

DAVIS-MONTHAN AFB



DORMITORY RESIDENTS' HANDBOOK

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Disclaimer: This is an informational handbook and is not all inclusive for governing AFI's, AFMANS, and local policies.

Welcome to the Desert Lighting Team (DLT) Unaccompanied Housing Dormitories at Davis-Monthan AFB! We are pleased to have you with us and hope your stay is pleasant. It is impossible to itemize all details of our responsibility, or yours, however the following pages explain the Air Force's responsibility for your campus, as well as what we expect from you. If you are considerate of your neighbors and treat fellow residents with respect and pride, we assure your relationships will be enhanced at all levels. Because unaccompanied housing represents a substantial investment by the United States Air Force as well as all taxpayers, we must diligently work together to care for the campus. This publication pulls information from AFI 32-6000.

YOUR DLT UNACCOMPANIED HOUSING MANAGEMENT TEAM

Here at DMAFB we have a consolidated Airman Dormitory Leader office, phone DSN 228-3003 or 228-3576. We are located in building 3533 Room 110. You can stop in or call anytime from 0700 – 1600 and get helped by one of your Dormitory Leadership Team. Our after hours/emergency number is 520-940-7425. We also have all contact numbers for the Dorm Staff listed in each dorm.

Mail Delivery: Residents must set up PO BOX with on-base Post Office

Dormitory Physical Addresses:

Dormitory 3219
5350 S. Ironwood St
DM AFB AZ 85707

Dormitory 3509
5455 E Kachina St
DM AFB AZ 85707

Dormitory 3508
5450 S. Ironwood St
DM AFB AZ 85707

Dormitory 3750
5360 S. Kachina St
DM AFB AZ 85707

Dormitory 3610
5345 S. Kachina St
DM AFB AZ 85707

Dormitory 4211
3785 S. 6th St
DM AFB AZ 85707

Dormitory 4224
5460 E. Kachina St
DM AFB AZ 85707

Dormitory 3533
5350 S. Kachina St
DM AFB AZ 85707

Chapter 1

AIR FORCE RESPONSIBILITIES

1.1 Air Force Responsibilities. The Air Force will provide maintenance and repair, refuse collection and disposal, pest control, and fire and force protection for your assigned unaccompanied housing (UH).

1.2 Initial Inspections. An Airman Dorm Leader (ADL) will escort you to your room and make an initial inspection; you will then be given until your scheduled in-processing appointment to complete a thorough inspection of your room and all furniture. Once finished you will identify all discrepancies with the room and appliances to your ADL and document them on AF Form 228, **Furnishings Custody Receipt and Condition Report**, May 97.

1.3 Maintenance and Repairs. The Base Civil Engineer (BCE) has primary responsibility for ensuring maintenance to your room is performed. If maintenance needs to be performed on your quarters, follow the procedures below:

1.3.1 During normal duty hours Monday through Friday contact the Centralized Dorm Management Office (CDMO). Numbers are listed in attachment 1.

1.3.2 Nights, weekends, and holidays for emergency repairs contact the Standby ADL at (520) 940-7425

1.4 Work Order Response Time.

1.4.1 Emergency work orders are responded to as soon as possible and work is continued until emergency is resolved. Some examples are: a structural, utility, or mechanical problem that could cause loss of life, property or serious damage to health, safety, security, or mission, such as complete utility failure (electricity, gas, heat, water, sewage, or air-conditioning).

1.4.2 Urgent work orders are completed within 7 work days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730 – 1630. An example of an urgent work order is: Backed up commode when there is another commode available.

1.4.3 Routine work orders are completed within 30 days. Completion date may be longer pending requisitioning of materials. Maintenance will normally be performed from 0730 – 1530. Some examples are: Minor faucet leaks, repair wall locker doors or shelving, repair interior walls, or repair any appearance item.

1.5 Refuse Collection and Disposal.

1.5.1 Place your room trash and garbage in the outside dumpsters provided which are located in dormitory parking lots. Laundry room garbage cans are provided for minor trash, or litter, not room trash. Your personal garbage is to be taken to the dumpsters. Do not place bulk items in dumpsters.

Do not place trash in hallways or stairwells. Identifiable personal room trash found in common area trash cans will be returned to the owner. Base entomology will dispose of dead animals found on base. Call our office to report dead animals.

1.5.2 Residents are responsible for disposing of all unwanted PERSONAL furniture (i.e. couches, chairs, loveseats, and all other large furniture items, also your room mattresses if you have been required to remove. These items will not be placed in base dumpsters.

1.6 Insect Control. Southern Arizona has its share of insects, ants, spiders, and field mice. If needed, we will treat your room before you move in; however, we do expect you to take preventive action to control insects. For example, keep food in sealed plastic containers, remove trash and garbage from your quarters daily and discard empty paper bags and boxes as quickly as possible. These items provide nesting and breeding areas for roaches. If an infestation occurs that is beyond your control, call the CDMO.

1.7 Lockouts. The CDMO keeps a master key to all rooms. If locked out, contact them in person during duty hours; if after duty hours, on weekends, holidays or pandemic issues contact your First Sergeant for unit specific procedures. We will replace lost keys at the cost of \$25. If keys, locks, or cores to locks have to be replaced, you may be charged for labor and replacement costs.

1.8 Ground Care. As a dormitory resident, you may be called upon to perform cleaning details around the campus. Bay Orderlies normally do basic cleaning in common areas and basic grounds keeping work around the campus. Dorm residents are responsible for cleaning within a 25 foot radius of their front door.

1.9 Appliances. Refrigerators, ranges, dishwashers, and microwaves, if installed, are government-furnished and serviced. They are assigned by serial numbers and bar-codes that are verified at check-in and termination inspections. The furnishings management office (FMO) is responsible for removal and replacement of these items. If there are any problems, please notify the CDMO immediately.

1.10 Privately Owned Appliances. All appliances must be UL approved. Heat producing devices such as toaster ovens, hot plates, etc, can only be used in your kitchens. When not in use appliances will be unplugged. Exceptions are hot plates, toaster's, microwaves and coffee pots. Items must be unplugged when not in use

1.11 Filters. Civil Engineering will change the filter in your Heater/Air Conditioner Unit (HVAC) semi-annually. Should your filter need changing earlier contact the CDMO for a work order for your filter to be changed. Only operate the HVAC unit with a filter in place. Damage to HVAC system caused by operating without a filter is costly and could be the responsibility of the occupant. Remove dust from all vent covers. If problems occur, do not attempt any repairs or adjustments, immediately report any malfunction of the HVAC system to the CDMO.

Chapter 2

Occupant Responsibility – Dormitory Standards and Policies

2.1 Prohibitions in Dormitory Rooms.

2.1.1 The following are prohibited in dormitory rooms:

2.1.1.1 Possession and/or use of illegal drugs and controlled substances are strictly forbidden! Possession of drug paraphernalia is also prohibited. Each individual is responsible for reporting suspected drug/alcohol abusers to their first sergeant and/or commander.

2.1.1.2 Animals

2.1.1.3 Automotive rebuilding parts and automobile batteries

2.1.1.4 Barbecue grills

2.1.1.5 Burned candles or incense

2.1.1.6 Overnight guests

2.1.1.7 Flammable liquids (except cosmetics)

2.1.1.8 Flammable pressurized gases (except cosmetics/lubricants)

2.1.1.9 Electrical timers

2.1.1.10 Flammable room decorations

2.1.1.11 Gambling

2.1.1.12 Hot plates, toaster ovens, crock pots, smoking, portable heaters, sterno fuel, or open flames (Except in kitchens)

2.1.1.13 Weapons: See Chapter 4 for listing

2.1.1.14 Waterbeds

2.1.1.15 Unsealed food

2.1.1.16 Underage drinking

2.1.1.17 Live Christmas trees

2.1.1.18 Flammable paints

2.1.1.19 No pictures of scantily clothed persons, either male or female as they may be offensive to other people. Pornographic as well as any other material concerning this material is unacceptable.

2.1.1.20 No pictures that depict or advocate profanity or drug use in either word or picture symbols will be considered acceptable as room decorations.

2.1.1.21 No items or pictures that degrade national or military leaders will be acceptable as decorations.

2.1.1.22 No items or pictures that degrade another race or ethnic group will be accepted as decoration.

2.1.1.23 Power strips with an overload protective device not exceeding 15 amps may be used for multiple items. "UL LISTED"

2.2 Cleanliness. Dormitories will be maintained within Air Force standards as outlined in AFI 32-6000, Unaccompanied Housing Management, *Mar 20* and this instruction (Attachment 2).

2.3 Inspections. The Wing Commander, Unit Commanders, First Sergeants, and designated personnel inspect government dormitories to evaluate living conditions. Dignitaries visit the dormitories from time to time because dormitories are an important Air Force quality of life issue. Render all appropriate customs and courtesies when these officials enter your room. Commanders and First Sergeants have the right to perform no-notice inspections. Scheduled inspections will be posted in advance. The First Sergeant inspects monthly for health, safety, and general cleanliness using the ABC method, and initially inspects rooms using the Attachment 2 checklist. All rooms rated “A”, should not be re-inspected for a period of one month. Rooms receiving a “B” rating, may be inspected weekly, and rooms receiving a “C” rating, will be inspected daily until it is brought up to the minimum “B” standard. Discrepancy notices are issued when standards are not met. The following provides a more detailed breakdown of cleanliness standards. Remember, your dormitory is an extension of your room.

2.3.1 Clean and vacuum floors weekly. Ensure there is no dirt build-up in the corners, behind the doors, under beds or other furniture.

2.3.2 Any damage to carpets caused by misuse, abuse, spills, burns, etc. will be charged to occupant. Carpets should be vacuumed and shampooed when needed. See the CDMO for use of vacuum cleaners or carpet shampoo machines.

2.3.3 Walls must be clean and maintained in good repair. Use mild soap and warm water to keep walls clean. Do not apply adhesive backed materials, wallpaper, or decals to walls or furnishings as these cause damage upon removal. Use Stick-up or Blue Tack to hang pictures on the walls; remove pictures prior to termination and repair any nail holes. Make sure door stops are serviceable to prevent damage to walls. If there are holes or depressions in walls, they must be repaired. If the holes are small (less than three inches), you may repair them yourself. Any holes larger than three inches must be reported to the CDMO as soon as possible. It is your responsibility as the occupant to report any problems as soon as possible. Walls must be repaired and repainted as necessary, a minimum of one month prior to out-processing. Residents can only paint rooms/walls if CDMO has given approval.

2.3.4 Clean sink fixtures so they are free of dirt, mildew, mold, or water spots. Report any leaks to the CDMO immediately. Use spray cleaner to clean inside and outside of the under-sink cabinet. Ensure the mirrors are cleaned as needed.

2.3.5. Keep your refrigerator clean. Clean any spills on the inside. Remove all spoiled or outdated food. Clean interiors of refrigerators regularly (weekly) with water and baking soda. Defrost freezer once a month unless needed more frequently. Pay special attention to shelves; clean under, inside, outside, and behind the bottom drawer if so equipped. Wash off the metal strips on the inside of the door. Be sure that there is no food residue spattered on the inside. The seal around the edge of the door must be clean and without food particles or dust/dirt. Dust off the wire framework in the rear of the refrigerator to improve cooling and extend the life of the unit. Be sure you clean around and under the refrigerator. While defrosting the freezer, **do not use a sharp instrument to chip away ice and frost when defrosting.** This practice may puncture the coils, and make you liable for replacement.

2.3.6 Microwaves must be clean, both inside and out at all times. **When using microwave, never leave it unattended.**

2.3.7 The entire toilet/bathing 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, bath tub, 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 the stains will not come off, ask the CDMO for a new one. Pay particular attention to the curtain wall, ceiling and bathroom walls, wipe down weekly with mild soap and warm water or a mold and mildew spray, as it will grow mold or mildew quickly if allowed to remain damp for extended periods of time. Be sure the ceiling light is clean and operational. The bulb must be bright enough to see and shower safely, either frosted or clear bulbs only. Be sure the entire ceiling is clean and has no build-up of mold or mildew that will grow under conditions of extreme dampness. Clean the floor, to include behind the toilet and in the corners. You can come to the CDMO office for pumice stones for cleaning.

2.3.8 The living area is the easiest to clean. Make up beds with a mattress cover, two sheets, a pillow, and pillow case. It is your responsibility as the occupant to wash issued mattress covers, sheets, and pillow cases. A bedspread must cover the sheets. You may elect to purchase and use your own bedding. All linen should be cleaned weekly. If we discover you are sleeping on a bare mattress you will be charged for a new one.

2.3.9 Under the bed may be used for storage of small items. However, the items stored must be neatly arranged and are subject to inspections. Furniture must be clean and neatly arranged in your room. All furniture must stay in the assigned room, common area furniture must stay in the common area not your personal room. Items on top of tables, dressers, and desks must be neat and dusted weekly. Lamps must be dusted weekly.

2.3.10 Clean inside and outside of windows, channels, and window sills once a month. Report damaged or missing screens to the CDMO. For security reasons, lock the windows when you leave the room.

2.3.11 Clean the door, frame, and sills above the door weekly. Doors must have a current and correct name tag. Go to the CDMO to have a new one made when needed. Do not disconnect automatic door closures.

2.3.12 Personal decorations must be neat and in good taste. Picture frames are not required; however, if pictures or posters are hung on the walls, any damage done to the walls must be repaired by the occupant one month prior to being released from responsibility for that room.

2.3.13 Any holes put in the walls to support shelves, pictures, or other wall decorations will be filled and painted prior to occupant being released from responsibility of that room.

2.3.14 Occupants sign for the furniture/equipment in their room on the AF Form 228 maintained at the CDMO. You are responsible for the furnishings you sign for, and will be held liable for loss or damages. For your safety and to prevent possible damage to furniture, do not stack furniture. Do not place furniture within 36" of doorway. Furniture will not be left on balconies or hallways due to fire safety and theft or damage to furniture. Furniture must remain in dorm room.

2.3.14 In dorms with a laundry room, do not leave your laundry unattended. If laundry is left unattended more than 24 hours it will be confiscated and donated to the Airman's Attic. The laundry room also needs to remain locked at all times to prevent theft of clothing.

2.4 Personal Furniture. Personal furnishings must be in serviceable and safe condition, and they must present a neat and acceptable appearance. Occupants may purchase their own bed. Please coordinate with the CDMO prior to purchasing. Personal beds must not interfere with passage in the rooms for firefighting capabilities. Remember you may be held liable for any damage that occurs. If you buy your own bed, the government issued bed must remain in your room. The CDMO staff can show you how to disassemble and store it in your room.

2.5 Day Room Furniture. Dormitory residents are not allowed to remove any furniture from the day rooms. If the day room furnishings are damaged, day rooms will be locked down pending investigations and repair. These rooms are your common areas just like your living room back home; please keep them clean and in good repair. Nonresidents are not authorized to use the game rooms or television rooms, unless accompanied by a resident. If you see any misuse of government furniture, please notify the CDMO or Security Forces immediately.

2.6 Visitors. No overnight visitors/guest. Guests (over 18) are permitted in your room. At all times, guests must be escorted while in the dormitory, and you are responsible for their language, dress, courtesy, and conduct. No guest will be left in a dormitory unattended by you and under no circumstances will a guest be given or loaned a room key. No guests, other than the military member's family, under the age of 18 will be permitted in the dormitory, unless accompanied by a parent or legal guardian. Exceptions must be granted specifically in writing by his/her squadron commander/first sergeant. Non-ID card holding guests must obtain a base pass from the security forces visitor center 228-3224. **NOTE:** All non-ID card holders must have a valid base pass in their possession.

2.7 Hospitality Room. Hospitality rooms have been established for use by PCS and permanent party personnel. Arriving personnel may be housed in the hospitality room when no other room is available. Departing personnel will be given a hospitality room when available or they may remain in their assigned rooms until the day prior to their PCS. The room must be in inspection order at all times.

2.8 Room Assignment and Termination. Rooms are assigned IAW space authorizations outlined in AFI 32-6000, and this instruction. You may not move from your assigned quarters without approval from the CDMO. Rooms will be terminated by contacting the CDMO for a pre-inspection NLT 30 days prior to your departure. You will be advised of any clearance requirements. Prior to your final out you must have all personal items removed from the room. **NOTE:** Carpets will be shampooed and walls will be repaired and painted prior to occupants vacating the premises. Contact the CDMO for carpet cleaners and to arrange any repairs requiring CE assistance.

2.9 Security. All of your high cost items should be securely stored when you are absent from the room. Bulky items such as televisions and stereos should be marked with an identification

number. The Air Force will not pay claims on stolen items that are not secured. Your door and window must be locked when unoccupied. You are also responsible for the immediate security of your room. Failure to lock your window, any door into your room, or your common area door (for quads) will result in an immediate room failure.

2.10 Room exterior. You are responsible for sweeping the walkway in front of your room. Clean the exterior door, window, and ledges.

2.11 Exterior Care. Your assigned areas to maintain are midway to adjacent units and 25 feet out from your unit exterior entrance. Help keep your dormitory clean and neat; if you see trash, pick it up.

2.12 Kitchen. Maintaining the appliances, cabinets, and walls in the kitchen require special attention. Kitchens will be cleaned after each use by the individual using the facility. Clean ovens and broiler units regularly, as well as the top burners, to prevent a fire hazard. Use oven cleaner ONLY on the inside of the oven, do not use cleaner on ovens that are self-cleaning. You are liable for any damage caused to the range. **NOTE:** Do not put grease in the garbage disposals as it will solidify in the pipes and cause stoppages. Place grease in a container and take to dumpsters. Avoid placing hot utensils on countertops as this can cause permanent damage. Clean walls at periodic intervals to prevent surface grease buildup.

2.13 Insect Control. Insect control measures may be taken by using commonly available commercial insecticides. If more extensive treatment is needed, contact the CDMO. You are responsible for protecting and arranging your furniture to allow proper application of insecticides by CE. Prior to terminating quarters, you must ensure quarters are free of any insects and rodents.

2.14 Supplies. Limited cleaning supplies, special lights (fluorescent, halogen, mercury vapor, etc.) and standard light bulbs (government owned items only) will be provided by the CDMO.

2.15 Leave or Extended TDY. If you will be leaving your quarters unoccupied for extended periods of time (over 3 days), you **must** make arrangements for security, prudent care, and periodic inspections of your quarters. Inform the CDMO of your intended absence and provide the name of a person designated by you to have access to perform normal occupant maintenance. At your request, the CDMO may check your quarters. Do not turn off your HVAC system during your absence. Also ensure your room is inspection order prior to your departure and place a copy of your leave paperwork or TDY order on your bed.

2.16 Liability for Damage to Furnishings. Members occupying military unaccompanied housing shall be held accountable and liable for loss or damage to housing, equipment, or

furnishings caused by the abuse or negligence of the member, or member's guests. For more information on the collections process please see the CDMO.

2.17 Insurance. Renters insurance is highly recommended for dormitory residents. Remember you will be held liable for damage to Air Force or other occupant's property which you cause. Specific questions can be answered by the Housing Manager or Base Staff Judge Advocate.

2.18 Damage to Quarters. Damage to quarters beyond reasonable wear and tear is your responsibility. Repairs and replacements must meet Air Force standards. The CDMO will provide a date your repairs or replacements are to be corrected. For damages not corrected within the time allowed, the Air Force may elect to make repairs and bill you. The CDMO can fully explain your options to repair or replace damaged items, or the methods of reimbursement to the government.

2.19 Repair/Replacement Costs. The costs vary, depending on circumstances encountered.

2.20 Energy Conservation. We need your assistance in conserving energy. Fewer dollars and rising utility costs require us to do everything possible to conserve. Keep exterior doors closed during heating and cooling periods to conserve energy. Do not prop entry doors open because of the added strain to HVAC units and the humidity drawn into the building.

2.20.1 You may use normal and reasonable amounts of water, however don't be wasteful. Excessive use results in increased costs and depleted supplies. If you remove the water conservation shower head in your bathroom in order to install a personal shower head you will need to return the original shower head prior to your out-processing the dorms.

2.20.2 Recommended temperature settings are as follows: heat 68 degrees F, air conditioning 78 degrees F. Conservation efforts result in large monetary savings without jeopardizing the health of any individual. ***DO YOUR PART TO CONSERVE ENERGY.***

2.20.3 There are different types of heating and cooling systems used in the dormitories. All dormitories use hot or cold water in a closed loop for either winter heating or summer cooling. If you block the HVAC vents with a dirty filter, furniture, boxes, or other items, air flow is cut off and mold and mildew start to grow. If you have moisture on the HVAC outlets or on the windows during the cooling season, raise your thermostat settings a few degrees to help eliminate the problem. You must keep all windows and doors closed or the HVAC system will not operate properly.

2.20.4 An organized effort must be expended to conserve electricity by eliminating unnecessary use. You can help by minimizing the use of all electrical appliances and lights, especially during the peak demand periods of 0900 to 1130 and 1400 to 1900. Do not leave televisions or radios on and unattended. When you leave your room, unplug irons, turn off all appliances, and room lights.

2.20.5 Wash clothing as full loads to conserve energy. Do not overload washers or dryers. Overloading causes damage to the machines. Never place plastic articles, pens, or other

markers in dryers. You must clean the dryer vent before you start the dryer. The washers and dryers are maintained by a CE contract. If you have problems, contact the CDMO.

2.21 Environment. Several reminders: 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 the recycling program, and will not be stored in dormitory rooms or lockers.

2.22 Smoking and Drinking.

2.22.1 Legal age for drinking is 21. If you are assigned a room with a suitemate who is over 21, only this person may have alcohol in the fridge; if you fail to report that your underage roommate has consumed your alcohol then you can be charged with contributing to the delinquency of a minor; if you are under 21, you may NOT drink alcohol. **NO EXCEPTIONS - IT'S THE LAW!** Storing and consumption of alcoholic beverages is limited to personal use (i.e. bottles and cans). Pony kegs, kegs, etc. are prohibited, unless prior approval is granted by UH Superintendent and the First Sergeant.

2.22.2 Legal age for tobacco and vape products is 21. Smoking, vaping, and use of chewing tobacco is NOT authorized in your rooms. Smoking is only authorized in several outdoor areas around the campus. Contact the CDMO about the location of the smoking areas. Tobacco pipes can be displayed in your room ONLY if they are completely clean from burnt residue.

2.23 Bicycles. Bicycles. May be stored in your room, but must be kept clean and free of dirt and mud. Under no circumstance will a bicycle be ridden in the buildings. Bicycles stored in or around the dormitory 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 60 days and if not claimed, donated to charity. Be sure to lock your bike to the bike racks provided. Bicycles will not be chained to railings or stored outside of your room.

2.24 Vehicles. Repairs of vehicles are not authorized in the dormitory areas or parking lots. All maintenance shall be performed in the Auto Hobby Shop, 5440 E. Nugget St. **(228-3614)**. Authorized minor work consists of: vacuuming, waxing, air filter changes, etc. If you have any questions please get with the CDMO. Washing of vehicles in the dormitory campus or in the parking lots is strictly prohibited. **NOTE:** Vehicles not operational and not registered are not authorized in the dormitory area and will be towed at owner's expense.

2.24.1 Oil Changes in the parking lot are **PROHIBITED**. You will be ticketed by the security forces. You may be fined by the Environmental Protection Agency (EPA). Dumping of oils or any vehicle fluids in any unauthorized manner is subject to a maximum of two years in jail and up to a \$40,000 fine.

2.24.2 Storage of recreational vehicles, utility trailers, and motorcycle trailers in the dormitory area is unauthorized.

Chapter 3

FIRE PROTECTION

3.1 Fire Evacuation Plan. A dormitory fire evacuation plan has been made showing both primary and alternate routes of escape in the event of a fire. Furnishings will be arranged so as not to obstruct or impede entering or opening of doors leading from rooms to exit access or exit doors. Know the plan and practice your escape route. The plan can be found on your dormitory bulletin board. During fire alarm conditions (actual or drill), all dormitory residents will evacuate the dormitory area to a safe distance as directed by the Fire Emergency Services Flight, Security Forces, or other authority. Evacuation distance is not less than 100 feet from building. Residents will not return to the dormitory until the “all clear” is given. Any questions on fire prevention should be directed to the base Fire Emergency Services Flight at 228-3333.

3.2 Fire Extinguishers. Fire extinguishers are located throughout your dormitory and are only to be used for fighting fires, not for horseplay! Notify the CDMO if you notice an extinguisher is over or under charged, or has been discharged or damaged.

3.3 Smoke Detectors. The dormitories are equipped with different types of smoke detectors, please check with the CDMO for test procedures. Articles will not be mounted on, or attached to any fire protection device, wiring, or smoking detector. Combustible material must be kept a minimum of 18 inches from light fixtures, heaters, or smoke detectors, and heating appliances. Tampering with alarm call boxes, smoke/fire alarms, or firefighting equipment is a serious offense punishable under the UCMJ.

3.4 Reporting a Fire. If a fire occurs in your dormitory, immediately notify the base Fire Emergency Services Flight at 228-3333. Give the operator your name, dormitory number, and street if known. Do not hang up until you are told to do so. **All fires must be reported.**

3.5 Flammable Storage. *Storage of Flammables is Prohibited.* Prohibited flammables include: gasoline, kerosene, candles (with wicks showing having been burnt), incense or any open flame. The only flammable liquids allowed are for cigarette lighter refilling, 1 oz. model spray cans, or cosmetics (nail polish or remover). All others, including charcoal lighter fluid, are not allowed.

3.6 Barbecue Grills. It is your responsibility to clean the grill after you are finished using it.

3.7 Space Heaters. Use Underwriters Laboratories-listed space heaters equipped with automatic shutoff devices that will shut off the heater if it tips over. Space heaters shall also have an overheat protection device, an automatic thermostat control and must be disconnected when not in use. Plug space heaters directly into a wall receptacle. Do not plug space heaters into multiple outlet strips. Do not use an extension cord with an electric space heater. Do not leave unattended when in use and unplug when not in use.

3.8 Cooking Appliances. Cooking in dorm rooms is prohibited except in microwaves. Appliances or equipment requiring static grounding shall be IAW manufacturer's guidance. If you are in a dormitory with a kitchen, never leave cooking food unattended. Should a grease fire occur, cover the burning pan with a lid, turn off the appliance, and call the Fire Emergency Services Flight. **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. Hot plates, crock pots, and toaster ovens are NOT permitted (except in kitchen areas and must be unplugged when not in use).

3.9 Extension Cords. Extension cords must be of continuous length without splices and must have the UL seal of approval and meet or exceed the appliance amperage requirement. Extension cords represent a tripping hazard, have all cords positioned in a manner that will not pose a tripping threat. Cords will not be secured to walls/ceilings, placed under floor coverings, or through holes in walls/floors/windows. Only one item shall be plugged into an extension cord and it will not be tacked, tied, looped, or twisted around objects. **Multiple electrical plugs with built in circuit breakers and surge protectors are authorized and highly recommended.** Multiple head or cobra head type extension cords are not authorized nor are multiple outlet adapters.

3.10 Housekeeping.

3.10.1 Heat producing appliances must be unplugged when not in use.

3.10.2 Halogen lamps can be extremely dangerous if not properly used! Halogen bulbs can reach 940 degrees in less than a minute so, keep away from curtains or any other combustibles. Keep Halogen lamps at least 12 inches from the corners of walls and two feet from ceiling. **Always turn lamps off before leaving the room.** Do not touch a halogen bulb with your bare fingers, the natural oil in your skin will cause the bulb to crack.

3.10.3 Prevent trash from accumulating in your room. You must take trash to dumpsters every day. It is not to be left outside your door or put in day room or common area trash receptacles.

Chapter 4

SECURITY FORCES

4.1 Dormitory Security. The installation commander is responsible for the control and safeguarding of all base property. Patrolling of the dormitory area is accomplished on a routine basis by Security Forces, and when notified, they will investigate all incidents. All inquiries concerning law enforcement should be directed to the Security Forces at 228-3200.

4.2 Parking. Parking is prohibited on non-paved areas. Do not park in a crosswalk, fire lane, along curbs, in-front of force protection gates, or within 15 feet of a fire hydrant. Motorcycles should be parked in the designated motorcycle parking areas and not inside of the force protection barriers/fence.

4.3 Firearms and Fireworks. Weapons, flares, fireworks, ammunition, or any type of explosive devices are PROHIBITED in the dormitory and punishable under Article 92, UCMJ. Local laws and military instructions govern registration, possession, and storage of privately owned weapons. No weapon 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 3.5 inches. All types of guns designed to propel a projectile (BB, pellet, bullet, paint pellet, etc.) whether by air, gas, or other means, are PROHIBITED. Items such as stun guns are PROHIBITED. All firearms must be registered and stored at the Security Forces Armory. For more information on storage of firearms, contact the Security Forces Armory at 228-5878. Government issued survival knives and equipment required as part of your mobility gear may be secured in the resident's room.

Chapter 5

GOOD NEIGHBORS

5.1 Occupant Courtesy. It is not easy for so many people from all different walks of life to live together in close quarters. Courtesy goes a long way in helping reduce tension among dorm residents. Be reasonable and considerate, talk to your neighbor when problems or misunderstandings occur.

5.2 Quiet Time. With shift workers living in all dormitories, quiet hours are 24 hours a day. If a stereo or other noise can be heard outside the room or through the walls, it's too loud. **Noise Control:** excessive noise is the primary complaint received by Security Forces. Many Air Force personnel work shifts and are sleeping during the day. Please be considerate. Don't assume that your neighbors enjoy the same type of music or television programs you do. Please keep the volume down, excessive stereo and television volume is very disruptive.

5.3 Parties and Social Gatherings. Parties and other social gatherings are permitted; however, you must notify the CDMO 24 hours prior and take into consideration that the other dorm residents may be asleep. Underage drinking will not be tolerated. If your guests become unruly you will ask them to leave, if the unacceptable behavior continues or damage to government property occurs contact the Law Enforcement Desk at 228-3200. Please clean up after yourself. Do not rearrange day room furniture unless you intend to put it back. Do not remove day room furniture from the day rooms. Dispose of your trash properly. Please keep the noise down to a level that will not disturb those around you or the other residents. Remember, the Landing and Community Center are available for parties. Make reservations through the applicable agency in charge.

5.4 Pets/Animals. There are no pets allowed in the dormitories. The cleaning of deer or any other wild animals, to include domestic, is prohibited in the dormitory area.

5.5 Parking. There is very little parking allocated in the dormitory area. Visitors and additional vehicles should be parked outside of the dormitory area. Remember to park in designated parking spots. If you park in an unauthorized area you can be ticketed and towed.

5.6 Recreation Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. Motorcycle trailers, jet skis, wave runners, etc., should be placed in storage. Contact ODR at 228-3736 for further information.

5.7 Motor Vehicles. No motor vehicle being operated on Davis-Monthan AFB or in the dormitory area shall have music emitting from the vehicle which would disturb or be a nuisance to other residents.

5.8 Repair Work. Major repair work on your vehicle or boat is not authorized in the dormitory area. The Auto Hobby Shop should be used for major repair work. This not only maintains the desired appearance in the dormitory areas but is also considerate of your neighbors.

Chapter 6

DAVIS-MONTHAN SPECIFIC TOPICS

6.1 Business Enterprises. Some businesses for profit may be conducted from your dormitory room. Any such enterprise must be approved in writing by the 355 Wg/CC, through the 355 Wg/JA and 355 MSG. **SIGNS FOR ADVERTISING BUSINESSES ARE PROHIBITED IN THE DORMITORY AREAS.** Contact the Base legal Office for additional information and guidance.

6.2 Solicitation in Unaccompanied Housing. All forms of solicitation are prohibited in the dormitories. Report solicitors to the Law Enforcement Desk (228-3200) immediately.

6.3 Cable Television & Internet. Satellite dishes are not authorized in Unaccompanied Military Housing. Cable television can be obtained by calling Cox Cable at 282-3428 or other cable/wifi companies can be used. Any attempt to split a cable connection off an existing box is unauthorized and constitutes fraud.

6.4 Weather. The average number of days hotter than 90 degrees is 138 and the average number of days colder than 32 degrees is 19. The average high temperature is 81.7 degrees and the average low is 54.2 degrees. This sunny climate - along with an average rainfall of only 11 inches - make Tucson the ideal place to live for tennis, golf or any of the many other activities available in the local area.

Chapter 7

TERMINATION OF UNACCOMPANIED HOUSING

7.1 Giving Notice. Orders are not required to set up termination inspections. We require 30 days notice of your vacating date (short notice PCS or separation is the exception). At the time you notify us, we will schedule your final inspections.

7.1.1 If you need a substitute to stand-in for final inspection, notify the CDMO in advance and necessary forms and guidance will be given.

7.1.2 The responsibility for final clearance of unaccompanied housing rests solely with the occupant.

7.2 Forms Prescribed. AF Form 228 and Termination Letter.

ATTACHMENT 1

KEY TELEPHONE NUMBERS

Here are some telephone numbers that might be useful while residing on Davis-Monthan AFB.

TELEPHONE NUMBERS: (AREA CODE 520)	
Fire Department	228-3333 or 911
Command Post	228-7400
Hospital Appointment Desk	228-2778
Emergency Care	911
Crime Stop	228-4444
Directory Assistance	228-1110
Service Calls Off Duty	(520) 940-7425
Military Housing Office	228-3687
UH Management Section	228-3003/3576
TMO In-bound/Out-bound	228-4816/4817
Telephone, Internet, Cable Service / Repair (Cox)	282-3428

ATTACHMENT 2

INSPECTION CRITERIA FOR MILITARY UNACCOMPANIED HOUSING

HEALTH AND WELLNESS INSPECTION

Category A (Outstanding). Clean and neatness exceeding standards

Category B (Satisfactory). Meets Standards

Category C (Unsatisfactory). Does not meet standards. Report quarters not meeting safety and health standards to the members 1st Sgt. and establish a re-inspection in 24 hours to ensure standards are met and maintained

Category A 0-2 Discrepancies

Category B 3-6 Discrepancies

Category C 7+ Discrepancies

**OVERALL
RATING** _____

<u>BUILDING/ROOM</u>	<u>INDIVIDUAL NAME</u>	<u>INSPECTED BY/DATE</u>
CONDITIONS CAUSING AN AUTOMATIC "C" RATING		
<u>ITEM:</u>	<u>WRITTEN DISCREPANCY:</u>	<u>COMMENTS:</u>
Fire Hazard		
Health Hazard		
Safety Hazard		
Security Violation		
Evidence of Tobacco		
<u>ITEM:</u>	<u>WRITTEN DISCREPANCY:</u>	<u>COMMENTS:</u>
1 Walls		
2 Window		
3 Window Sills		
4 Door		
5 Blinds/Curtains		
6 Carpets		
7 Bed		
8 Furniture		
9 Closet		
10 Displayed Items		
11 Clothing/Shoes		
12 Tile area		
13 Vanity Area		
14 Vanity Mirror		

15	Medicine Cabinet		
16	AC Intake Vents		
17	Bathroom Floor		
18	Toilet		
19	Shower Walls/Floor		
20	Bathroom Curtain		
21	Kitchen Sink		
22	Kitchen Countertops		
23	Refrigerator Exterior		
24	Refrigerator Interior		
25	Under Refrigerator		
26	Microwave Exterior		
27	Microwave Interior		
28	Stove Exterior		
29	Stove Interior		
30	Dishwasher Exterior		
31	Dishwasher Interior		
32	Trash Cans		
COMMENTS:			
Room Failures: Report to Dorm Managers Office within 24 hours			

OUTSTANDING (Category A) --- Cleanliness and neatness exceeding standards. Keep up the good work!

SATISFACTORY (Category B) --- Meets standards. Except for the few discrepancies indicated, I am satisfied with the overall appearance of your room.

UNSATISFACTORY (Category C) --- Does not meet standards. Your room requires immediate attention to meet minimum standards. You will take immediate action to correct the discrepancies listed on the checklist. You will be given a date for re-inspection.

ATTACHMENT 3

CRIME PREVENTION TIPS

A3.1 Tips to Avoid Being Burglarized

A3.1.1 Upon moving into your government quarters, check all locks, window latches, and other easy entry points for defects.

A3.1.2 All personnel are encouraged to participate in “Operation Identification.” You can do this by contacting the CDMO and signing out an electric engraver. Engrave the letters “AF” and your state and drivers license number (WA DL# 55555) on all of your valuable property.

A3.1.3 Get involved with your neighbors in watching out for one another’s property.

A3.1.4 Secure all doors and windows before retiring at night or departing the area.

A3.1.5 When leaving for a short time, don’t announce your absence by leaving a note on the door for an expected visitor. Burglars read too.

A3.1.6 Never carry identification tags on your keys. If you leave your keys at a garage or commercial parking lot, first remove your residence key from the ring.

A3.1.7 Don’t leave a “hidden key” around your dormitory—the burglar will find it.

A3.1.8 Don’t give a room key to a guest. Remember, guests must be escorted.

A3.1.9 Turn down the volume of your telephone when gone so the unanswered phone can’t be heard from the outside.

A3.1.10 When leaving your room for a few days while on leave or TDY, contact the CDMO and have your quarters placed on the quarters checklist.

A3.2 Tips to Avoid Car Theft

A3.2.1 Over half of all stolen cars have the keys in the ignition—always remove them. A3.2.2 Most stolen cars are unlocked—always lock up. Don’t hide spare keys in your car. A3.2.3 Never leave the engine running, even for a few minutes while in a friend’s driveway, or for a quick trip into the store.

A3.2.4 Motorcycles and ATV’s should be chained to an object to be considered secure as well as lock the steering column.

A3.3 Larceny

A3.3.1 Don’t leave tempting articles, such as cell phones, CD’s, and radar detectors in plain sight in an unattended vehicle. These are major targets for thieves. Mark these and secure them in your trunk or take them in your room at night.

A3.3.2 Remember to secure your bicycle to a fixed object with a lock and chain when not in use. You may store your bike in your room as long as it is clean and the room is not cluttered by its presence. Do not secure your bicycle to 1st, 2nd, or 3rd floor railings. If you do you have just created a safety hazard. Secure your vehicles when you park them and remove all valuables from view by placing them in a locked compartment or the trunk. Bicycles should be registered through the CDMO.

A3.3.3 Mark all property which is of high value or easy to remove from your room.

A3.4 Reporting a Crime

A3.4.1 Report all crime or suspicious activities immediately to the Security Forces by calling the “Crime Stop” number listed below. If you wish, you need not identify yourself. All information will be held in the strictest confidence.

A3.4.2 Ensure you obtain as much information about the incident and the suspect as possible and report it to the Law Enforcement Desk.

A3.4.3 Reporting Numbers: CRIME STOP: 228-2300, Security Forces: 228-3200

ATTACHMENT 4

BAY ORDERLY DUTIES

Bay Orderly duties are a military formation and duty is performed during normal duty hours Tuesday through the following Monday. While it is performed by assigned Airmen it is everyone's responsibility to ensure the cleanliness of the dormitory campus. The Unaccompanied Housing Superintendent is your supervisor while you are assigned as a Bay Orderly. This list is not all inclusive; see the CDMO for all other tasks.

1. EXTERIOR

- ☐ Pick up all cigarette butts, paper, broken glass, and other debris around the facility, grass, parking lot, or paved areas.
- ☐ Complete any additional yard work if specifically requested by CDMO.
- ☐ Remove grass and weeds from sidewalks, steps, shrubs, and flower beds.
- ☐ Report leaking water fixtures, inoperable electrical fixtures, facility damage, etc. to CDMO.
- ☐ Place trash inside the dumpster, and close all trash dumpster tops.
- ☐ Turn off all exterior lights during daylight hours.
- ☐ Clear all exterior building surfaces of spider webs.
- ☐ Report any damages in facilities to CDMO.

2. INTERIOR

- ☐ Check to see that all lights are working except those removed for energy conservation. Are fixtures in good repair and clean?
- ☐ Clean all drinking fountains and areas around and in back of fountains.
- ☐ Clean and secure fire extinguishers. If they are damaged report them to the CDMO immediately.
- ☐ Clean all exit doors, glass, and door frames.
- ☐ Mop and clean all tiled floors.
- ☐ Vacuum all carpeted areas and shampoo (if needed).
- ☐ Empty and clean all trash containers. Ensure trash bags are used to line all trash containers.
- ☐ Clean all closets and storage areas. Lock them when you exit the room.
- ☐ Clean all walls, ledges, baseboards, and ceilings.
- ☐ Clean all stairwells and landings, dust handrails. Are handrails in good repair, painted, and clean? If not, notify the CDMO.
- ☐ Clean all air conditioning/heater return air vents.
- ☐ Ensure all exterior and fire lights are operational and clean.
- ☐ Turn off the television in the day rooms if not in use.
- ☐ Clean day room or lounge blinds; ensure they are hung properly and in good repair.
- ☐ Clean day room furniture, vacuum under cushions (weekly), steam clean as needed. report any damage to CDMO.

- ___ Clean all windows, window sills, and window casings.
- ___ Clean all microwave ovens, ice machines, and vending machines.
- ___ Sweep storage areas, mop if requires. Clean out empty lockers.
- ___ Clean all common area bathrooms, empty trash, mop with disinfectant, and service dispensers.

3. LAUNDRY ROOM

- ___ Clean all floor drains of lint and other debris, mop as required.
- ___ Clean window and window sills of dust or lint.
- ___ Clean the interior/exterior of each washer and dryer.
- ___ Clean the lint trap of each individual dryer and of the main exhaust for each laundry room.
- ___ Check to see that laundry lights are working. If not, notify the CDMO.
- ___ Dust hoses/wiring and remove lint and trash from behind and under the washers and dryers.
- ___ Clean all vents and exhaust fans. Do filters need replacing? If so, contact the CDMO.
- ___ Ensure painted surfaces are clean. Remove any mold or mildew from the room.
- ___ Clean all entrance and exit doors.
- ___ Gather all laundry left unattended for more than 24 hours.

4. SATURDAYS, SUNDAYS, AND HOLIDAYS (if applicable)

- ___ Sweep laundry room.
- ___ Empty all common area and exterior trash cans.

ATTACHMENT 5

INDIVIDUAL CERTIFICATION

I CERTIFY I HAVE RECEIVED THE DORMITORY RESIDENT GUIDE. I FURTHER CERTIFY I WILL READ THROUGH THIS GUIDE WITHING THE NEXT 24 HOURS AND OBEY ALL THE CONDITIONS CONTAINED HEREIN.

OCCUPANT PRINTED FULL NAME (LAST, FIRST, MI.) (RANK)

(SIGNATURE) (BLDG/ROOM) (DATE)

CDMO REPRESENTATIVE FULL NAME (LAST, FIRST, MI.) (SIGNATURE)