



Unaccompanied Resident Brochure 2018-2019

**RAF ALCONBURY
Unaccompanied Housing
Building 652/Room 101
Comm: 01480-843115
DSN: 268-3115
Email: 423CESAirmanDormitoryLeader@us.af.mil**

**After Hours or Emergencies
Mobile: 01480-843115 / 07402-405846
MOBEX: 247-3484**

Welcome to RAF Alconbury Unaccompanied Housing (UH)

Welcome to RAF Alconbury! We are proud of our base and sincerely hope your stay will be both pleasant and rewarding.

This brochure was developed to familiarize you with RAF Alconbury dormitory standards. Your knowledge and compliance with these standards will make your stay pleasant and more comfortable. When you have many people living in one place, it is imperative to ensure a safe, healthy and clean living environment. In the event questions or situations arise that are not addressed in this pamphlet, please bring them to the attention of the dormitory manager. We are committed to uphold these standards equally among all residents.

Violation of items listed in this brochure may result in disciplinary action under Article 92, *Uniform Code of Military Justice* (UCMJ), or such administrative actions as may be deemed appropriate. This brochure is applicable to all service personnel and organizations assigned to RAF Alconbury and RAF Molesworth.

Again, welcome to RAF Alconbury and we hope you have a rewarding assignment here.

Dormitory Management

	YOUR UH MANAGEMENT TEAM	
Position	Name	Phone number
Chief Unaccompanied Housing	Alaine Bunce	268-2507
<u>Airman Dormitory Leader (ADL)</u> <u>Dorm Council Rep:</u>	SSgt Tyler S Whaley	DSN: 268-3115 Email: 423CESAirman DormitoryLeader@us.af.mil <u>For After Hours or Emergencies</u> DSN: 268-3555/01480843555 MOBEX: 247-3484

OTHER USEFUL TELEPHONE NUMBERS

EMERGENCY, FIRE OR MEDICAL

911 From base DSN phone
 999 From OFF BASE
 841911 Commercial phone line
 01480 841911 From your cell
 Emergency Work Orders/Lockouts 268-3163

MILITARY ORGANIZATIONS

Medical Squadron 268-4503 or 01487 811030
 Police non-emergency number 268-2400
 Chapel – RAFA 268-3175
 TMO Property 268-3357-- Passenger 268-3175

SERVICES

Arts and Crafts 268-3867
 Auto skills 268-3701
 Bowling Center 268-3682
 Club (Stukeley Inn) 268-3382
 Outdoor Recreation 268-3734
 Daily Grind (Starbuck's) 268-3706
 Information, Tickets and Travel (ITT) 268-3704
 Lodging Office 268-6000
 NYPD (Molesworth) 268-2221

AAFES

Alterations 268-3782
 Auto Store 268-3435
 Barber Shop-RAFA 268-3884
 Barber Shop RAFM 268-2572
 Base Exchange (BX) 268-3763
 Dry Cleaners 268-3593
 Shoppette-RAFM 268-2593

COMMERCIAL AGENCIES

BT (Phone/Internet provider) 0800 800 150
 Javelin Internet 0207 226 1557 / 07882 967844
 Community Bank 268-3160
 Kessler Federal Credit Union 268-3861
 One Tel 0800 957-9000
 USAA (Insurance-Toll Free) 00-800-531-811110
 Cable Com (your cable TV) 0845-3200028
 Virgin Media 0800 064 3836
 SKY Satellite TV 0333 005 0267
 Vonage Phone/Internet 0808 1681001

HELP

Chaplain: 268-3343 / 07775-720407
 Mental Health: 268-4552/07736-20859
 Security Forces: 268-2400
 Base Commercial prefix is 01480-84xxxx,
 (drop 268)

Wireless Internet is available In ALL
 Common areas - Visit Our Website!
<http://home.btconnect.com/dorms/>
 -Ideas for stuff to do in the local area
 -Sponsorship Information
 -Facility Information
 -Contact Information
 -Room Inspections
 -Events and More!

TABLE OF CONTENTS

General Information

Personnel Changes	6
Dining Room Facilities	6
Room Inspections	6
Room Decorations	6
Smoking	7
Vehicle Parking	7
Storage	7
Pets	7
Unauthorized Items	7
Cleaning Equipment/Supplies	8
BAH Entitlements/Waiting List	8
Insect Control	8
Telephone/Internet Installation	8
Cable TV Installation	8
Self Help Program	8

Section A - Air Force Responsibilities

Services	8
Initial Inspection	8
Maintenance & Repair (M&R)	8
Service Response	9
Refuse Collection & Disposal	9
Lockouts	9
Exterior Building & Grounds Care	9
Snow Removal	9
Appliances	9
Laundry Facilities (Washer & Dryer)	9
Filters	9
Name Plates/Signs	9

Section B – Resident Responsibilities

Social Visits	10
Leave or Extended TDY to include Deployments	10
Maintenance & Repair (M&R)	10
Damages	10
Repair Costs	10
Environmental	10

Section C – Cleaning Standards

Windows	11
Kitchen	11
Bathroom	11
Floors	11
Carpets	11
Walls	11
Painting	11

Section D – Fire Protection

Fire Evacuation Plan	11
Smoke Detectors	12

Flammable Storage		12
Barbeque Grills		12
Space Heaters		12
Cooking		12
Housekeeping		12
Extension Cords		12
Section E –Security Forces		
Weapons, Firearms & Fireworks		13
Crime Stop		13
Section F – Good Neighbors		
Noise Control		13
Parties		13
Excessive Stereo & Television Volume		13
Vehicle Repair Work		13
Section G – Special Climatic Conditions		13
Section H – Community Residential Activities		
Dormitory of the Quarter		14
Dormitory Council		14
Quiet Hours		14
Alcohol		14
Smoking		14
Section I – Termination of UH		
Giving Notice		14
Pre-final Inspection		14
Final Inspection		14
RAF Alconbury Dormitory Inspection Checklist-Room	Attachment 1	15
RAF Alconbury Dormitory Inspection Checklist-Kitchen	Attachment 2	16
Change of Occupancy Maintenance (COM) Checklist	Attachment 3	17
Bay Orderly Checklist	Attachment 4	18
Unaccompanied Housing (UH) Room Condition Checklist	Attachment 5	20
Furnishing Custody Receipt & Condition Report (AF Form 228)	Attachment 6	21
RAF Alconbury Map	Attachment 7	22

GENERAL INFORMATION

Personnel Changes: Report any changes to your personal information to the Unaccompanied Housing (UH) Management Section, including changes in rank, name, duty and home (or mobile) telephone number(s), unit, squadron, office symbol, marital status, etc.

Dining Facility: RAF Alconbury does not have a dining facility.

Rooms Inspections: Commanders may direct formal or informal inspections. Unscheduled inspections will be made by the Installation Commander or Tenant Unit equivalent or their designee, on a no-notice (spot inspection) basis. Unit checklists will cover all items in Attachment 1, in addition to any items the units deem appropriate. NOTE: Unit commanders and/or First Sergeants/SECAs or designees will be offered the opportunity to accompany the inspection party.

To ensure inspection readiness, room and its contents should be maintained in a clean and orderly appearance at all times. Beds should be made unless occupied. Bedspreads or comforters should be used as outer covers. Carpets and rugs should be vacuumed and free from soil and stains. Trash bins shall be emptied daily, prior to work. Trash bags left outside your room door will be placed back inside. Please use the recycling area; it's good for the environment.

Room Decorations: Hanging pictures or posters are allowed if appropriate and not offensive in nature.

Limitations for room decorations:

- Illustrations, symbols or text that degrade, demean or insult persons of a specific religion, gender, race or national origin is prohibited. One example would include posters advocating KKK membership or a German Swastika.
- Further the aims of, encourage participation in, or suggest adherence to any organization, movement or group that unlawfully advocates or practices acts of force or violence to prevent others from exercising their rights under the laws of the United States or of any state, or which seek to overthrow the government of the United States or its subdivisions by unlawful means.
- Illustrations which depict or describe matters which would be offensive to host nation visitors.
- Pornographic images that depicts or describe obscene, profane or lewd matters, whether in cartoon form or otherwise. Images and/or likeness of sexual organs will not be displayed nor shall depictions or descriptions of any form of sexual nature shall be displayed.

Smoking: The entire dormitory building 652 is a **non-tobacco use facility**. Violators are punishable under Article 92 of the Uniform Code of Military Justice (UCMJ). Tobacco use is only allowed at the Designated Tobacco Area (DTA) located at the North End of the building. Personnel will keep the area free of all signs of tobacco use and dispose of materials appropriately.

Vehicle Parking: Parking is available in front of building 652 or the west of building 657. Parking is prohibited on grass, seeded or dirt areas. Do not park on crosswalks, fire lanes, or within 15 feet of a fire hydrant. Motorcycles should be parked in designated parking areas and not under dormitory staircases or on sidewalks.

Storage: Adequate and secure storage space is available on premise for dormitory residents to store personal property items.

Pets: With the exception of aquarium fish, no other pets are allowed in dormitory rooms. Aquariums must be well maintained and kept clean to prevent offensive odors and unhealthy conditions. You will be liable for any damage caused by water from leaking or broken aquariums.

Unauthorized Items: Persons subject to this instruction **WILL NOT** use or store the following items in their dormitory room:

- Animals, unless authorized
- Any pictures, posters or other types of images that:
 - encourage drug use, criminal act, or discrimination/isolation/racism
 - depict a pornographic/sexual nature, to include drawing, cartoon, sculpture or painting illustrations
 - Illustrations which depict or describe matters which would be offensive to host nation visitors
 - Any organization, movement or group that unlawfully advocates or practices acts of force or violence to prevent others from exercising their rights under the laws of the United States or of any state, or which seek to overthrow the government of the United States or its subdivisions by unlawful means.
- Automotive rebuilding parts and auto batteries
- Candles
 - Wick must unlit and cut to the level of the wax, or removed all together
- Cooking appliances except coffeepot, kettle, or issued microwave
- Drugs
 - Illegal/Unauthorized
 - Out of date prescriptions
 - Prescriptions prescribed for someone else
- Explosives
 - Any type of explosive devices, etc.
 - Fireworks/flares
 - Firearms/gun powder
- Flammables:
 - Charcoal, lighter fluid, paint, Sterno fuel, or other combustible liquids
 - Dorm residents should work with the Airman Dormitory Leader (ADL) to see where storage is authorized
- Knives greater than 3 inches or a locking blade
 - Authorized Knives:
 - Kitchen knives, if secured in wall locker or in kitchen
 - Leatherman if issued for use on the job
- Live holiday trees
- Martial arts weapons
- Daisy Chained Power Strips
- Open flames
 - Candles, incense burners, oil lamps, Tiki Torches, Smoking Material
 - Guns to include pellet guns, Ammo, Air Soft rifles, bows, cross bows and Paintball Guns

Cleaning Equipment/Supplies: Cleaning Products, as well as vacuum cleaners are located in your Kitchen. Blankets, shower curtains (and rings), fan/light pull chains, curtains, light bulbs, and shift worker signs can be obtained from the Airman Dormitory Leader (ADL) during duty hours. Leave a request note in the drop box after duty hours.

BAH Entitlements/Waiting List: The ADL maintains a BAH waiting list. The list is maintained in rank order. An occupancy rate of 95% must be maintained before Priority 2 personnel can receive approval to reside on the local economy.

Insect Control: Report any insect/pest issues to the ADL.

Telephone/Internet Installation: Commercial telephone and internet service connection is initially provided by British Telecom (BT). The toll-free number for activation is 0800 800 150. You may opt to select a different service provider after line activation. (See Other Useful Phone Numbers page for a list of service providers and telephone numbers). Bills are charged quarterly; the first bill may be large, so budget in advance. There is wireless internet access in the dormitory.

Cable TV Installation: You are provided with Armed Forces Network (AFN) television free of charge. Go to www.afneurope.net for program times (all times are Central European). See Other Useful Phone Numbers page for a list of cable providers and telephone numbers.

Self Help Program: As an occupant, if you wish to paint your room another color, an AF Form 332, Civil Engineer Work Order Request, must be approved prior to any room alterations. Prior to you vacating your room, it must be restored to the original condition.

SECTION A – AIR FORCE RESPONSIBILITIES

Services: In support of this government-owned facility, UH management will provide maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection, grounds maintenance for common areas and snow removal from streets.

Initial Inspection: The ADL, 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 your room assignment.

Maintenance and Repair (M&R): The Base Civil Engineer (BCE) has the primary responsibility for maintaining your room and the dormitory campus. To request repairs, phone the ADL on 268-3115 or leave a request Form in the Dorm Manager's drop box, located on the ADL's office door. You can also email the ADL via 423CESAirmanDormitoryLeader@us.af.mil For emergencies during off-duty hours, phone 268-3163.

Service Response: There are three categories of service: emergency, urgent and routine. The category determines when you can expect the service to be scheduled. **Refuse Collection and Disposal:** Place your room trash and garbage in the dumpsters provided. Garbage cans in the common areas are government-provided and are used for small trash or litter, not room trash. Do not place trash on balconies or stairwells. The Civil Engineer Squadron will dispose of dead animals found on base. Disposal of any unwanted electrical items in dumpsters is prohibited. Please contact the Environmental Office at 268-3168 for proper disposal instructions.

Type	Resp. Time	Defined As
Emergency	24 Hrs	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	< 5 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	< 30 days	Work of a routine nature that does not meet the criteria of emergency or urgent.

Lockouts: The ADL maintains a master key to all rooms. If locked out during duty hours, contact the ADL. After duty hours, weekends, and on holidays, contact the ADL. If unable to make contact with the ADL after a few attempts, contact the Security Forces Desk at 268-2400 / 01480-842400 to be let in by the on-duty Flight Chief.

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 may require sweeping or vacuuming the hallway or walkway around your room. The base normally maintains common areas on the campus. Residents are responsible for keeping the grounds around your facility clean; the ADL may require additional grounds care.

Snow Removal: Residents are responsible for assisting with removal of snow from the dormitory property area and surrounding sidewalks. Personnel can obtain snow and ice control materials and equipment through the ADL.

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

Laundry Facility (Washer and Dryer): Washer and dryer use is available for all dorm residents. Washing with full loads is recommended to conserve energy. Do not overload washers or dryers. Please be considerate of other residents by promptly removing your clothing from washers and dryers. You must clean the dryer trap before each use and dispose of any lint and dryer sheets in the trash bins provided.

Filters: Heating filters are government-furnished and maintained.

Name Plates/Signs: Name plates/signs on room doors are not utilized.

SECTION B – RESIDENT RESPONSIBILITIES

Social Visit Policy: 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. Residents may sponsor guest(s) only in the building in which they reside. A guest is anyone invited by a resident to a dormitory building or room the guest is not assigned to. A guest will be permitted to visit a sponsor in his or her room and common areas.

A guest, to include other dorm residents, will not be permitted to reside or sleep in dormitories/rooms; they are single occupancy only. Guests may remain in the dormitories no later than 2400 hours and must leave upon other resident's request. While visiting, guests are not authorized to use showers or the laundry facility. They may use the latrine facilities. Guests must be **ESCORTED AT ALL TIMES**.

Leave or Extended TDY to include Deployments: You must not leave your room unoccupied for extended periods (over 3 days). If you plan to be absent longer than 3 days, you must arrange for security and prudent care of your room. Notify the ADL in writing, of your intended absence and the name of the person you designate to care for your room. At your request, your ADL will check on your quarters.

Maintenance and Repair (M&R): Promptly notify the ADL, during normal duty hours, of any defective, broken or malfunctioning, equipment or fixture. **For emergencies, after duty hours, contact 268-3163.**

Damages: You will be held liable and accountable for loss or damage to equipment or furnishings 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 ADL can fully explain your options to repair or replace damaged items and the method of payment.

Repair Costs. The item below is the most commonly damaged and destroyed and shows the typical cost. Costs may vary, depending on circumstances.

Damage	Estimated Cost	Remarks
Carpet	\$300	Heavily stained

Environmental: Items such as trash, paint, paint thinner, lighter fluid, engine oils, engine coolants, car grease, and other similar products must **NOT** be poured into the plumbing or drainage system or on the ground. Automotive tires and batteries must be properly disposed, contact the Environmental Flight at 268-3168 for instructions.

SECTION C – CLEANING STANDARD

Windows: Occupants are responsible for cleaning the inside and outside of windows, tracks and windowsills. Report damaged or missing screens to the ADL. For security reasons, lock windows when you leave the room.

Kitchens: Whether assigned kitchenette or common use kitchen, all occupants are responsible for cleanliness. 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. To avoid permanent damage to countertops, do not place hot pots, pans, and utensils on countertops. Also, do not pour grease or food down drains as it solidifies in the pipes and clogs the drain. Kitchenettes are part of room inspections and assigned groups will be responsible for that particular kitchenette. If a kitchen is not within standards upon entrance, report the issue to the ADL immediately. Failure to report, clean after use, or secure the kitchen area will lead to you correcting the problems and possible future lockout. Failure to clean, when notified by the ADL, will result in a thirty day lockout; three separate reports will lead to a permanent lockout.

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, please clean frequently to prevent mold and mildew stains. If the stains will not come off, request a new one from the ADL. Clean tub and shower walls periodically with a product made to remove mildew.

Floors: Excessive water can damage any floor. To avoid floor damage and to provide a safe environment, ensure floor is dry of excessive water.

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. Adhesive hanging nails with the quick remove pull tabs are authorized and recommended over nails. Use nails or picture hangers to hang pictures and objects. Do not fill holes when you remove the nails. Please make sure doorstops are in place to prevent damage to walls.

SECTION D – 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 at the base newcomers briefing, plus they will receive Annual Facility Fire Training which covers actions in the event of fire. In the event of an accident, fire instructions are on the back of the entrance door of the dorm rooms.

Fire Evacuation Plan. A fire evacuation plan is posted on the UH bulletin boards with primary and alternate routes of escape. Arrange furnishings so as not to obstruct or impede entering or opening doors leading from rooms to exit doors. Know the plan. Direct questions on fire prevention to the base fire department at 268-3638.

FIRE REPORTING

In case of a fire in your room or UH facility, immediately notify the base fire department at:

- **01480-841911 from your mobile**
- **841911 commercial phone line**
- **911 from DSN telephone line**
- **999 from Off-base location**

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.

Give the fire alarm operator your name, dorm room number--Building 652 and street name—Oklahoma Street.

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

REPORT ANY FIRES, REGARDLESS OF SIZE

Flammable Storage: Storage of flammables is prohibited. Flammables include but are not limited to gasoline, kerosene, candles, incense or any open flame.

Barbeque Grills: Barbeque grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories.

Space Heaters: Space heaters of any type are prohibited in dormitories, unless signed out from the ADL.

Cooking: Cooking in dayrooms and resident sleeping rooms is prohibited, except in microwaves. Hot plates, toaster ovens and convection ovens are NOT permitted. Cooking is permitted in government provided kitchens. 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. All kitchens are fitted with dry chemical extinguishers that can be initiated via actuator at the exit door to the room. **NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN!** Clean the kitchen exhaust fan filter often to prevent accumulation of grease.

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.

Extension Cords: Extension cords must be of continuous length without splices and must be UL approved. Since extension cords can be a tripping hazard, position the cords in a safe and secure manner. Extension cords are for temporary use only, not to be used as permanent wiring. DO Not Daisy Chain Power Strips.

Direct additional questions on fire prevention to the base fire department by phoning DSN 268-3638.

SECTION E – SECURITY FORCES

The Installation Commander is responsible for controlling and safeguarding base property. When notified, Security Forces will investigate incidents under their jurisdiction. Direct all inquiries concerning law enforcement to the Security Forces at 268-2400.

Weapons, Firearms & Fireworks: Weapons, flares, fireworks, ammunition or any type of explosive devices are **PROHIBITED** in the dormitory and punishable under Article 92, of the UCMJ. No weapons of any type will be stored or displayed in the room. This includes bows and arrows, martial arts weapons, and knives with blades longer than 3 inches. All types of guns designed to propel a missile (BB, pellet, bullet, paint ball etc.) whether by air, gas or other means are **PROHIBITED**. Items such as stun guns are **PROHIBITED**. All firearms must be registered and stored with the Security Forces Squadron. For more information, please phone 268-5100.

Crime Stop: For immediate response to a crime in progress, telephone 268-2400.

SECTION F – GOOD NEIGHBORS

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

Noise Control: Excessive noise is the primary complaint received by the ADL. Many residents work shifts and sleep during the day. Please be considerate.

Parties: Complaints concerning noise and partying can be avoided by gaining approval from the ADL and informing neighbors prior to the party. Designate responsible POC for the event, ensure you clean up after the event and ensure non-residents are out by 2400 hours or upon other resident's request.

Excessive stereo and television volume: 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 room.

Bottom line is, if you can hear it outside of your room then it is too loud!

Vehicle Repair Work: To maintain the desired appearance of the campus areas and in consideration of your neighbors, you may not perform major repair work on vehicles—use the Auto Hobby Shop.

(There is noise violation guidance in place by the ADL. Ask if you wish to see a copy.)

SECTION G – SPECIAL CLIMATIVE CONDITIONS

There are no natural disasters prevalent to the area but we could always be affected by one. Be aware of ice formation on the walkways/stairs, impaired driver's vision due to fog, and the chances of standing water formation in the roads while driving.

SECTION H – COMMUNITY RESIDENTIAL ACTIVITIES

Dormitory of the Quarter: On a quarterly basis, a room is chosen by the First Sergeant and/or SECA that is clean, orderly and well maintained. A certificate, along with base vouchers, is presented to the room winner.

Dormitory Council: Dormitory Council is in-place with active participation. As council members relocate, new members are elected into the vacant positions. Dorm Dinners are served the second Wednesday of the month and preceded by the Dormitory Council meeting.

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

Alcohol: Underage drinking of alcoholic beverages is prohibited. Violations will not be tolerated.

Smoking: Smoking is prohibited in dormitory rooms, to include common areas and walkways. The only places allowed for smoking are in the Designated Tobacco Area (DTA) on the North side of the dormitory building.

SECTION I – TERMINATION OF UH

Giving Notice: We require 30-day's notice of termination (exception of short notice PCS). When you know you are leaving, please do not wait for orders. Call or visit the UH Management Section for departure arrangements. If you notify the ADL promptly, they can schedule your initial and final inspections and assist you with your upcoming move. You can obtain information about your next duty assignment from the Airman and Family Readiness Center.

Pre-final 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 ADL also identifies normal maintenance and damages above normal wear and tear. The ADL 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 pre-termination inspection. If you fail your final inspection, ask the ADL to schedule a re-inspection as soon as possible.

RAF ALCONBURY DORM ROOM INSPECTION CHECKLIST

[illegible]

RAF ALCONBURY DORM KITCHEN INSPECTION CHECKLIST

[illegible]

Attachment 3
CHANGE OF OCCUPANCY MAINTENANCE (COM) CHECKLIST

The Air force is responsible for ensuring assigned quarters are acceptable for occupancy by military members. Repairs should be accomplished during change of occupancy in preparation for a new resident. The ADL identifies work requirements in line with the appropriate contract.

	CHANGE OF OCCUPANCY CHECKLIST
Entrance/Exterior	Full/Partial Paint
	Repair/Replace Door/frame
	Adjust/Repair/Replace Door Closer, Locking Mechanism
	Door jambs, thresholds
	Repair/Replace Peep Hole
	Adjust/Replace Weather Stripping
	Adjust/Repair/Replace Window/window Glass
	Repair/Replace Window Blinds/Rods/Draperies
	Repair/Replace Window Screen/Window Locks/Track
Bathroom	Adjust/Replace Toilet Flush Valve
	Repair/Replace Toilet Seat
	Tighten/Recaulk Toilet Base
	Adjust/Repair/Replace Vanity Door
	Recaulk/Repair/Replace Vanity Top
	Repair/Replace Towel Rack
	Repair/Replace Toilet Paper Holder
	Repair/Replace Bathroom Door
	Repair/Replace Bathroom Door Stops, Locking
	Repair/Replace Vanity Sink
	Repair/Replace Vanity Faucet
	Repair/Replace Vanity Sink Stopper
	Repair/Replace Exhaust fan
	Repair/Replace Shower Doors/Rod/Curtain
	Repair/Replace Showerhead
	Repair/Replace Light Fixture
	Floor Vinyl
	Full/Partial Paint
Sleeping Room	Full/Partial Paint
	Repair/Replace/Paint Baseboards
	Repair/Replace Ceiling Fan
	Repair/Replace Light Fixture
	Repair 110 outlets/240V
	Adjust/Repair/Replace Window/Window Glass
	Repair/Replace Window Screen
	Mechanism, Door Jambs, Threshold
	Adjust/Repair/Replace Closet Door
	Replace Carpeting
	Repair/Replace Blind Rods

BAY ORDERLY CHECKLIST

The UH Management Section Chiefs are responsible for managing a bay orderly program that ensures UH campus areas are maintained to a cleanliness standard consistent with local policy. Bay orderly program is comprised of residents detailed by individual units to perform required duties.

BAY ORDERLY DUTIES	DAY:
EXTERIOR	
Collect trash and debris in a 100 yard radius surrounding the dorms	
Collect trash and debris from the gazebos	
Sweep dumpster containment areas	
Sweep exterior stairwells 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 trash receptacles to include gazebos and replace trash liners	
Remove trash and debris then sweep bike storage areas	
Remove weeds from sidewalks, parking lots, and parking lot islands	
DAY ROOMS	
Collect and dispose of all litter and debris	
Empty all trash receptacles and replace liners	
Clean windows, interior and exterior	
Clean wall surfaces	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture and equipment (vacuum as needed)	
Sweep and mop or vacuum the floors as applicable to type of floor	
Clean TV	
Dust and clean all wall art	
Clean interior light fixtures; replace light bulbs as needed	
STAIRWELLS	
Collect and dispose of all litter and debris	
Sweep all stairwells daily and mop as indicated	
Sweep and mop or vacuum all hallways and foyers	
Inspect for and remove all spider webs	
Clean, polish, dust and straighten all furniture (vacuum as needed)	
Clean, polish, dust and straighten display cabinets	
Clean and polish doors, interior and exterior	
Clean interior light fixtures; replace light bulbs as needed	
Clean wall surfaces	
COMMON AREA BATHROOMS	
Clean and sanitize toilets	
Clean and sanitize sinks	
Clean and sanitize soap, paper towel and toilet paper dispensers	
Replace soap, paper towels and toilet paper as needed	
Inspect for and remove all spider webs	
Clean mirrors	
Clean interior light fixtures; replace light bulbs as needed	
Clean and sanitize walls	
Sweep and mop floors	

LAUNDRY ROOMS	
Clean washers and dryers inside and out; report noted damage to UH Management	
Remove lint from lint traps on dryers	
Dust furniture	
Sweep floors daily and mop floors as indicated	
Sweep and mop floors behind washers and dryers	
Clean wall surfaces	
Clean interior light fixtures; replace light bulbs as needed	
Clean and sanitize sinks	
Clean windows and doors, interior and exterior	
Dust and clean all shelves and exposed pipes	
KITCHENS	
Clean and sanitize all appliances	
Clean and sanitize sinks	
Clean and sanitize countertops and wall surfaces	
Polish cabinets	
Clean interior light fixtures; replace light bulbs as needed	
Sweep floors daily and mop floors as indicated	

Current Bay Orderly Contact Information

Dates From: _____ To: _____

Rank _____	Last _____	First _____	Rm _____	Phone _____
Rank _____	Last _____	First _____	Rm _____	Phone _____
Rank _____	Last _____	First _____	Rm _____	Phone _____
Rank _____	Last _____	First _____	Rm _____	Phone _____



423 CES Dorm Out Processing Checklist

Initial Inspection Appointment

Final Inspection Appointment

As a courtesy you are allowed to stay in your room right up until the morning you depart the base. The conditions of you staying in your room and passing your final inspection are:

1. Your room must be clean in compliance to the checklist below – that includes your final night's stay.
2. **ALL** items must be removed from your room except your luggage and food equivalent to your last day(s) stay.
3. DO NOT LEAVE unwanted items in the common areas to "give away." Drop them off at the Thrift Store (next to the SFS building) or give them to friends beforehand.
4. Report any maintenance issues during your initial inspection.
5. Just leave your old room keys in the ADL's Drop box at the time that you depart

- ✓ Clean and dust Venetian blinds
- ✓ Replace any burnt out light bulbs (pick these up from the ADL)
- ✓ Vacuum and clean all carpeted areas of **any stains** (to include under your bed and stands)
- ✓ Scrub marks off furniture
- ✓ Clean microwave inside and outside
- ✓ Clean walls and **remove all nails and stickers**
- ✓ Wipe down and dust all furnishings and appliances
- ✓ Clean counter top, mirror, vanity doors and sink area
- ✓ Spot clean doors, door frames and light switch covers
- ✓ Clean bathrooms to include toilet, shower and tub area
- ✓ Scrub down sink area, bathroom floor and area under fridge
- ✓ Clean and dust all lighting fixtures including ceiling fan blades
- ✓ Clean around air vents in vanity and bathroom area, remove marks
- ✓ Clean windows inside and out to include interior and exterior ledges
- ✓ Clean fridge/freezer inside/out to include door seals and removing excess ice (look under drawers)
- ✓ Replace ALL FURNITURE items to their ORIGINAL LOCATION and arrangement
- ✓ Gather up your cleaning chemicals in a bag or box, we will take them to be reused for other residents
- ✓ Cancel your telephone/internet service TWO WEEKS prior to leaving. You will have to settle your bill
- ✓ Clean your kitchenette; inspection ready (to include items in shared areas, pots/pans/dishes etc.)

Extra Detail

Stains in carpets
Blinds are not bent or broken
Remove nails, screws and hooks from walls
Anything stocky on walls must also be

WARNING: Any damage incurred by the resident to any furnishings or the room itself may be charged to the resident. The resident will not be allowed to PCS until receipt of payment can be proved. Residents can be put on administrative hold until proof of payment can be presented. If you have caused damage, be prepared to pay

The map shows the layout of Camp Pendleton with various facilities labeled. A red star is placed on the map, and a red box highlights the text: "Get your backup card here if you get locked out." The facilities include:

- PICNIC PAVILION 808
- THRIFT STORE
- SECURITY FORCES
- CONTRACTING 542
- LEMON LOT
- COMMISSARY
- MOT STATION
- AUTO SKILLS CENTER 626
- GAS 596
- FITNESS CENTER 586
- BOWLING CENTER
- LIBRARY
- LODGING 675
- LODGING 671
- LODGING 673
- THE VILLAGE 685
- CHapel 592
- THEATER 595
- Flag Plaza
- U.S. POST OFFICE
- Recycling Center
- LODGING 502
- SATO/FMO
- LODGING WAREHOUSE 560
- FIRE STATION
- LODGING 511
- LODGING 548
- LODGING 567
- LODGING 582
- BANKS 593
- BX 584
- LODGING 585
- LODGING 628
- LODGING 640
- LODGING 639
- LODGING CHECK-IN
- HOUSING OFFICE
- SHOP-PETTE 660
- YOUTH CENTER 680
- CDG 700
- LODGING 665
- LODGING 657
- YOUTH CENTER 680
- CLUB 637
- MAIN GATE
- To Huntington
- ELMENTARY SCHOOL 682
- HIGH SCHOOL 693