the pavilion areas. Personal grills are not allowed.

## **EXTENSION CORDS**

Extension cords must be of continuous length without splices and must have the approved European and American code specifications. Extension cords must not represent a tripping hazard. All cords will be positioned in a manner that will not pose this threat: they will not be secured to walls, placed under floor coverings or through holes in walls, floors, or ceilings.

## **CANDLES AND INCENSE**

Burning incense, candles or any similar source of open flame is strictly prohibited. Unlit candles can be used for decoration purposes only. Candles or incense found in resident's room, which appear to have been burned will be confiscated and the individual's First Sergeant will be notified.

## **SPACE HEATERS**

Space heaters are strictly prohibited; these items are a potential fire hazard. If found, space heaters will be confiscated and the individual's First Sergeant will be notified.

## **HOUSEKEEPING**

Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets or storage areas free of trash. Unplug heat-producing devices when not in use.

Additional questions on fire prevention should be directed to the base Fire Department at extension 632-5381.

# SECTION F

## SECURITY FORCES

The Commander is responsible for controlling and safeguarding base property. When notified, the security forces will investigate incidents under their jurisdiction. All inquiries concerning law enforcement to Security Forces at 632-7200.

### **PARKING**

Parking is prohibited on grass, seeded, dirt areas, or on sidewalks. Do not park in a crosswalk, fire lane, or within 15 feet of a fire hydrant. Motorcycles/mopeds should be parked in the designated motorcycle parking areas and not under gazebos, under dormitory staircases, or on sidewalks. Vehicles must be in working condition. Abandoned vehicles will be towed.

### **ENVIRONMENT**

It is prohibited to pour engine oils, engine coolants, car grease and other similar products in the trash or on the ground, drainage system, or plumbing systems.

### **WASHING VEHICLES**

Washing vehicles on dormitory premises is strictly forbidden.

### **BICYCLES**

All bikes will be secured and labeled with the owners name and assigned unit. All bicycles will be stored in the bicycle racks located in the breezeway of each building or residents may chose to keep bicycles in their assigned room as long as they do not impede exit in case of fire. Bicycles will not be stored in stairwells or on walkways. Bikes that are in disrepair or not secured will be removed. Immediately report any theft to Security Forces.

### **RECREATION VEHICLES**

Storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc.; will be stored in designated areas. For information contact 31 SFS/S5XP.

### **VISITOR RECEPTION**

Residents expecting visitors must visit the Visitor Control Center located at gate 7 prior to the guests arriving, with the following information: name, arrival time, and expected departure time. Sponsors are responsible for the actions of their guests while on Aviano AB and its housing areas. Overnight passes are no longer provided at the Visitor Control Center.

### **FIREARMS/WEAPONS/FIREWORKS**

Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory and punishable under Article 92, UCMJ. No weapons of any type will be stored or displayed in resident rooms. This includes bows and arrows, martial arts weapons, knives with blades longer than 3 inches (unless designated for food preparation), and any type of display sword, whether or not the blade can be sharpened. All types of guns designed to propel a missile (pellet, bullet, paint ball, etc.) whether by air, gas, or other means, are prohibited. Items such as stun guns are prohibited.

EXCEPTION: Bayonets issued to dormitory residents for official duty may be allowed in rooms.

# SECTION G

## GOOD NEIGHBORS

UH living and close neighbors are synonymous. We appreciate your support and cooperation in the following areas:

### **OCCUPANT COURTESY**

Courtesy within the dormitory community is expected. The individual's First Sergeant or squadron commander will resolve conflicts between residents.

### **NOISE CONTROL**

Don't assume your neighbors enjoy the same type of music or television programs you do—please keep the volume down inside and outside your room. With shift workers living in all dormitories, modified quiet hours are 24 hours a day. Commanders or First Sergeants are authorized to remove or order the removal of equipment or instruments from the occupant's room if excessive noise is not corrected.

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#### Fact:

The decibel (abbreviated dB) is the unit used to measure the intensity of a sound. A normal conversation is about 60db where as a jet engine is 120 db. Now that's a difference!

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### **PARTIES AND SOCIAL GATHERINGS**

Parties and other social gatherings are permitted; however, consideration must be taken into account for residents who are sleeping due to shift work. Residents are responsible for cleaning up after any social gatherings. All dayroom furnishings will be restored to their original order. Furnishings will remain in the rooms in which they were intended for. Dispose of trash properly. The Enlisted Club, Community Activity Center, and Area D are available for parties. Make reservations through the applicable agency in charge.



# SECTION H

## SPECIAL CLIMATIC CONDITIONS

### **WEATHER**

The temperatures in Italy are about what they are in much of the United States. It ranges from a low of about twenty degrees Fahrenheit in the winter to around ninety degrees in the summer time. Ensure that you dress appropriately according to the weather. Local weather information can be obtained via AFN television or AFN radio.

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#### Fact:

On average there are over 200,000 crashes each year due to ice and snow in the US.

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### **ICY ROADS**

Roads that are particularly susceptible to ice in cold weather are clearly marked by signs; however, you should use extreme caution on all roads in the winter to avoid icy conditions. Roads in Italy are composed of different material than those in the United States and as such are more slippery even in the most optimal conditions. Particular care should be taken in areas that are shaded by trees and do not receive direct sunlight. Remember, icy roads are almost impossible to detect before it's too late. Drive defensively.



# SECTION I

## COMMUNITY RESIDENTIAL ACTIVITIES

### **DORMITORY OF THE QUARTER AWARD PROGRAM**

The Dormitory Recognition and Excellence Program recognize and rewards dormitory residents for outstanding performance in maintenance and upkeep of dormitories, responsible residential management/involvement, and excellence throughout unaccompanied housing. Dormitory of the Quarterly awards are given for the periods January through March, April through June, July through September, and October through December.

### **DORMITORY ROOM OF THE QUARTER**

The Dorm Inspection Team will inspect three rooms per dormitory. One room will be chosen randomly by the inspection team and two will be provided by the First Sergeant(s) of that facility.

Note: Only those rooms nominated by the First Sergeant(s) will be considered for the individual room award.

The Inspection team will choose two individual room winners based on nominations submitted by the First Sergeants and select a first and second place overall dorm winner. Individual winners will be awarded a 1-day pass. First place dorm winner will receive \$2,000 and the second place dorm winner will receive \$1,000. Funds will be allocated to the winning dormitories' unit or group accounts for use within that particular dormitory. To assure all dorms are represented accordingly, leadership has set a standard to not allow an individual dorm or dorm room to consecutively be awarded first or second place winners. The dorm council of each winning dormitory should survey their residents to find out how to spend their winnings.



## **DORMITORY COUNCIL**

Each squadron is encouraged to have their own dormitory council active within their allotted building. The dorm council discusses any potential issues that may be relevant to your building and is your venue to make changes in the way you get to live here. To become a member just contact your squadrons point of contact and attend any one of their meetings. Additionally, the wing occasionally hosts “dorm town hall” meetings in which airmen are encouraged to attend to voice their issues to the command chief in a professional forum.

## **INSTALLATION DORMITORY COUNCIL**

The Installation Dormitory Council meets quarterly and is chaired by the Installation Command Chief. The Council serves as the communication link between the squadron dormitory councils and wing leadership to promote and garner support for improving dormitory life for all residents.

The goals of the Council are to improve quality of life for dormitory residents, address concerns/issues associated with dormitory living environments, empower residents to be responsible and accountable for occupancy standards and living conditions, gather information and to advise leadership about the “health” of dormitory life and to acquire support from the Commander for initiatives proposed by the squadron councils.

### **Membership:**

- Installation Command Chief – Chairperson
- Airmen Dormitory Council Presidents/Vice Presidents
- First Sergeants
- Housing Manager
- UH Superintendent
- Airmen Dorm Leaders

## **BAY ORDERLY**

UH Management is responsible for managing a bay orderly program that ensures the UH campus common areas are maintained to a cleanliness standard consistent with local policies. Bay Orderly is comprised of residents detailed by their assigned units to perform required duties. All dorm residents will eventually have to perform Bay Orderly.

The Bay Orderly schedule normally runs from Wednesday to Tuesday 0830-1630. When notified by your First Sergeant or supervisor, you will report to Bldg 254, if residing in Area 2. If residing in Area F, report to Bldg 1425 gazebo. You will receive a briefing from UH Management outlining your responsibilities during this 7-day detail.

Once assigned this detail you will report and work directly for the UH Management. You cannot be relieved from your duty unless directed by your First Sergeant, who will promptly provide a replacement before you are released.

# SECTION J

## TERMINATION OF UNACCOMPANIED HOUSING

### **GIVING NOTICE**

We require 30 days notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. It will be important for you to know the date TMO is scheduled to pack your household goods. Call or visit the UH Management Section for departure arrangements. If you notify the UH manager promptly, they can schedule your prefinal and final inspections at your convenience and theirs and can help more with your upcoming move. Obtain information about the community at your next assignment from the Family Readiness Center or Housing Office.

### **PREFINAL INSPECTION**

This inspection is designed to assist you in preparing for your final inspection. It includes reviewing checkout procedures and provides us an opportunity to answer your questions. During the inspection, the UH manager also identifies normal maintenance and damages above normal wear and tear. The UH manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

### **FINAL INSPECTION**

This is an inspection to make sure you have met the cleaning standards and identify maintenance not noted at your pretermination inspection.

**\*IF YOU FAIL YOUR FINAL INSPECTION, ASK THE UH MANAGER TO SCHEDULE A REINSPECTION AS SOON AS POSSIBLE.\***





# SECTION K

## USEFUL TELEPHONE NUMBERS FOR DORM RESIDENTS

Ambulance (Off Base Medical Emergency)	911 or 0434-30-8911
Base Operator	632-7111
Chaplain	632-5211
Command Post	632-7673
Crime Stop (On base) (Off-base)	632-7114 0434-30-7114
Fire	632-5381
Housing Management Office	632-2272
Lodging Office	632-4040
Medical Appointment Desk	632-5000
Outdoor Recreation	632-8623
Red Cross (After duty hours call Vicenza 0444-517111 or DSN 634-7111)	632-5576
Security Police Desk (Law Enforcement Desk)	632-7200
Self-Help Store	632-5711
TMO (In-bound) (Out-bound)	632-5931 632-5931
UH Management Section	Area F 632-7719 Area 2 632-5936

