

# **WELCOME TO ROBINS AFB**



## **DORMITORY INFORMATION/GUIDELINES AND RESIDENCE HANDBOOK**

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## INTRODUCTION

### Unaccompanied Housing Resident

Welcome! We're glad to have you here as part of the Robins' Air Force Base 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 Robins AFB 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, your fellow residents share great pride in making Robins dormitories reflect the same professionalism they show on the job. We have individual and share pride here in how we work and play.

This guide was developed to familiarize you with Robins AFB dormitory standards as outlined in AFI 32-6005, Unaccompanied Housing Management. It defines Air Force, Airman Dormitory Leader (ADL), Unit Commanders and First Sergeants responsibilities, and occupant 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 Robins AFB 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 78<sup>th</sup> 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 building 780, telephone (478) 926-1295, or the 78 CEG/CEACU work flow box.
- 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) 926-1295 on next duty day, or the 78 CEG/CEACU work flow box.

### **Work Order Response Time.**

**Emergency** work orders are responded to as soon as possible and are continued until the emergency is resolved. Some examples are: A structural, utility, or mechanical problem that could cause loss of life or property or serious damage affecting health, safety, security, or mission. These could also be complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning). An example of an emergency work order is: a broken water pipe causing damage to the facility.

**Urgent** work orders are completed within five workdays. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800-1600 Monday thru Friday. An example of an urgent work back up commode when there is not another commode available.

**Routine** work orders are completed within 30 days. Completion day may be longer pending requisitioning of materials. Maintenance will normally be performed from 0800-1600 Monday thru Friday. Some examples are: minor faucet leaks, repair closet doors, repair interior walls, or repair any appearance item.

### **Lockouts.**

During Normal Duty Hours: The UH Management Office can open your room.

During Off Duty Hours: You will need to contact your first sergeant. They will then contact the 78<sup>th</sup> 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 78<sup>th</sup> SFS Armory immediately after opening your room.

### **Lost Room Key:**

You will need to obtain a lost key memo from your first sergeant. You will then take that memo to the UH Management Office.

**Appliances.** Refrigerators, microwaves, and, stoves are government-furnished and serviced. They are assigned by serial number and verified at termination.



## **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:**

- Smoking (including dipping/chewing)
- Weapons (including knives with blades longer than 6 inches)
- Firearms
- Pellet/BB guns
- Ammunition
- Nunchaku fighting sticks
- Throwing stars
- Fireworks
- Burned/Burning candles or incense (this includes candle warmers)
- Barbecue grills
- Portable Appliances (i.e. George Foreman grills, griddles, hot plates, coffee makers, etc.)
  - These items can only be utilized in the kitchen areas, if applicable.
  - Note: Keurig (K-cup) brewer coffee pots are allowed in your room
- Flammable paints/Pressurized gases
- Flammable liquids (except cosmetics/lighter fluid)
- Candles/Incense

**Portable heaters**

**Automotive parts (i.e. tires, auto batteries, etc.)**

**Animals (except fish—allowed one 35 gallon tank) Live Christmas trees**

**Waterbeds**

**Cohabitation/Overnight guests**

**Pictures.** Pictures that openly display complete frontal nudity, male or female genitalia or depict or show sexual acts or profanity in either word or picture symbols will be considered unacceptable as room decorations. This rule also applies to personal computer screen savers.

Do not tape or affix any items to the exterior of your door or to anywhere on the window.

Profanity or other lewd messages are not authorized on the bulletin boards. Decals, stickers, or posters are not allowed on windows, or any furnishing.

**Power Strips.** Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. They must be labeled UL (underwriters Laboratories Inc.) listed. Please note you are not allowed to plug an extension cord into another extension cord.

### **Room Inspections.**

Commanders, CCMs, and First Sergeants will inspect dormitories to evaluate living/facility conditions, schedule inspections are determined by your First Sergeant. ADL's do not do room "inspections" to check room cleanliness; however ADL's will periodically enter dormitory rooms for furniture inventory/inspection, maintenance requests, or maintenance follow ups. 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.

**Cleanliness.** Dormitories will be maintained within Air Force standards as outlines in AFI 32- 6005, and all applicable Robins policies.

**Floors.** Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, or under beds or other furniture. Each resident is provided a vacuum for your usage (shared vacuum for those who share kitchen and bathroom).

**Carpets.** Any damage caused by misuse, abuse, burns, shoe luster, hair dye, juice, fruit drinks, etc. will be chargeable to occupants. Carpets should be shampooed when needed. The UH Management office has shampooers for your usage.

**Walls.** Must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. If walls are painted for personalization, they must be returned to the original color prior to termination.

**Sinks.** Clean hair from drain trap weekly. Clean fixtures so they are free of dirt, mildew/ mold, and water spots. Report any leaks to the UH Management office.

**Refrigerators.** Clean refrigerator interior weekly. Clean all shelving, walls, and storage drawers. Remove storage drawers if necessary to clean any spills. The seal around the edge of the door must be clean and without food particles, dust/dirt, mildew or mold.

**Microwave.** Microwaves are to be kept clean at all times. Do not leave a microwave unattended during use.

**Toilet/Bathing Area.** The entire 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 a new shower curtain is required, see the UH Management office. Be sure the entire ceiling is clean and has no build-up of mold or mildew. Clean the floor, to include behind the toilet and in the corners.

**Living Area.** Clean linen will be used to cover beds, and the beds will be neatly made. Make up beds with a mattress cover, sheets, a pillow and pillow case. Government issued linen may be used. A blanket and bedspread must cover the sheets. Residents may elect to purchase and use their own bedding. All personal linen should be cleaned weekly.

**Under Bed.** The areas under and around the bed may be used for storage of small items. However, they must be neatly arranged and the area is subject to inspection.

**Furniture.** Government furniture is provided to each resident and inventory is documented on AF Form 228 at the time of room assignment. **Any removal of government furniture must have prior dorm management approval.** Personal furnishings are allowed but will be used in conjunction with issued government furniture. Personal furniture may be used if space is available in the room, and it does not damage government property. Waterbeds are not approved. Personal furniture must not interfere with passage in the rooms or firefighting capabilities.

**Doors.** Clean the door, frame and sills above the door weekly.

**Windows.** Clean inside and outside windows, channels and windowsills once a month. Report damaged or missing screens to dorm management office. You will be held liable for replacement cost if you are found responsible for the damages. For security reasons, lock the windows when leaving the room. If your window does not lock, report it the UH Management for maintenance.

**Room decorations.** Personal decorations must be neat. Picture frames are not required however, if pictures and posters are affixed the walls, any damage done must be repaired by the occupant

**Holes.** Any nails, anchors, screw, hooks or tape used on the walls to support shelves, pictures, or other wall decorations will be removed and areas cleaned prior to termination.

**Dayroom Furniture.** Dormitory residents are not allowed to remove any furniture or equipment from the dayrooms or patio furniture from pavilion areas for any reason. If dayroom furnishings are stolen or damaged, dayrooms may be locked down pending investigation/repair. These rooms are for residents; please help keep them clean and in good repair. Report any misuse of government furniture to UH Management at (478) 926-1295, immediately.

**Security.** Residents should ensure all high cost item are secured when they are absent from their room. Televisions and stereos may be marked with the resident's social security number or some method making them easy to identify. The Air force will not pay claims on stolen items that are not secured. Renter's insurance is highly recommended.

**Kitchen.** Maintaining the appliances, cabinets, and walls in the kitchen requires special attention. Residents using the kitchen are responsible to clean it after each use. Residents are liable for any damage caused to the range, countertop or any other appliances.

**Do not put grease in the garbage disposals, as it will solidify in the pipes and cause stoppages.** Do not place hot pans on any counter top as this can cause permanent damage.

**Insect Control.** Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed contact the UH Management office at (478) 926-1295. Residents are responsible for protecting and moving their furniture to allow proper application of insecticides by 78<sup>th</sup> CES. Prior to terminating quarters, residents must ensure quarters are free of all insects and rodents.

**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 ratio.

**Visitors.** Residents may have visitors/guest, 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. Guest **are not permitted** between the hours of 0000-0600, and may not sleep in the dormitory.

**Ghosting.** Ghosting is defined 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 required by Air Force and/or installation policy to reside in dormitories cannot enter into an off-base rental or lease agreement.

**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 five days). Inform UH Management of your intended absence and provide the name of a person designated by you to have access to your rooms. **Do not turn off your HVAC (heating or air conditioning) system while gone.**

**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 varies, 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.

**Heating and Cooling.** Suggested thermostat settings: heat 68F, air conditioning 78F. Conservation efforts result in large monetary and heating fuel savings without jeopardizing the health of our residents. **Do your part to conserve energy.**

**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 and after each use.

**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 (478) 926-2049. Authorized minor work in the dormitory parking lots consists of changing a flat tire or jump-starting a dead battery. You may clean and wax your vehicle in the dormitory parking lot; however, no cleaning/washing of vehicles will be one on sidewalks, or grass. **Do not drive or park on sidewalks.**

**The following are prohibited in dormitory areas and parking lots:**

- Vehicles that appear to be inoperative, have expired or no registration
- Oil, transmission, radiator, or other coolant/lubricant changes or servicing
- Loose vehicle parts (tires, batteries, truck bed liners, camper shells, etc.

**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 in building common areas or any 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!**

**Drugs.** The use, manufacture, and distribution of illegal drugs are prohibited in the dormitories and on Robins AFB.

**Bicycles.** Bicycles are to be locked at the bike racks provided in the dormitory. 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.

**Mail Delivery.** Personal mail is delivered to mailbox units in each dorm. The Postal Service Center (PSC) assigns and manages these mailboxes. Once you are assigned a dormitory room, you must contact them in person to establish a personal mailbox account at building 910, (478) 926-21270. Boxes are assigned based on the dorm you are assigned to. Mail deliveries are made Monday-Friday. The UH Management office is not authorized to accept personal packages/mail delivery for dormitory residents.



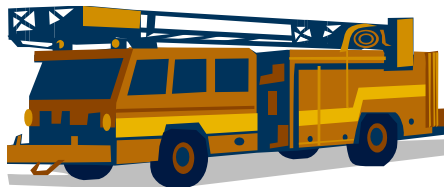
## SECURITY FORCES

The Installation Commander is responsible for the control and safeguarding of all base property. The 78<sup>th</sup> SFS accomplishes patrolling of the dormitory area on a routine basis and when notified. All inquiries concerning law enforcement should be directed to the 78<sup>th</sup> Security Forces at (478) 926-2187.

**Vehicles/Parking.** All vehicles must have current state registration. Inoperative vehicles must be removed within 7 days to a suitable storage location. 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. When TDY or on leave for more than five days, notify the UH Management office. **The speed limit in all dormitory parking lots is 10 mph.**

**Firearms and Fireworks.** Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory. Local laws and military regulations govern registration, possession and storage of privately owned weapons. No weapons of any type, including knives with blades longer than six inches, will be stored or displayed in the room. **Exception: Decorative swords that are mounted to a wood base are allowed for display in the dorm room.** 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 78<sup>th</sup> SFS Armory or off-base. For information on storage of firearms, contact the 78<sup>th</sup> SFS at (478) 926-2187.

**Crime Stop.** Be on the watch for and promptly report vandalism or any suspicious activity to the 78<sup>th</sup> SFS at (478) 926-2187. **In case of emergency, dial 911.**



## FIRE PROTECTION

**Fire Evacuation.** Furnishing will be arranged so as not to obstruct/impede entering or opening of doors leading from rooms to exit access or exit doors. Practice an escape route. Any question on fire prevention should be directed to the 78<sup>th</sup> CES Fire Protection Division at (478) 926-2145. 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 residents via email. Residents are not required to respond to a fire alarm system test. **If unsure whether or not it is a test, evacuate!**

**Fire Extinguishers.** Fire extinguishers are located throughout all dormitories. Use fire extinguishers carefully. You should know how to operate them and use them only for combating fires. They are not toys and can cause significant injuries to people and can destroy furniture and personal belongings.

**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, activate the nearest fire alarm and 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 email. 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 (after hours call the UH Management after duty hours at (478) 832-1902) 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. Combustible material must be kept a minimum of 18 inches from light fixtures, heat, or smoke detectors, and heating appliances.

**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 or storage locker is prohibited.**

**Barbecue grills.** Portable grills are prohibited for use in or around the dormitories. Built in gas grills are available for resident use in all of the patio areas. Damage from barbecues grill or grease drippings are considered the occupants responsibility for repair or cleanup.

**Cooking Appliances.** Appliances authorized for use in dormitory rooms **with** kitchen are coffeepots, hot air popcorn poppers, rice cookers, toasters, and crock-pots, George Foreman grill, hot plates and toasters. Never leave cooking, unattended in the dormitory kitchens. 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. Residents that do not have kitchen are only authorized to use the microwave. Heat producing devices such as coffee pots, hot air popcorn poppers, irons, hair dryers, and curling irons must be unplugged when not in use.

**Space Heaters.** Space heaters are not authorized for use in dorm rooms.

**Candles and Incense.** Burning of candles and incense is prohibited in the dormitories. This includes your personal living area and all common areas.

### **Housekeeping.**

**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. Large boxes and luggage may be stored in storage area.

**Storage.** Free storage is available for residents. You may place items into storage on an appointment only basis, and must be accompanied by UH Management.

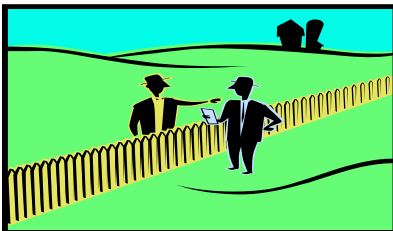


## **ROOM ASSIGNMENTS**

**Assignments.** Your sponsor will provide a copy of your order to the UH Management office. Your sponsor will receive a key to your UH quarters, and a set of linen. This will be issued 1-3 days before your expected arrival. Your sponsor should return with you the next duty day after your arrival so you may complete all necessary paperwork. At this time you will be given a form to obtain a mailbox which will be located in your dorm.

If you arrived after normal duty hours please contact your sponsor, supervisor or First Sergeant to obtain a dorm room. You will be placed in a hospitality room until the next duty day. The sponsor/supervisor must bring you to the UH Management office the next duty day to follow check-in-procedures.

If you are housed in your unit integrity dorm you will be considered permanently housed. Unit integrity is defined as designation rooms in the same dormitory facility, wing or building for the exclusive use of a specific squadron. If not you may be required to relocate at government expense. You will be notified by the UH Management Team if you are required to relocate.



## **GOOD NEIGHBOR POLICIES**

**Quite Time.** Quite hours are 2200 – 0600 Sunday – Thursday, 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, Shoppette, or Commissary to transport purchase to your dorm, you must return the cart to the appropriate facility immediately upon unloading it.

**Hat Areas.** The dormitory grounds are not a no-hat area. While in uniform, you must wear your hat between the dormitory and the parking lot. While walking between facilities in uniform, you must wear your hat.



## **DORM COUNCIL**

**Dorm Council.** The Commander has established an Installation Dormitory Council, and an Airmen Dorm 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 issues at the lowest level.



## **SPECIAL CIRCUMSTANCES**

**Pregnant Member.** Pregnant members at the 20<sup>th</sup> 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 30 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 resided in the UH quarters. A geographically separated 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 Installation Commander is the approval authority for a hardship request.

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

The member must provide annual recertification to the UH Management team to continue the entitlement.



## **SELF-HELP WORK**

Personalizing your dorm room is highly encouraged. After all, it is your home. We do have procedures and guidelines that must be followed.

**Requesting Self-Help Work.** Self-Help work in dormitories must be relatively simple. 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, a Base Civil Engineer Work Request which must be coordinated and completed by the UH Management office. **No work will be accomplished until all coordination and approvals have been received. Only a certified electrician will be authorized to perform work on electrical wiring.**

**Disposition of Improvements.** Self-help improvements may be donated by the resident and accepted by the Air Force when workmanship and aesthetics meet acceptable construction standards. When removal is required, the area must be restored to its original configuration.



## ROBINS AFB SPECIFIC TOPICS

**Business Enterprises.** Some businesses for profit may be conducted from your dormitory room. Consult with the Base Legal Office 78<sup>TH</sup> JA at 468-9276, building 708 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 78<sup>th</sup> SFS Law Enforcement Desk (LES) at 478-926-2187.

**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.



## TERMINATION OF DORM QUARTERS

**Giving Notice.** Orders are not required to set up termination inspections, however, 15-day notice is asked of your projected vacating date (except short notice PCS or administrative separations). The UH Management Team will schedule all final inspections. You will be required to come to the dorm office first and then a UH Management Team member will go with you to conduct your final inspection. Only residents that are deployed may have a substitute to stand in for the final inspections. You may obtain a Power of Attorney (POA) from 78<sup>th</sup> JA. **NOTE:** The responsibility for final clearance of UH rest solely with the occupant.

**Final Inspection.** The resident is responsible for accomplishing cleaning tasks as directed by dorm management prior to terminating the room. The resident will be provided a cleaning checklist.

**Mailbox Closeout.** The resident will report to the Postal Service Center (PSC), building 910 to close out the assigned dormitory mailbox. This will be conducted after passing the final inspection.



### **KEY TELEPHONE NUMBERS**

|                            |                       |
|----------------------------|-----------------------|
| Ambulance                  | 911                   |
| Fire Dept (Fire Reporting) | 911                   |
| Security Forces            | 911 or (478) 926-2187 |
| Crime Stop                 | 911                   |

### **BASE QUICK REFERENCE LIST**

|                                    |                |
|------------------------------------|----------------|
| Base Exchange                      | (478) 923-5537 |
| Bowling Center                     | (478) 926-2112 |
| Chapel                             | (478) 926-2821 |
| Commissary                         | (478) 926-2126 |
| Cox Communication (Cable/Internet) | (478) 784-8000 |
| Dining Facility                    | (478) 926-6596 |
| Education Office                   | (478) 327-7304 |
| Heritage Club                      | (478) 923-5581 |
| Horizon Club                       | (478) 922-3011 |
| Fitness Center                     | (478) 926-2129 |
| Golf Course                        | (478) 923-7334 |
| Library                            | (478) 327-7380 |
| Housing Office                     | (478) 926-3776 |
| Military Pay                       | (478) 926-3776 |
| Postal Service                     | (478) 926-3078 |
| Security Forces (LES Desk)         | (478) 926-2187 |
| SARC                               | (478) 327-7272 |

### **DORMITORY MANAGEMENT NUMBERS**

|                                     |                       |
|-------------------------------------|-----------------------|
| Dorm Management Office              | (478) 926-1295        |
| <b>Dorm Emergency (After-hours)</b> | <b>(478) 832-1902</b> |

## Attachment 1

### Dorm Inspection Checklist

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

#### VANITY AREA

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

#### BATHROOM AREA

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

#### KITCHEN/DINING AREA

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

#### SAFETY

- \_\_\_\_ Ceiling fan/light fixtures/ceiling dirty
- \_\_\_\_ Evidence of incense/burnt candles
- \_\_\_\_ Disconnected Smoke/Fire Alarm
- \_\_\_\_ 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.

## 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    |          |
| <b>*ROOM INSPECTIONS ARE DONE IN THE AFTERNOON* Personal belongings cannot be in the room on the day of the inspection.</b> 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. |                 |               |      |                           |     |                 |          |
| <b>CLEANING CHECKLIST</b>   |                 | PASS          | FAIL | <b>REMARKS</b>            |     | PASS            | FAIL     |
| <b>Kitchen</b> - Clean Stove, Range Hood, Fire protection devices, Garbage disposal,  |                 |               |      | *Automatic fail if dirty* |     |                 |          |
| <b>Door</b> - Clean the interior/exterior, doormat, remove nametag and stickers   |                 |               |      |                           |     |                 |          |
| <b>Window</b> - Clean the interior/exterior of glass wipe down sills and ledges inside & outside  |                 |               |      |                           |     |                 |          |
| <b>Rolladen/Mini blinds - Dust blinds</b> - clean the interior/exterior of rolladens  |                 |               |      |                           |     |                 |          |
| <b>Drapes</b> - Dusted free of dirt and cobwebs   |                 |               |      |                           |     |                 |          |
| <b>Ceiling Fan</b> - Clean and remove dust from fan blades and fixture on wall  |                 |               |      |                           |     |                 |          |
| <b>Tile floor</b> - Thoroughly clean in the corners/base boards and behind/under the furniture/ refrigerator  |                 |               |      |                           |     |                 |          |
| <b>Carpet</b> - Thoroughly vacuum in the corners and behind the furniture. Steam clean!   |                 |               |      |                           |     |                 |          |
| <b>Walls</b> - Clean and remove all nails, hooks and stickers. Return to original color   |                 |               |      | PAINT: YES / NO           |     | PAINT: YES / NO |          |
| <b>Electrical Fixtures</b> - Wipe clean of dust & finger prints on switches/outlets   |                 |               |      |                           |     |                 |          |
| <b>Wall locker</b> - Clean out and wipe down all surfaces/remove hooks & stickers   |                 |               |      |                           |     |                 |          |
| <b>Furniture</b> - Clean the interior/exterior wipe down all surfaces/drawers (steam clean  |                 |               |      |                           |     |                 |          |
| <b>Refrigerator</b> - Clean interior/exterior, seals and defrost freezer (Do not unplug - turn to   |                 |               |      |                           |     |                 |          |
| <b>Microwave</b> - Clean interior/exterior  |                 |               |      |                           |     |                 |          |
| <b>Toilet/Sink</b> - Thoroughly clean interior/exterior/pipes behind toilet   |                 |               |      |                           |     |                 |          |
| <b>Shower</b> - Clean doors, tub, walls to include tiles & grout lines. Replace shower curtain if   |                 |               |      | *Automatic fail if dirty* |     |                 |          |
| <b>Vanity mirror</b> - Clean interior/exterior of all cabinets; mirror, replace burnt out bulbs   |                 |               |      |                           |     |                 |          |
| <b>Light Fixtures</b> - Clean and remove dust from fixtures; replace burnt out bulbs  |                 |               |      |                           |     |                 |          |
| <b>HVAC/AC Vents</b> - Clean all accessible areas. Remove and clean HVAC filter(s)  |                 |               |      |                           |     |                 |          |
| WORK ORDERS:  |                 | PASS / FAILED |      | PASS / FAILED             |     |                 |          |
|   |                 | INSPECTED BY: |      | REINSPECTED BY:           |     |                 |          |
|   |                 | DATE:         |      | DATE:                     |     |                 |          |
| <b>**If you have personal property in the A&amp;B storage it must be removed before you are terminated from the room.</b>   |                 |               |      |                           |     |                 |          |

### Attachment 3

| BAY ORDERLY CHECKLIST   |           |   |   |   |   |   |   |  |
|---|-----------|---|---|---|---|---|---|--|
| DETAIL LEADER:  | DORM#     |   |   |   |   |   |   |  |
| WEEK:   | ADL INIT: |   |   |   |   |   |   |  |
| OUTSIDE AREA/BLDG EXTERIOR  | W         | T | F | S | S | M | T |  |
| Collect trash and debris from parking lots surrounding the dorm   |           |   |   |   |   |   |   |  |
| Collect trash and debris from lawn, landscaping areas, patios, gazebos, mechanical room landings, HVAC areas and traffic islands surrounding the dorm |           |   |   |   |   |   |   |  |
| Collect trash and debris around dumpster containment areas  |           |   |   |   |   |   |   |  |
| Sweep dumpster containment areas  |           |   |   |   |   |   |   |  |
| Sweep exterior stairwells/stairwell landings ensuring trash, debris and/or cigarette butts are removed  |           |   |   |   |   |   |   |  |
| Sweep exterior balconies ensuring trash, debris and/or cigarette butts are removed  |           |   |   |   |   |   |   |  |
| Sweep exterior sidewalks ensuring trash, debris and/or cigarette butts are removed  |           |   |   |   |   |   |   |  |
| Sweep gazebos ensuring trash, debris and/or cigarette butts are removed   |           |   |   |   |   |   |   |  |
| Remove spider webs from exterior stairwells, balconies and gazebos  |           |   |   |   |   |   |   |  |
| Empty all butt cans located in the designated smoking areas   |           |   |   |   |   |   |   |  |
| <b>DAYROOMS</b>   |           |   |   |   |   |   |   |  |
| Collect and dispose of all trash and debris   |           |   |   |   |   |   |   |  |
| Clean windows and window ledges, interior and exterior  |           |   |   |   |   |   |   |  |
| Clean wall surfaces and wipe down TV  |           |   |   |   |   |   |   |  |
| Inspect for and remove all spider webs (ceiling corners in particular)  |           |   |   |   |   |   |   |  |
| Straighten, clean, dust, and polish all furniture (remove seat cushions)  |           |   |   |   |   |   |   |  |
| Sweep and mop or vacuum the floors as applicable to type of floor   |           |   |   |   |   |   |   |  |
| Dust and clean all wall art   |           |   |   |   |   |   |   |  |
| Clean interior light fixtures and replace light bulbs as needed   |           |   |   |   |   |   |   |  |
| Inspect and clean vents on HVAC units, replace filters as needed  |           |   |   |   |   |   |   |  |
| <b>EXERCISE ROOM</b>  |           |   |   |   |   |   |   |  |
| Collect and dispose of all trash  |           |   |   |   |   |   |   |  |
| Straighten/wipe down equipment and clean mirrors as necessary   |           |   |   |   |   |   |   |  |
| Vacuum as necessary   |           |   |   |   |   |   |   |  |
| Dust and clean all wall art   |           |   |   |   |   |   |   |  |
| Clean interior light fixtures and replace light bulbs as needed   |           |   |   |   |   |   |   |  |

