

**1st Special Operations Civil Engineer Squadron**

**Asset Management Flight**

**Capital Asset Management Element**

# **UNACCOMPANIED HOUSING RESIDENT BROCHURE**



**1st Special Operations Wing (AFSOC)**

**Hurlburt Field, Florida**

**30 September 2010**

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**INTRODUCTION:** Welcome to Hurlburt Field and your unaccompanied housing assignment! We are pleased to have you with us and hope your stay is pleasant. This brochure is designed to provide you contact information, rules of occupancy, and spell out your responsibilities while assigned to unaccompanied housing. If you take pride in your living conditions, are considerate of your neighbors, and treat fellow residents with respect, you can be assured that your relationships will be enhanced at all levels. Because unaccompanied housing represents a substantial investment by the United States Air Force, as well as all taxpayers, it is imperative that we diligently work together to care for your campus.

**YOUR UNACCOMPANIED HOUSING (UH) MANAGEMENT TEAM**

Position	Name	Phone (Area code 850)	Assigned Area
UH Chief	Mr. Vernon Ivy	884-3188	Superintendent
UH Manager	Mr Marvin Chess	884-6752	90358 / 90368
UH Manager	Mr Dariol Ford	884-6442	90352 / 90369
UH Manager	Mr. Herbert Lewis	881-3767	91009 / 91053 / 55 / 56
UH Manager	Mr James Melvin	884-5738	90367

<b>USEFUL TELEPHONE NUMBERS:</b>	
CE Customer Service	<b>884-6683 / 884-6684</b>
Law Enforcement	<b>884-6423</b>
All Emergencies	<b>911</b>
Fire Prevention Section	<b>884-2910</b>
Clinic / Sick call	<b>884-7882</b>
Furnishings Management	<b>581-0907</b>
Mini Mall / Post Office	<b>884-7699</b>
Military Finance	<b>884-4110</b>
TMO	<b>884-6051</b>
Cox Communications (Cable)	<b>862-0175</b>
Sprint (Phone)	<b>1-800-339-1811</b>
Base Chaplain	<b>884-7795</b>
Housing Office	<b>884-7505 x 100</b>

## GENERAL INFORMATION

**Personnel Information Changes** – Report any changes of personal information to UH Section. This includes changes in rank, name, duty or home phone, squadron, office symbol, marital status, etc.

**Dining Facility.** There are two facilities, the Reef located next to dorms on west campus, and the Riptide located on the east campus.

**Consider your room to be a furnished apartment.** The furniture assigned to your room must remain in the room. We do not have storage capability for your assigned government furnishings.

**Rooms Inspections.** Maintain your room in inspection order, i.e., an acceptable living standard. It does not have to be “white glove” constantly, but it does need to be “not trashed” and accessible. Your First Sergeant will conduct periodic visits, and he/she will advise you of any formal inspections that are scheduled. Also, dormitories are subject to no notice health and welfare inspections.

**Room Decorations.** Must be aesthetically pleasing--No pornographic material may be displayed. Do not put holes in wall over ¼” in diameter.

**Vehicle Parking.** Use parking lots located next to your dorm. No parking on the seeded areas.

The storage of recreational vehicles, utility trailers and motorcycle trailers in the dormitory area is NOT AUTHORIZED. If you have any such items, contact the housing office to be issued a parking spot in the base RV lot. There is no fee, but they have to be currently registered.

**Automotive Parts Storage:** NOT AUTHORIZED in dormitory rooms.

**Automotive Maintenance:** NOT AUTHORIZED to be performed in dorm rooms, or in parking lots (except to change a tire, battery, or light bulb).

**Bicycle Storage.** Areas are provided at each dorm. DO NOT park bicycles in stairwells, exit ways, or on the balcony. Parking a bike in your room is not encouraged, but if approved in writing by your first sergeant, it must not block a clear path to exit the room. A copy of the approval letter must be provided to the dorm manager. If the bike rack is used, please register your bike with the dorm manager so he can identify who owns it, and proper determination can be made on any abandoned bikes.

**Bulk Storage.** DO NOT store boxes in your room. Contact your dormitory manager for proper storage location. Boxes, luggage and any other items placed in storage will be marked with your name and room number clearly displayed. All items placed in storage must fit inside your assigned cage (if applicable), and you must provide the lock. If you have your own furniture that will not fit in your room, provide your dorm manager a list of items to be stored at government expense. **This applies to inbound only and must be completed no later than thirty (30) days after assignment to the dormitory.** Personal furniture obtained, or purchased after arrival that will not fit in your room will be stored at personal expense.

**Unauthorized Items -- Waterbeds, Firearms and Fireworks.** Weapons or fireworks of any type, explosives, or ammunition are **not allowed** to be brought into, or stored inside any part of the dormitory, i.e., room and/or personal storage locker.

**Pets.** No pets or animals of any kind are allowed in the dormitory. Fish, if aquariums are kept clean and properly maintained, are the only exception.

**Cleaning Equipment / Supplies.** Contact your dorm manager for these items.

**Insect Control.** Do not allow food particles to accumulate on countertops, trash cans and other surfaces of your living space. Keep closets/storage areas free of trash. For your information, the ants and roaches were here first. Since we invaded their homes, they occasionally attempt to regain control of the territory. Preventive maintenance is always best, but sometime they show up anyway. If these pests should start moving into your room, we have found that a combination of spray and traps works best. For assistance, contact your dorm manager or call in a job order.

**Cable TV Installation.** Call Cox Communications 862-0175

**BAH Procedures** - Overall occupancy must be maintained at 90%, however, regardless of occupancy rate you are eligible to move out sixty (60) days prior to marriage, or 20th week of pregnancy, or if you are a [SrA w/over 3 years of service \(E4>3YoS\)](#). To sign up for the BAH waiting list ask someone at the dorm management office for an HF Form 88. Fill out the top three lines and return it to the dorm manager. The wait list is maintained by rank and date of rank. First Sergeant's approval is NOT necessary to just be added to the wait list, only when you reach the freeze zone (top 10 percent), or if you meet one of the stipulations mentioned above. Once in the freeze zone you cannot be bumped by anyone that outranks you. When notified by the dorm manager that you are in the freeze zone, obtain a RIP from virtual MPS for verification of DOR/DOS and take them to your unit for the First Sergeant's recommendation on the HF Form 88. Nobody is authorized to clear the dormitory without First Sergeant's recommendation.

## **SECTION A – AIR FORCE RESPONSIBILITIES**

In support of this government-owned facility, the **Air Force** will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas.

**Initial Inspection.** 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.

**Name Plates / Signs.** Nametags are MANDATORY. Maintain up-to-date room tags by notifying your dorm manager as changes occur.

**Appliances.** The installation replaces and services ranges, refrigerators, and microwaves, where installed. Appliances are assigned by serial number and recorded on AF Form 228. Notify the UH Section regarding needed repairs. Please do not attempt repairs or make adjustments yourself.

**Filters.** Air-conditioning and heating filters are government furnished.

**Lockouts.** If you are locked out for any reason, and it is during normal duty hours, first attempt to contact your dorm manager, and second, contact the housing office (number listed on first page of this letter). If it is after normal duty hours, holiday or weekend, report to the Commando Inn (Lodging) Front Desk with identification and another military member. They will advise your First Sergeant and issue you and temporary key that will give you immediate access. If you attempt to go there first during normal duty hours they will tell you where to go.

**Lost Key.** Duplicating a government key commercially is prohibited. Contact your dorm manager or the housing office for a duplicate. You will be required to pay for missing keys when you terminate your room. You must reimburse the government for replacement keys at a **cost of \$10 each**. Also, you will have to reimburse the government for the cost of rekeying the lock, if required. The UH manager will assist you with payment procedures.

**Maintenance and Repair.** The Civil Engineer has the primary responsibility for maintenance and repair of your room and the dormitory campus. However, CE cannot fix what they do not know is broken. Each occupant is responsible for reporting damage or maintenance concerns as soon as they become aware of them. **To request repairs, call the dorm management office. For emergencies during non-duty hours, call 884-6683 and somebody at the fire department will answer.** If your concern is determined to be an emergency, they will dispatch an on call technician. If not, they will take the information and pass it on to customer service the next duty day, or tell you to call back during normal duty hours. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled:

Service Call	Response Time	Defined As
Emergency		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		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		Work of a routine nature that does not meet the criteria of emergency or urgent.

**Refuse Collection and Disposal.** Place your room trash and garbage in the dumpsters provided. *Government-provided trash cans are used for small trash or litter in common areas, not for disposal of room trash.* Do not place trash on balconies or stairwells. Contact the Civil Engineer Customer Service Desk for dispose of dead animals found on base.

**Grounds Care.** The installation maintains common areas around the campus. As a UH resident, you are responsible for keeping the inside and outside of your room clean. This may require sweeping or vacuuming the hallway or walkway area around your room. Residents are responsible for keeping the grounds around your facility clean, and your UH manager will inform you of any additional grounds care that may be required.

## SECTION B -- OCCUPANT RESPONSIBILITIES

**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.

**Laundry Facility.** Authorized for UH residents use ONLY. In most dormitories washers and dryers are located across the breezeway from the dayroom. Your room key unlocks the laundry room door; please keep it closed and locked at all times. Notify your dorm manager of broken or non-working equipment. Attend to your laundry expeditiously so other authorized users can access the equipment without disturbing your clothing. Security of your clothing while in the laundry is your responsibility. **Clothing left unattended will be bagged and dated. If not claimed within 24-hours, it will be removed and held for 30-days. Clothing not claimed within this period will be discarded or used as rags.**

**Leave or Extended TDY to include Deployments.** You must not leave your room unoccupied for extended periods (over three days). If you plan to be absent longer than three days, you must arrange for security and prudent care of your room. Notify the UH manager in writing, of your intended absence and the name of the person you designate to care for your room. If you request, your UH manager will check on your quarters. Do not turn off your HVAC system during your absence.

**Maintenance and Repair.** You are responsible for reporting all maintenance problems. (See **maintenance & repair on page 4**). Again, CE cannot fix what they do not know is broken. If you have a stopped up drain or toilet you must attempt to correct the problem using a plunger first. If there is no plunger in your room, contact your dorm manager. If you observe any damage or maintenance problems in the common area tell your dormitory manager so he/she can get it fixed. Do not assume that they already know.

**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.

**Environment.** Recycling is **MANDATORY**. Recycling containers are located adjacent to the dayroom at most facilities. Please use them for their intended purpose--DO NOT throw any non-recyclable trash into recycling containers. Return all fluorescent bulbs to your dorm manager for proper disposal. If you break a fluorescent bulb sweep (not vacuum) and place pieces in a plastic bag and return to dorm management for disposal. **DO NOT PLACE IN DUMPSTER.**

*You should not need to dispose of hazardous waste, such as engine oils, engine coolants, car grease and other similar products; since you are not allowed to perform auto maintenance on the dormitory campus.* However, if you do have possession of such waste, take it to the auto hobby. Do not dispose of these substances by pouring them into plumbing, drainage system, and on the ground.

**Energy Conservation.** Help save on unnecessary utility costs. Except for the refrigerator which must be left on for obvious reasons, please turn off electrical items such as room lights, fans, stereo and TV equipment when you leave your room.

## **SECTION C – CLEANING STANDARDS FOR DORMITORIES**

**Windows.** Occupants are responsible for cleaning the inside and outside of windows, tracks and window sills. Report damaged or missing screens to the UH manager. For security reasons, lock windows when you leave the room.

**Kitchen.** Give special attention to maintaining appliances and cabinets; clean ovens, top burners and broiler units regularly to prevent grease buildup, which can quickly become a fire hazard. *Do not use oven cleaner on self-cleaning ovens.* Clean refrigerator interiors frequently to remove food deposits. Do not use of sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. Also grease can solidify in the pipes and cause stoppages. Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend nonadhesive shelf paper for inside drawers and cupboards to avoid damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

**Bathroom.** Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type cleaner at least weekly. Do not leave soap scum or other residue on walls. Since shower curtains tend to mold quickly if allowed to remain damp for extended periods of time, clean mold and mildew stains frequently. If the stains will not come off, request a new shower curtain from the UH manager. Clean tub and shower walls periodically with a product made to clean mildew.

**Floors.** Excessive water can damage any floor. Use a quality wax remover to prevent wax build-up, paying special attention to corners and baseboards.

**Carpets.** Vacuum and shampoo carpets, as needed.

**Walls.** Use mild soap and warm water for cleaning walls. Do not apply adhesive-backed materials, wallpaper, or decals to the walls, since removal can cause damage. Use nails or picture hangers to hang pictures and objects, and fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

## **SECTION D – FIRE PROTECTION**

**FIRE REPORTING.** IF A FIRE OCCURS IN YOUR ROOM OR OTHER AREA OF YOUR DORMITORY, IMMEDIATELY NOTIFY THE BASE FIRE DEPARTMENT, TELEPHONE

**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 ANY FIRES, REGARDLESS OF SIZE.

**Fire Evacuation Plan.** A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Know the plan. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Do not hesitate to direct any fire prevention questions you may have to the base fire department at 884-6360 or 884-2910.

**Smoke Detectors.** Tampering with alarm call boxes or firefighting equipment is a serious offense, punishable under the UCMJ. The Fire Department is responsible for inspecting smoke detectors. If you suspect a problem, notify your dorm manager.

**Outdoor Cooking.** The fire prevention instruction, HFI 32-2001, paragraph 7.4.6. states: "One 25 lb. bag of regular charcoal and up to one quart of charcoal starter shall be allowed in a dorm room. Match light charcoal is expressly forbidden to be stored in dorm rooms. Lighter fluid and dry charcoal must be stored in separate locations within the dormitory room."

**Flammable Storage.** Storage of all other flammables is prohibited; including but not limited to gasoline, kerosene, incense, candles, or anything that produces an open flame.

**Barbeque Grills.** Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories. Contact dorm management if you have a personal grill, and they will assign you a storage cage to keep it in until you need to remove it for a personal outing.

**Space Heaters.** Space heaters of any type are prohibited in dormitories.

**Cooking.** Hot plates, toaster ovens and convection ovens are NOT permitted in resident sleeping rooms. Cooking is permitted in government provided kitchens. When cooking, never leave it 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 ON A GREASE FIRE, AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

**Housekeeping.** Maintain your room, closets or storage areas clutter free. *Unplug and properly store heat producing devices, i.e., irons, curling irons, hair dryers, etc. when not in use.*

**Extension Cords—NOT AUTHORIZED IN DORMS.** Surge protectors may be used, however, they must be of continuous length without splices (no joining two or more together). Since the cord can be a tripping hazard, position it in a safe and secure manner.

**Questions?** If you have any questions regarding fire protection/prevention, please direct them to the base fire prevention section at 884-2910.

## **SECTION E - SECURITY FORCES**

EVERYBODY has responsibility for controlling and safeguarding base property. Help prevent theft by locking your room when you leave. If you suspect that a crime has been committed, notify law enforcement at the number listed on the first page of this brochure.

**Crime Stop.** For immediate response to a crime in progress, i.e., vandalism, theft, and damage to Air Force property, call 884-7777.

## **SECTION F—GOOD NEIGHBORS.**

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

**Quiet Hours.** Quiet hours are 24-hours a day, 7-days a week, because there are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside your room or through the walls, it is too loud.

**Noise Control.** Excessive noise is the primary complaint received by the UH managers. Please be considerate of the residents who work shifts and vice versa.

**Excessive stereo and television volumes.** Don't assume your neighbors enjoy the same type of music or television programs that you do--please keep the volume down inside and outside your home.

**Parties.** Do not disturb neighbors, **and do not consume alcohol if you are underage.**

**Vehicle Repair Work.** To maintain the desired appearance in the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles or boats in the campus area--use the hobby shop.

## **SECTION G—SPECIAL CLIMATIC CONDITIONS**

*It is of great importance that you report to CE a non-working exhaust fan. The humidity caused by hot water results in many problems easily prevented by replacing this one part.*

## **SECTION H—COMMUNITY RESIDENTIAL ACTIVITIES**

**Dorm of the Quarter.** See First Sergeant.

**Dormitory Council.** See First Sergeant.

**Alcohol.** Underage drinking of alcoholic beverages is prohibited. Know your 0-1-1-3 rule. If you are not familiar with it, ask for an explanation from your Wingman, First Sergeant, or supervisor.

**Smoking.** Hurlburt dormitories are all non-smoking. Butt cans are strategically located throughout all dorms. If you are a smoker, please use these receptacles to dispose of your butts before entering any UH facility.

## **SECTION I—TERMINATION OF UNACCOMPANIED HOUSING**

**Giving Notice.** We require 30-days notice of termination (short notice Separation or PCS excepted). Call or visit the UH Section for departure arrangements when you know you are leaving; please do not wait for orders. If you are scheduled to depart PCS, contact the Airmen & Family Readiness Center for information about the community at your next assignment.

**Pre-Termination 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 requirements and damages above normal wear and tear, and lets you know what you may be liable for. 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 to identify maintenance requirements not noted at your pre-termination inspection. If you fail your final inspection, you must correct the noted discrepancies and schedule a re-inspection as soon as possible.