

Hurlburt Field Unaccompanied Housing Resident Brochure

*1st Special Operations Civil Engineer Squadron
Installation Management Flight
Housing Management Element*

Unaccompanied Housing Office



INTRODUCTION

Congratulations on your assignment to Hurlburt Field! We are pleased to have you join our team and hope you enjoy your new home here in sunny Florida.

It is impossible to itemize all details of our responsibility, or yours. However, the following pages explain the Air Force responsibility for your campus, as well as what we expect from you. We have designed this brochure to provide you with key contact information, building details, and help smooth your transition to your new duty station.

The way we build a cohesive community is by taking pride in our living area and showing consideration of our neighbors. If you are considerate of your neighbors and treat fellow residents with respect and dignity, we assure that your relationships will be enhanced at all levels.

Unaccompanied Housing (UH) represents a substantial investment by the Air Force as well as all taxpayers, so we must diligently work together to care for the campus. Questions concerning dormitory standards should be addressed to your Dorm Management team or your unit's respective First Sergeant.

We hope to work together to make them something we can all be proud of; your name is on the door!

USEFUL PHONE NUMBERS

Campus	Buildings	Telephone
West Dormitory Campus	90323	(850) 884-5738
	90358	(850) 881-6752
	90367	(850) 884-6442
	90368	(850) 884-3188
	90369	(850) 884-3188
East Dormitory Campus	91009, 91053 91055, 91056	(850) 881-3767
CE Customer Service / After Duty Hours		(850) 850-6683
OTHER USEFUL TELEPHONE NUMBERS FOR HURLBURT FIELD		
*Area code for on-base and local calls is (850) – XXX-XXXX		
Agency		Telephone Number
<u>For ALL Emergencies</u>		911 (Tell them you're on Hurlburt Field)
CE Customer Service		884-6683 / 6684
Security Forces (Law Enforcement)		884-7777 / 6423
Fire Prevention Section		884-2910
Hurlburt Clinic / Sick Call		881-1020
Eglin Hospital Appointments		883-8600
Lodging Bldg. 90509		884-3244
Airman & Family Readiness		884-5441
ITT Bldg. 90229		884-5699 / 6795
Mini Mall/ Postal Service Center		884-7699
Library Bldg. 90337		884-6266
Education Office Bldg. 90220		884-6724
Finance Customer Service		884-4110 / 5546
TMO		884-6051 / 6619
Cox Communications (Cable/Internet)		(850) 478-0200
Base Chaplain		884-7795
Command Post		884-8100
Base Housing Office		884-7505
Hurlburt Shoppette / Class Six		(850) 581-0488
Firestone Car Care		(850) 581-2224 / (850) 243-6820
The Riptide DFAC		881-5127

The Hooch Bar & Grill, Soundside	884-7507, 1600-2100 Mon-Fri
Kraken Kafe Bldg. 90337	884-4045, 0630-1330 Mon-Fri
Oasis Café, Golf Course	881-5731, 0630-1330 Mon-Fri
KT's- Kraken Tiki Bar, Soundside	884-4045, 0630-1330 Mon-Fri
Bowling Alley Bldg. 90221	884-6941
Hurlburt AAFES, 112 Lielmanis Ave. Bldg 91012 Hours: Mon-Sat 0900-1800 Sun 1000-1800	(850) 581-8225
Military Clothing	884-7395
Alterations	(850) 581-3614
GNC	(850) 581-1718
Barber Shop	(850) 581-8893
US Patriot Tactical Wear	(850) 716-1036
Riptide Fitness Bldg. 91007	881-5121, 0500-2000 Mon-Fri
Commando Fitness Bldg. 90232	884-4412, 0500-1900 Mon-Fri
Aderholt Fitness Bldg. 90517	884-6884, 0500-2200 Mon-Fri 0800-1700 Sat-Sun, 0800-1700 Holidays/Down days
Popeye's Chicken (Hurlburt BX)	(850) 581-6008
Starbucks (Hurlburt BX)	(850) 581-6008
Subway (Hurlburt BX)	(850) 581-6008
Charley's Subs (Hurlburt BX)	(850) 581-6008
Burger King, Bldg. 90223	(850) 581-9111
Military Personnel (ID Cards)	881-4110
Auto Hobby Shop Bldg. 90612	884-6674
Skeet Range (Lewis Turner Blvd.)	(850) 797-9435
Pool Bldg. 90300	884-6866
Outdoor Recreation (Soundside)	884-6939

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CHAPTER 1

GENERAL INFORMATION

1.1. Emergencies. For any and all emergencies, please call 911. An emergency is any situation which has the potential to threaten life or limb.

1.1.1. EVERYBODY is responsible for controlling and safeguarding base property. Help prevent theft by securing your room when you leave.

1.1.2. If you suspect that a crime has been or is actively being committed (i.e., vandalism, theft, damage to Air Force Property, etc.) notify Security Forces at (850) 884-7777.

1.2. Peer-2-Peer Support. The Peer-2-Peer (P2P) program is a volunteer support network oriented and dedicated to the reduction of the stigmatization often associated with the seeking of guidance for a multitude of potential reasons. The program seeks to strengthen the knowledge of resources and support options for unit personnel and their families.

1.2.1. The duties to which P2P provide include, but are not limited to, support, liaison services and referrals to peers whom they work with.

1.2.1.1. Responsibilities may include providing crisis intervention, referral and ongoing non-clinical support.

1.2.1.2. P2P duties **do not** include the provision of counseling or therapeutic services.

1.2.1.3. P2P providers may **not** reveal personal or other identifying information without the express written consent of the peer or a determination that mandatory reporting is required.

1.2.1.4. Unless there is imminent risk of harm to the peer or others, the P2P provider must consult with the Protection of the Force and Family (POTFF) Community Network Coordinator (PCNC) prior to releasing identifying information.

1.3. Mutual Responsibilities. The 1st Special Operations Wing will provide maintenance and repair, refuse collection and disposal, pest control, and fire and police protection for your assigned unaccompanied housing. Your responsibilities are those of a "good neighbor". The high-density living conditions associated with life in the dormitories dictates that your room, YOUR HOME, be maintained as neat, clean, and orderly and that you act with consideration toward your neighbor(s). As a military member, you are responsible for adhering to the guidelines of proper military bearing, the standards contained in AFI 32-6000, Housing Management, installation policies, and the contents of this packet. As a dormitory resident, you are a key contributor to ensuring your living conditions are constantly improved. Please help the 1st Special Operations Wing build and maintain the very best dormitory living conditions by actively participating in the Airman Dorm Council and drawing opportunities for improvement to the attention of your Airman Dormitory Leaders and your chain of command.

1.4. Personal Information Changes. Promptly report any personal information/status changes to your Airmen Dorm Leaders. This includes changes in rank, name, duty or home phone, squadron, office symbol, marital status, etc. This data helps keep an accurate listing of who might be next to get approved to move off base, as well as keeping your unit aware of any moves within the campus.

1.5. Dining Facilities. There is one dining facility; the Riptide (BLDG 91007), which is located near the east dormitory campus. Those airmen who receive BAS are still able and encouraged to utilize the dining facility but must pay "out-of-pocket". All dining facilities accept cash or card. Please see Attachment 4, Hurlburt Field Map.

1.6. Internet Service. For the local Internet Service Provider (ISP) call the local Cox Communications (850) 226-6872 office to set up your internet/cable service; alternatively, Verizon and T-Mobile offer wireless home internet as well.

1.7. Base Allowance for Housing (BAH) Procedures. Overall Unaccompanied Housing occupancy rates must be maintained at 95%.

1.7.1. Regardless of the occupancy rate you are eligible to move out of Unaccompanied Housing 60 days prior to marriage (spouse must be **or** plan on living in the local area), the 20th week of pregnancy with Commander's approval, or if you are a SrA with over three years' time in service (E4 > 3 TIS).

1.7.2. Airmen who are E-3 and above with at least 90 days' time on station who **do not** fall into any of the above categories are eligible to be placed on the BAH waitlist. To register for the BAH waitlist, eligible airmen must collect a BAH Waitlist Checklist from Dorm Management and...

1.7.2.1. Have their respective First Sergeant sign off on the appropriate endorsement. Complete a Budget Assessment (Attachment 2) with the Military and Family Readiness Center (MFR&C).

1.7.2.2. Provide a printed or digital copy of their Effective Date of Rank from vMPF.

1.7.2.3. The Effective Date of Rank exclusively determines the airmen's position on the BAH Waitlist.

1.7.3. Dorm Termination Notices and waitlist positional changes are sent via e-Mail from Dorm Management. **Do not** make any monetary commitments prior to receiving the Dorm Termination Notice.

1.8. Dormitory Campus/Room Access.

1.8.1. Unescorted Access. The following individuals have unescorted access to dormitories when on official business:

1.8.1.1. Installation Commander

1.8.1.2. Group Commanders

1.8.1.3. Squadron Commanders

1.8.1.4. First Sergeants

1.8.1.5. On-duty Security Forces personnel Dorm Management personnel

1.8.2. Escorted Access. The following individuals have access to the dormitories while being escorted when on official business:

1.8.2.1. 1st Special Operations Civil Engineer Squadron personnel performing work tasks

1.8.2.2. Supervisors conducting health and welfare inspections

1.8.3. Social Visits. All guests must be at least 18 years old and **escorted at all times**. Remember, you are responsible for the conduct of your guests and can be held accountable for their actions and behavior. Please refer to Chapter 2, para 2.15 "*Social Visits*" for additional information.

1.9. Renter's Insurance. Affordable renter's insurance is available through most insurance vendors for a nominal amount that may cover personal property and personal liability of the government's property. It is highly encouraged that dorm resident's get renter's insurance.

1.9.1. The Air Force cannot/will not recommend or endorse any insurance provider.

CHAPTER 2

ROOM AND FACILITY INFORMATION

2.1. Unauthorized Items. Weapons, flares, fireworks, ammunition, or any type of explosive devices are prohibited in the dormitory and punishable under Article 92, UCMJ. No weapons of any type will be stored or displayed in resident rooms. This includes bows and arrows, martial arts weapons, knives with blades longer than 6 inches (unless designated for food preparation), and any type of display sword, whether or not the blade can be sharpened. All types of guns designed to propel a missile (pellet, bullet, paint ball, etc.) whether by air, gas, or other means, are prohibited. Items such as stun guns are prohibited.

2.1.1. If you do not have a kitchen area, keep the cooking knife in a container with other cooking utensils.

2.2. Furnishings. Furnishings (to included government furnished appliances such as range/ vent hoods, refrigerators and microwaves) which are assigned to your rooms are accountable items intended to provide residents with all the quality comforts you need to make your room feel like a home. All issued items should be clean and in good working order. Residents are responsible for damage beyond normal wear and will be held financially liable for missing or damaged furniture at the time of your departure.

2.2.1. Government furnishings **must remain in your dorm room** and may not be placed in outside lockers, dayrooms, hallways, etc. Contact Dorm Management for further information.

2.3. Initial Inspection. Dorm Management, 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. Members should not accept rooms that have significant issues, mold, safety hazards or severe damage. Contact Dorm Management for any major discrepancies.

2.4. Facility Inspections. Your Dorm Management team conducts weekly Facility Inspections and will inspect at least 82 rooms per month. These inspections are specifically conducted to spot any health, life, or safety concerns. Your Dorm Management team will not open drawers of furniture, wardrobes, desks or otherwise go into your personal belongings during facility inspections; however, they will have to check under the vanity for potential leaks, in closets to ensure there is no mold along the walls, ceiling, or floors and within your refrigerators.

2.4.1. If unauthorized/illegal items are found in plain sight during a Facility Inspection, ADLs will contact the appropriate authorities (such as the respective First Sergeant and/or Security Forces) to handle the situation.

2.4.2. If any inspected spaces are excessively dirty, cluttered, or otherwise disorderly Dorm Management will contact the resident to correct the issue. Should the issue persist, they will then contact the resident's respective First Sergeant.

2.5. Room Inspections. While your room is your home, there is a responsibility and a need to keep your quarters clean, neat and in healthy living conditions. The best way to maintain your room to an acceptable living standard is to use the *Room Inspection Checklist* (Attachment 3) as a guide when cleaning your room as well as SECTION C for a daily/weekly/monthly cleaning checklist. This is the same checklist which First Sergeants will use to inspect your quarters.

2.5.1. At a minimum, First Sergeants will inspect all rooms of their unit's respective dorm airmen population on a semi-annual basis.

2.5.2. Inspected rooms do not need to be in "White Glove" condition but need to be accessible, neat, orderly and free of pungent odors.

2.5.3. There will be monthly morale and welfare visits from your respective First Sergeant.

2.6. Room and Common Area Decorations. Pictures of scantily clothed persons and pornographic material may be offensive to other individuals and are, therefore, unacceptable in open areas. No pictures or objects that depict or show the act of sexual intercourse, profanity, or drug use in either word or picture/symbols will be considered acceptable as room decorations. No items or pictures that degrade national or military leaders will be acceptable as decorations. Anything deemed offensive or questionable is subject to removal by Dorm Management, First Sergeants, or Commanders.

2.6.1. If/when hanging items, the maximum sized hole allowed to be put into a wall when using nails or screws 1/4" in diameter. **Anchor Screws and Command strips are unauthorized.**

2.6.2. Residents will coordinate with the Dorm Management before painting rooms. An ADL will inspect rooms before and after painting. While government furnished paint is available, colors not provided by the government will be at the occupant's cost.

2.6.2.1. Upon moving out, the room must be painted and returned to its original color by the resident with Dorm Management reserving final approval authority.

2.7. Parking. Parking is authorized only in the designated parking areas. Airmen are not allowed to park and/or drive on any grassy areas as it creates water obstructions, damages underground piping and may also damage cause other unintentional damages.

2.7.1. The storage of trailers in the dormitory parking lots is prohibited.

2.7.2. Contact the Hurlburt Field Outdoor Recreation (850) 884-6939 to be issued an authorized parking spot in the housing RV lot. There are currently no fees for utilizing the housing RV lot.

2.8. Recreation Vehicles. Storage of recreational vehicles in dormitory areas is not authorized. (i.e. motorcycle trailers, jet skis, wave runners, etc.). All recreational vehicles will be stored in designated areas. For more information contact the Dorm Management office.

2.9. Automotive Maintenance. Any automotive maintenance which requires the adding, removal or exchange of fluids is prohibited within the dormitory parking lots. Some examples of authorized maintenance/upgrades include but are not limited to upgrading audio equipment, changing a flat tire, and battery replacements. Automotive parts and tools are not to be left unattended in dorm parking lots.

2.9.1. The Auto Hobby Shop, (850) 884-6674, on base is available to help assist with major repair actions such as replacing brakes and rotors, oil changes, tune-ups, etc. at cost to the member.

2.10. Bicycle Storage and Recycle Program. Areas are provided at each dorm to safely and securely park your equipment. Parking bicycles in hallways, stairwells and rooms is not authorized due to potential fire hazards and damage to the infrastructure. If you would like to utilize the bicycle rack you will need to register your bicycle with the ADLs to identify who owns it. This also allows the Airmen Dorm Leaders to properly identify bicycles that may have been abandoned.

2.10.1. For those residents who do not have a form of reliable transportation, you may utilize the Dormitory Bicycle recycle program. Bicycles which have been identified as "abandoned" (no owner identification sticker and/or clear signs of neglect) may be claimed by residents at no cost to the member.

2.10.2. To properly claim an unowned bicycle, bring the bicycle in question to your respective Dorm Management office where they will place a notice of intent to recycle on it. After a week's time if no one claims ownership, they will provide you with an identification sticker to place on the bicycle.

2.10.3. Members are responsible for the procurement and the proper use of Personal Protective Equipment (PPE) when operating a bicycle.

2.11. Bulk Storage. Storage room lockers are located in each respective dormitory building. Individual

storage lockers will be locked at all times. Residents must provide their own locks. Residents may decline a storage locker if it is not needed. If additional storage is required, see an ADL. Unused lockers will be issued on a first come, first served basis.

2.11.1. Items which are not allowed within bulk storage include, but are not limited to hazardous/flammable materials, room furnishings, trash of any kind, food (except canned goods), charcoal, weapons.

2.11.2. If you have personally owned furniture that will not fit in your room, you will need to provide the Travel Management Office (TMO) with a list of items to be stored for you at the government expense. **This applies to inbound personnel only and must be completed no later than 30 days after assignment to the Unaccompanied Housing.**

2.11.3. Personal furniture obtained or purchased after arrival that will not fit in your room will be stored at your expense.

2.12. Tobacco Use. The installation commander has designated all UH facilities as “non- smoking” (which includes tobacco use) which falls within their authority as stated in AFI 40-102, *Tobacco Free Living*, see 2.2.5.3.1.

2.12.1. “Tobacco” includes, but is not limited to, cigars, cigarettes, dip, chewing tobacco, electronic cigarettes (“e-cigarettes”), stem pipes, water pipes, hookahs, and smokeless products that are chewed, dipped, or sniffed. (AFI 40-102, *Tobacco Free Living*, see 2.1 through 2.1.1)

2.12.2. Tobacco uses on the installation shall be restricted to Designated Tobacco Areas (DTAs). Tobacco uses outside of DTAs, including while walking anytime outside of DTAs, is prohibited. (AFI 40-102, *Tobacco Free Living*, see 2.2.4.2)

2.12.3. There are two DTAs located on the east dormitory campus. One is located in the outdoor cooking area in the center of the east campus courtyard and the other is located adjacent to the Riptide Dining Facility and Fitness Center.

2.12.4. There are five DTAs on the West campus. Each DTA is located in the outdoor cooking area adjacent to each respective dormitory building.

2.13. Alcohol. Alcohol consumption in the dormitories is authorized for those residents who are of legal drinking age. Do not leave alcohol in common areas where underage airmen have access to it. Any alcohol which is brought into a common area will be the responsibility of the resident who brought it.

2.13.1. Alcohol (to include empty containers of any kind) will not be stored in an underage resident’s room.

2.13.2. Alcohol is permitted to be stored in a shared refrigerator if you have an underage suitemate (for those residents with shared kitchenettes). However, it is that resident's responsibility to monitor the alcohol that is within their possession. Under no circumstance may a resident provide alcohol to any underage person(s).

2.14. Pets. Dormitory residents are allowed to have fish in an aquarium which doesn’t exceed a 30-gallon capacity. **No other pets are authorized within UH spaces.**

2.14.1. Proper maintenance and cleaning of aquariums is solely the responsibility of the dorm resident. It is important that dorm residents also establish a proper care plan prior to any leave, TDYs or deployments.

2.15. Social Visit. All guests must be at least 18 years old. Visitation is prohibited between the hours of 2400L-0600L, IAW AFI 32-6000, *Housing Management*, para 2.19.1. Remember: You are responsible for you guests and can be held accountable for their actions and behavior.

2.15.1. Any guests must be escorted at all times by their sponsor (the member) both in the dorms and around installation.

2.15.2. Cohabitation (another person living with you) is not authorized. If a civilian visitor is found in the dorms without you, we will contact Security Forces to have them escorted off base and your supervision will be notified.

2.16. Laundry and Dayrooms. Authorized for dormitory residents use **only**. It is everyone's responsibility to challenge each individual who may not be authorized to use these facilities. In most dormitories, washers and dryers are located across the breezeway from the dayroom. Notify your ADLs of broken or non-working appliances. Attend to your laundry expeditiously so other residents may use the equipment. Security of your clothing while using the laundry facility is your responsibility. **Clothing left attended for longer than one week will be removed and stored in the Dorm Management Office for 5 duty days.**

2.16.1. Laundry Rooms:

2.16.1.1. It will be each resident's responsibility to provide their own laundry cleaning supplies/solutions (e.g. laundry detergents/pods, fabric softeners, dryer sheets, lint balls, etc.)

2.16.1.2. After residents have finished using a washing machine, they will leave the drum door slightly ajar to allow airflow within the drum.

2.16.1.3. After residents have finished using a dryer remove all lint from that machine's lint trap and dispose of it in an available trash can. **Do not throw any lint on the floor.**

2.16.2. Dayrooms: These spaces are a complement to dormitory living. They are available around the clock for your convenience and entertainment. Residents must keep these areas clean and orderly at all times. Members will be held liable and accountable for loss or damage to dormitory spaces, equipment or furnishings when caused by abuse or negligence by the member.

2.16.2.1. AAFES Convenience Stores: There are two AAFES convenience stores located on both the East and West Campus (BLDG 91009 and 90367 dayrooms respectively) which provide food and drinks for purchase at a slight up-charge. Those stores are an amenity afforded to residents and can be rescinded should cases of theft be discovered.

2.17. Facility Security. There are multiple security cameras in the dormitories for security reasons. Ensure that your room door and window are locked when you are not in your room.

2.17.1. DO NOT hide your key anywhere outside your room.

2.17.2. DO NOT block/modify the locking mechanism on the door with a foreign object to prevent closure.

2.18. Leave or Extended TDY to Include Deployments. If you plan to be absent longer than seven calendar days, you must arrange for security and prudent care of your room for the duration of your absence. Notify the Dorm Management office in writing of your intended absence (ask your ADLs for the Deployment/Extended Absence Memo) and the name of the person you designated to care for your room. DO NOT turn off your HVAC system during your absence.

2.19. 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. If/when an inspection determines you are responsible for damages beyond reasonable, normal 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.

2.19.1. For more information on what typically constitutes "normal wear and tear" please refer to Chapter 3, para. 3.19., "*Normal Wear and Tear*".

2.20. Energy Conservation. It is one of your responsibilities as a member of the United States Air Force to help save on any unnecessary utility costs. Please turn off any/all electrical items such as room lights, fans, stereos, television equipment, etc. when you leave your room. (The exceptions to this rule being your unit's refrigerator and HVAC)

2.21. Quiet Hours. Quiet hours within the dormitories are 24-hours a day, 7 days a week, due to the presence of shift-workers within every dormitory building (i.e. loud stereos and televisions). If sounds from inside your room can be heard outside or through the walls, it is too loud.

2.21.1. If any airmen is/continues to be disruptive after having first been notified of their disturbance by one/several of their fellow dorm residents, please call the BDOC at (850) 884-7777 to file a noise complaint.

2.22. Speeding. The speed limit within/throughout the dormitory parking lot(s) is 10MPH. Security Forces routinely patrol throughout the dormitory parking lots and will issue a ticket to any individuals caught speeding.

2.23. HVAC. Do not block HVAC system vents. Ensure at least 24" clearance between furniture and HVAC unit. Blocked vents may cause damage requiring repairs, and occupants can be held liable.

2.23.1. Exhaust Fans: It is important that you report non-working exhaust fans to Dorm Management.

2.23.2. BLDG 90368 residents [only]; Your bathroom fan is connected to your bathroom light. If you turn on the bathroom light and do not hear the fan, come on it's indicative that your bathroom HVAC is no-longer operable, and you must notify Dorm Management.

2.24. Cleaning Equipment/Supplies. The Dorm Management offices have vacuums, carpet shampooers and electric mops which can all be checked-out for a period of time not to exceed 24 consecutive hours. Dorm Management also has a variety of cleaning supplies and tools for DIY services available in office which residents can check-out.

2.25. Insect/Pest Control. Preventative maintenance is always best practice. Do not allow food particles to accumulate on countertops, trash cans, and other surfaces within your living/common area spaces. Keep closets and storage areas free of trash. Insect traps will be provided by Dorm Management upon request.

2.25.1. Should any insects/pests show up despite your best efforts, please report to Dorm Management for further assessment/action.

CHAPTER 3

FACILITY MAINTENANCE & RESIDENT RESPONSIBILITIES

SECTION A: FACILITY MAINTENANCE

3.1. Services. In support of this government-owned facility, Dorm management will provide maintenance and repair, refuse collection and disposal, basic pest control, grounds maintenance for common areas, and fire and police protection.

3.2. Maintenance and Repair (M&R). The Civil Engineer (CE) Squadron has the primary responsibility for maintaining your room and the dormitory campus; However, CE cannot fix things which they do not know about. Residents are responsible for reporting damage or maintenance concerns to Dorm Management as soon as they become aware of them.

3.2.1. To request repairs, please come to the Dorm Management offices or e-Mail the Dorm Management distro (Hurlburt Field Dorm Managers).

3.2.2. For emergencies during non-duty hours or federal holidays, call (850) 884-6683. The Hurlburt Field Fire Department takes control of the CE Customer Service line during non- duty hours and federal holidays so do not be surprised if they answer the phone.

3.2.3. If your concern is determined to be an emergency, they will dispatch an on- call technician. If not, they will take the information and provide it to customer service for resolution as soon as possible.

Service Call	Response Time	Defined as
Emergency	24 Hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens potential property damage. 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). For status updates on submitted work task, contact the Dorm Management Office(s).
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property or would soon inconvenience and affect the residents' health and well-being. For status updates on submitted work task(s), contact the Dorm Management Office(s).

Routine		Work of a routine nature that does not meet the criteria of emergency or urgent. For status updates on submitted work task(s), contact the Dorm Management Office(s).
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3.3. Mold. Mold can be found almost everywhere. Mold grows rapidly (biomagnification) indoors when the spores come in contact with building materials that have sufficient moisture to support active fungal growth. It is impossible to get rid of all mold/mold spores within an area whether indoors or outdoors; However, indoor mold growth can be prevented/mitigated by controlling indoor moisture levels.

3.3.1. It is every Air Force member's responsibility to protect the health and well-being of Air Force communities and our investments in the Air Force infrastructure by preventing and remediating water damage as/where needed. In most cases, mold-related contamination is associated with water; the key to an effective mold program is controlling moisture in the facility. However, moisture control must be combined with adequate housekeeping and active participation of facility occupants in inspecting and responding promptly to initial signs of mold. The promotion of timely facility moisture control, effective housekeeping and active occupant participation can successfully control mold growth and prevent potential subsequent medical concerns.

3.3.2. All personnel (residents and ADLs) cleaning mold must wear appropriate Personal Protective Equipment (PPE) consisting of a N-95 half-face respirator, nitrile gloves and unventilated goggles. All PPE and cleaning supplies and PPE can be found in your respective Dorm Management office.

3.3.3. Resident Responsibilities

3.3.3.1. Areas that are frequently damp can be more difficult to mitigate any potential mold (i.e. bathrooms). If there is a persistent reappearance of mold even after mitigation/removal efforts have been taken, the member may also increase air circulation to the space by leaving your bathroom door open both during and after you shower to dissipate any potential humidity/moisture.

3.3.3.2. Areas which are more difficult to mitigate any potential mold must be cleaned more frequently as this will usually prevent the reoccurrence of mold, or at least keep the mold to minimum.

3.3.3.3. Practice sound housekeeping: vacuum floors, frequently remove trash, prevent excessive dust accumulation and use typical household cleaning products to control mold and mildew. Any necessary cleaning products can be found in your Dorm Management office at no cost to the member.

3.3.3.4. When water spills and/or leaks occur, the member must ACT QUICKLY. If wet or damp materials or areas are dried 24-48 hours after a leak/spill happens, in most cases, mold will not grow. It is imperative that all plumbing/building leaks, moisture problems and HVAC issues are reported IMMEDIATELY to your ADLs. If condensation or moisture is seen collecting on windows, walls or pipes ACT QUICKLY to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity.

3.3.3.5. Report to the ADLs if you believe the bathroom ventilation fan is not working. Bldg 90368 residents, please leave the bathroom light on for at least 15 minutes as the vent fan is tied to the light switch.

3.3.3.6. All other buildings have centrally powered ventilation fans

3.3.3.7. Ultimately, it is YOUR responsibility to report and clean mold and mildew that is caused

by negligence (i.e. not cleaning the vents, walls and mold/ mildew when it starts in the bathroom as well as moisture mitigation efforts). Report all moisture or potential mold/mildew findings to the ADLs.

3.3.4. ADL Responsibilities

3.3.4.1. Inspect and report moisture problems before mold/mildew and related microbial contamination becomes problematic. Since mold/mildew depends on the availability of nutrients (e.g. dirt, cellulose and other substrates) as well as moisture, ensure a clean and dry environment is maintained within the facilities.

3.3.4.2. Will conduct facility inspections on a minimum of 10% of rooms per month and will look for mold problems, water damage, or other potential environmental, health, and safety issues. If the room is occupied, the resident is responsible for cleaning; if unoccupied, ADLs are responsible for cleaning.

3.3.4.3. If resident has a health complaint/concern they believe to be caused by mold/mildew, ADLs will direct affected members to their medical provider for evaluation and care. Following that, ADLs will conduct a room survey, submit a service request to repair any/all moisture problems and ensure that the member has the appropriate PPE to clean the affected area.

WATER DAMAGE ACTIONS

Water-Damaged Material	Required Actions
Books and papers	For non-valuable items, discard Books and papers. Photocopy valuable/important items, discard originals. Freeze (in frost-free freezer or meat locker) or freeze dry.
Carpet and backing - dry within 24 to 48 hours	Remove water with water extraction vacuum. Reduce ambient humidity levels with dehumidifier. Accelerate drying process with fans.
Ceiling tiles	Discard and replace
Cellulose insulation	Discard and replace
Concrete or cinder block surfaces	Remove water with water extraction vacuum. Accelerate drying process with dehumidifiers, fans, and/or heaters.
Fiberglass insulation	Discard and replace (discard at least two feet around damaged materials)
Hard surface, porous floorings (Linoleum, ceramic tile, vinyl)	Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary. Check to make sure under flooring is dry; dry under flooring if necessary.
Non-porous, hard surfaces (plastics, metals)	Vacuum or damp wipe with water and mild detergent and allow to dry; scrub if necessary.
Upholstered furniture	Remove water with water extraction vacuum. Accelerate drying process with dehumidifiers, fans, and/or heaters (may be difficult to completely dry within 48 hours). If piece is valuable, consult with a restoration/water damage professional who specializes in furniture.
Wallboard (drywall and gypsum board)	May be dried in place if there is no obvious swelling and the seams are intact. If not, remove, discard and replace (discard at least two feet around damaged materials). Ventilate the wall cavity, if possible.
Window drapes	Follow laundering or cleaning instructions recommended by the manufacturer.
Wood surfaces	Treated or finished wood surfaces may be cleaned with mild detergent and clean water and allowed to dry. Wet paneling is pried away from the wall for drying.

Table 4: AF Cleanup and Mold Prevention Policy Following Water Damage

AIR FORCE POLICY FOR REMEDIATING MOLD GROWTH FROM CLEAN WATER

AF Policy for Remediating Building Materials with Mold Growth Caused by Clean Water			
Material of Furnishing Affected	Cleanup Methods (select method most appropriate to situation)	Minimum PPE	Minimum Containment
Small – Total Surface area is less than 3 square feet			
Books and Paper	3	N-95 half-face respirator, nitrile gloves, and unventilated goggles	None required
Carpet and Backing	1, 3		
Concrete or Cinder Block	1, 3		
Hard Surface, porous flooring	1, 2, 3		
Non-porous, hard surfaces	1, 2, 3		
Upholstered furniture and drapes	1, 3		
Wallboard (drywall and gypsum board)	3		
Wood surfaces	1, 2, 3		
Medium – Total surface area affected between 3 and 100 square feet			
Books and Paper	3	Consult installation BE due to potential for remediator exposure and size of contaminated areas.	Consult installation BE due to potential for remediator exposure and size of contaminated areas.
Carpet and Backing	1, 3, 4		
Concrete or Cinder Block	1, 3		
Hard Surface, porous flooring	1, 2, 3		
Non-porous, hard surfaces	1, 2, 3		
Upholstered furniture and drapes	1, 3, 4		
Wallboard (drywall and gypsum board)	3, 4		
Wood surfaces	1, 2, 3		
Large – Total surface area affected over 100 square feet			
Books and Paper	3	Consult installation BE due to potential for remediator exposure and size of contaminated areas.	Consult installation BE due to potential for remediator exposure and size of contaminated areas.
Carpet and Backing	1, 3, 4		
Concrete or Cinder Block	1, 3		
Hard Surface, porous flooring	1, 2, 3, 4		
Non-porous, hard surfaces	1, 2, 3		
Upholstered furniture and drapes	1, 3, 4		
Wallboard (drywall and gypsum board)	3, 4		
Wood surfaces	1, 2, 3, 4		

Table 5: AF Policy for Remediating Building Materials with Mold Growth Caused by Clean Water

Cleanup Methods

Method 1	Wet vacuum. Steam cleaning may be an alternative for carpets and some upholstered furniture.
Method 2	Damp-wipe surfaces with plain water or with water and detergent solution (except wood – use floor cleaner); scrub as needed.
Method 3	High efficiency particulate air (HEPA) vacuum after the material has been thoroughly dried. Dispose of the contents of the HEPA vacuum in well-sealed bags.
Method 4	Discard or remove water damaged materials and seal in plastic bags while inside of containment, if present. Dispose of as normal waste and use HEPA vacuum after area has dried.

Table 6: Cleanup Methods

SECTION B: RESIDENT RESPONSIBILITIES

3.4. Each resident accepts the responsibility to conduct themselves in a proper manner as to not to disturb others or abuse and/or cause destruction to the facility or its furnishings. Loud, boisterous, foul or abusive language will not be tolerated. Do not conduct yourself in a manner which would bring embarrassment to the military, other occupants or yourself. Residents shall acknowledge in writing their responsibilities and liability at the time of room assignment and termination. The conditions of their room will be validated at both assignment and final inspection. Residents shall maintain dorm rooms in clean, orderly and safe condition at all times.

3.5. Lockouts. If you find yourself locked out during normal duty hours, contact the Airman Dorm Leaders.

3.5.1. After normal duty hours, go to the Commando Inn front desk with identification and a wingman.

3.5.2. They will issue you a key that needs to be returned within 20 minutes. After 20 minutes, Security Forces will be called to retrieve the key.

3.6. Name Plates / Signage. Resident nametags are MANDATORY. Residents must maintain up-to-date nametags by notifying your ADLs as changes occur.

3.6.1. If your name tape is RED, it signifies that you are under the age of 21.

3.6.1.1. Alcohol is not permitted within a resident's quarters if they are below the age of 21.

3.6.2. If your name tape is BLACK, it signifies that you're 21 years of age or older.

3.7. 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 UH Manager may require additional grounds care.

3.8. Personally Owned Appliances. Personally owned appliances are categorized into three distinct categories which determine the accepted level of usage or storage of that appliance while within unaccompanied housing.

3.8.1. Allowed for Usage: Appliances which do not utilize an open heating element (i.e. blenders, mixers, juicers, Nutri bullets, etc.) are allowed for open usage and storage within the dormitory's bedroom/living space.

3.8.1.1. Exceptions to this rule are electric coffee percolators, espresso machines, and candle wax melters.

3.8.1.2. Unaccompanied housing residents who have been assigned a room with a kitchenette are authorized to openly use any non-prohibited appliances which utilize open heating elements in the kitchenette, not within their bedroom/living room space.

3.8.1.3. The usage of all allowed appliances must be in compliance with *HFI 32- 2001 Base Fire Protection Program, Chapter 7*.

3.8.2. Allowed for Storage: All non-prohibited appliances, to include those with open heating elements, are allowed for storage within a resident's bedroom/living room space.

3.8.2.1. Storage within Unaccompanied Housing is defined as any item which is not actively plugged into a power outlet or displaying clear and recent signs of usage (such as leftover food or grease).

3.8.3. Prohibited: Items which are not allowed for usage or storage within Unaccompanied Housing due to the volatility of that appliance (i.e. deep fryers, Pizza Ovens, etc.)

3.9. Kitchenettes/Common Area Kitchens. Give special attention to maintaining appliances and cabinets; regularly clean stove tops, burners coils, broiler units and replace vent hood filters to prevent potential grease buildup which, if left unattended, can become a fire hazard. Do not use any oven cleaner products inside the main heating area of self-cleaning ovens. Regularly clean refrigerator interiors frequently to remove food deposits and any items that have expired. Do not use sharp instruments (such as knives or razorblades) or gritty or harsh detergents when cleaning. **DO NOT PUT GREASE OR FOOD PARTICLES DOWN THE DRAIN.** Be careful to keep hot pots, pans and utensils off of countertops to avoid permanent damage, you could be charged for the repairs.

3.10. Bathroom(s). Because of the potential for bacteria growth, bathroom areas require special care and attention. Clean the toilet inside and out with a disinfectant type of 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 any mold and mildew stains frequently. If the stains will not come off, you may request a new shower curtain from the UH Manager. Clean tub and shower walls periodically with a product made to clean mildew. **Do not** flush anything other than human waste or toilet paper in the toilet; examples of items that should not be flushed are wipes (even if it says "flushable"), feminine hygiene products, papers towels, etc.

3.11. Refuse Collection and Disposal. It is the resident's responsibility to ensure the proper disposal of all accumulated trash/garbage into an appropriate receptacle within their room. Dispose of all trash/garbage from your room into the dumpsters provided throughout your respective dormitory campus. **DO NOT** place trash/garbage on balconies, stairwells or otherwise external the provided dumpsters. Government provided trash cans are to be used for small trash/ garbage or litter in the common areas to which they are located. Placing trash/garbage somewhere other than in a dumpster or placing trash/garbage in a dumpster without locking and securing it has the potential to attract wildlife.

3.11.1. In this area of Florida, wildlife can include Bears, Alligators, Rattle Snakes and other animals that could seriously harm you or your fellow dormitory residents.

3.11.1.1. Citations will be written by the Florida Fish and Wildlife Conservation Commission (FWC) for members caught not disposing of trash/garbage in an approved manner.

3.11.1.2. Contact the Civil Engineer Customer Service Desk (884-6683) for disposal of dead animals found on base.

3.12. Cleaning Equipment & Supplies. The Dorm Management office has a multitude of cleaning supplies and appliances (such as vacuums, carpet shampooers, electric mops, etc.) for resident's use. Additionally, Dorm Management has several DIY items (such as plastic outlet plates, drain snakes, etc.) to resolve minor issues.

3.13. Floors. Excessive water can damage any floor (carpet, LPV, concrete, etc.). Sweep and mop floors often and be sure to pay close attention to corners and baseboards.

3.13.1. Carpets: Vacuum and shampoo carpets, as needed.

3.13.2. **DO NOT** litter the floor of your room with trash/garbage or dirty clothing articles/uniforms as it has the potential to stain and/or soil the area and/or otherwise create unpleasant odors.

3.13.3. On first offences, the resident will be notified by Dorm Management to correct the issue. Upon repeated offences, the resident's respective First Sergeant (or otherwise appropriate squadron leadership) will be contacted to assist with corrective measures.

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

3.15. Windows. Occupants are responsible for cleaning the inside and outside of your assigned room's window, tracks and windowsills. Report any damaged or missing screens to the ADLs.

3.15.1. Failure to close and lock windows when not in your room will constitute a security breach/failure.

3.16. Vents. Clean all ceiling and wall vents, ventilation fans/grates (to include the bathroom) and ceiling fan blades. Doing so will ensure that the vents/ventilation fans can operate at their maximum capacity.

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

3.17.1. The only building which requires the resident to replace the room's air filter is 90368.

3.17.2. Air filters need to be changed every 45 days.

3.17.3. New/replacement filters can be picked up from the Dorm Management office.

3.18. Linens. One set of linens is authorized for issue (upon request) when you are initially assigned a room.

3.18.1. Unused linens may be returned to your UH Manager.

3.19. Normal Wear and Tear. Upon move-out, you should not be charged for normal wear and tear on the housing unit you occupied. Normal wear and tear is the expected decline on the condition of a property due to normal everyday use. Deterioration occurs to housing units during the course of living in a property. This is not caused by abuse or neglect. The amount of acceptable wear and tear varies based on the condition of the unit components at move-in and how long you reside in a property. See table below for some examples of normal wear and tear versus damage caused by a resident.

Normal Wear and Tear	Damages
Fading, peeling, or cracked paint	Drawings, crayon markings, or unauthorized wallpaper that owner did not approve
Slightly torn or faded wallpaper	Seriously damaged or ruined existing wallpaper
Small chips in plaster	Gaping holes in walls or plaster
Nail holes, pin holes, or cracks in wall	Holes in ceiling from removed fixtures
Door sticking from humidity	Doors ripped off hinges
Cracked windowpane from faulty foundation or building settling	Broken windows
Floors needing coat of varnish	Chipped or gouged wood floors
Carpet faded or worn thin from walking	Holes, stains, or burns in carpet
Loose grouting and bathroom tiles	Missing or cracked bathroom tiles
Worn or scratched enamel in old bathtubs, sinks, or toilets	Chipped and broken enamel in bathtubs and sinks
Rusty shower rod	Missing or bent shower rods
Partially clogged sinks caused by aging pipes	Clogged or damaged toilet from improper use

Dirty or faded window covering	Torn, stained, or missing window covering
Worn or discolored fixtures	Missing fixtures

SECTION C: GENERAL CLEANING STANDARDS

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

3.21. Sample Cleaning Schedule. For an effective scheduled list of cleaning tasks broken down by day, week and month, please refer below.

3.21.1. Daily.

3.21.1.1. Make beds neatly. For sanitary reasons, the use of bed sheets is mandatory. You may not sleep on a bare mattress. If it is determined that you are not using bed sheets, you may be charged for cleaning or replacement of the mattress.

3.21.1.2. Empty and clean waste cans. Trash will not be left outside the room but taken to the centralized recycling bins. Do not put room trash in common areas.

3.21.1.3. Waste cans must have a plastic liner to prevent unpleasant odors in your room.

3.21.1.4. Place dirty laundry in a hamper or a laundry bag.

3.21.1.5. Clean the walkway and balcony area directly in front of your room.

3.21.1.6. Store clothing neatly in closets or drawers. Open closets are subject to inspection.

3.21.2. Weekly.

3.21.2.1. Clean and neatly arrange sinks and countertops.

3.21.2.2. Remove soap film and mildew from shower walls, doors, and faucet handles.

3.21.2.3. Clean the entire toilet with a disinfectant type cleaner.

3.21.2.4. Sweep and shampoo or mop the entire room, to include under the bed.

3.21.2.5. Clean all mirrors and chrome furnishings.

3.21.2.6. The microwave interior and exterior surfaces must be free of dirt, grime or visible stains.

3.21.2.7. Wipe down the inside and outside of refrigerators to remove grease, grime and food particles.

3.21.3. Monthly.

3.21.3.1. If needed, defrost refrigerator. Do not use a sharp instrument to chip away ice and frost when defrosting. Clean door seals and ensure coils are free from dust, cobwebs and dirt.

3.21.3.2. Check to ensure air filters and vents are free of dust, dirt, grease and cobwebs.

3.21.3.3. Remove cobwebs, stains and visible dirt from all walls and ceilings.

3.21.3.4. Remove dust, cobwebs, and visible dirt from light fixtures, curtains and blinds.

3.21.3.5. Dust all shelves and furnishings and arrange all items neatly.

3.21.3.6. Clean the window(s) leading into your room-inside and outside.

CHAPTER 4

LOCAL AREA WEATHER

4.1. General. Hurricanes, tornadoes and flooding are events that can impact the local area. While hurricanes are a seasonal occurrence and are active from June 1st until November 30th, flooding and tornadoes are additional concerns to be aware of all year to ensure your safety. Below are some tips, information and procedures that are vital to your safety and ensuring your dorm room is protected during adverse weather events.

4.2. Hurricanes. Hurricanes are massive storms that deliver high winds, heavy rains and surges of ocean water onto low lying, coastal areas, as ocean water is displaced along the path of the storm. (ex. a majority of base personnel live in Okaloosa and Santa Rosa Counties.)

4.2.1. Hurricane Conditions (HURCONS) are conditions of storm intensity and their estimated timelines when the local area will be impacted. Condition changes are communicated via e-Mail; However, the best way to get the most recent updates is to follow the 1 SOW Commander's Facebook page. For a more detailed breakout of HURCONS and Hurricane Categories, please refer to each respective table below:

HURCON Categories:

HURCON	CHRONOLOGY
5	96 HRS PRIOR TO ONSET OF 50-KT WINDS.
4	72 HRS PRIOR TO ONSET OF 50-KT WINDS.
3	48 HRS PRIOR TO ONSET OF 50-KT WINDS.
2	24 HRS PRIOR TO ONSET OF 50-KT WINDS.
1	12 HRS PRIOR TO ONSET OF 50-KT WINDS.
1E	50-KT WINDS ARE OCCURRING.
1R	STORM HAZARDS HAVE PASSED.

Hurricane Categories:

Hurricane Category	Strength / Damage	Wind Speed
Category I	Weak/Minimal	74-95 mph (64-82 kts)
Category II	Moderate	96-110 mph (83-95 kts)
Category III	Strong/Extensive	111-129 mph (96-112 kts)
Category IV	Very Strong/Extensive	130-156 mph (113-136 kts)
Category V	Devastating/Catastrophic	>157 mph (>137 kts)

4.3. Hurricane Evacuation Information. Category III, IV and V storms require complete or partial evacuation of base personnel and facilities. Evacuation direction will be relayed to personnel NLT 48 hours prior to the arrival of 50-kt winds. Relevant communication is made by the 1 SOW Commander (1 SOW/CC) disseminated via each member's respective unit leadership and supervision. There are two types of hurricane evacuations (**Voluntary** and **Mandatory**). There are recommended evacuation routes to facilitate safe and quick travel, limited possibilities of people being stranded and ensure controlled movements. For maps showing the recommended travel routes, see Attachment 5-6.

4.3.1. Voluntary Evacuation. The 1 SOW/CC approves the release from duty those non-mission critical military personnel and their dependents electing to evacuate the local area. Personnel in low lying areas may wish to move inland or to shelters. A liberal leave policy may be established for non-mission critical personnel wishing to evacuate but travel related expenses will not be reimbursed. Voluntary evacuation of non-mission critical personnel is authorized when organizational requirements have been met and there is no further need to retain those personnel on station.

4.3.2. Mandatory Evacuation. The 1 SOW/CC directs the evacuation of all military personnel, civilians and contractors (to include their dependents) from all, or parts, of Hurlburt Field (i.e. flood prone areas south of Highway 98).

4.3.2.1. All personnel must evacuate, with the exception of designated Ride-Out Team(s).

4.3.2.2. Mission critical personnel will be placed on administrative leave status and will be reimbursed for travel related expenses.

CHAPTER 5.

FIRE PROTECTION

5.1. Fire Reporting. If a fire occurs in your dormitory, immediately notify the base Fire Department at 911. Stay calm and answer all questions from the fire dispatch operator. Do not hang up until you are sure the information has been received correctly. Report all fires regardless of size or extent/lack of damage.

5.2. Fire Evacuation Plan. A fire evacuation plan is posted on the dormitory bulletin boards with primary and alternate escape routes. Know the plan. Arrange furnishings so as not to obstruct or impeded 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.

5.3. Emergency Evacuation. In case(s) of an emergency evacuation alarm, ALL DORMITORY RESIDENTS AND THEIR GUESTS MUST IMMEDIATELY EVACUATE THE DORMITORY. This alarm may be a loud siren, bullhorn, and/or door pounding. Failure to immediately respond on your part may result in disciplinary action, serious injury, or death.

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

5.3.1.1. While exiting, use the buddy system and alert others by pounding on doors. Proceed to the nearest designated safety zone and standby for further instructions.

5.3.1.2. The emergency response team or person in charge will designate the safety zone. 5.2.2.2. UH Managers will conduct a head count, when required. In case a UH Manager is not available; a dorm resident must take charge of the situation and report status to rescue personnel.

5.3.1.3. Dorm residents and their guests may re-enter dormitories only when given the all clear sign from the emergency response personnel.

5.4. Tampering with Fire Equipment. Tampering with alarm/call boxes, smoke detectors, sprinkler systems, etc. is a violation of the UCMJ. Do not tamper with, remove, or self-test smoke/fire detectors (unless authorized) located in dorm rooms. Report any problems with the smoke detectors to Dorm Management immediately.

5.4.1. Keep all material a minimum of 18 inches from light fixtures, heat sources, and smoke/heat detectors.

5.4.2. Do not tie objects from or on the sprinkler systems located in the ceiling.

5.5. Fire Extinguishers/Fire Sprinklers. Fire extinguishers are located throughout the dormitory. If you discover a fire extinguisher not indicating green or is otherwise unserviceable, contact Dorm Management.

5.5.1. BLDG 90358, 91009, 91053, 91055, and 91056 have Fire Sprinklers built into it throughout its rooms and kitchenettes.

5.5.2. Fire extinguishers can also be located external each room along the support columns throughout BLDG 90358 and 91009; buildings 91053, 91055, 91056 have a fire extinguisher in each quad kitchen.

5.6. Smoke Detector. All occupants must evacuate the dorm if an alarm sounds. Inspection, testing and maintenance of smoke detectors are performed by the fire department. If residents test the detector, the fire department will receive an alarm at the station.

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

5.8. Cooking and Cooking Appliances. Cooking is permitted in government provided kitchens to

include dayrooms. When cooking, never leave cooking unattended. If a grease fire occurs, cover the burning pan with a lid, turn off the appliance and call the fire department. NEVER USE WATER AND DO NOT ATTEMPT TO MOVE THE PAN! Clean the kitchen exhaust fan filter often to prevent accumulation of grease. Unplug heat producing appliances when not in use.

5.8.1. For additional/specified guidance on usage/storage of personally owned appliances, please refer to Chapter 3, paragraph 8 (3.8.) of his brochure.

5.9. Barbeque (BBQ) Grills. Charcoal BBQ Grills are provided at the dormitories. Portable grills are prohibited for use around the dormitories. Contact the Dorm Management Office if you have a personal grill and they will assign you a storage cage to safeguard until you need to remove it for personal outings.

5.9.1. Outdoor Cooking: Fire prevention instruction, HFI 32-2001, para. 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 the dormitory rooms. Lighter fluid and dry charcoal must be stored in separate locations within the dormitory rooms.”

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

5.10.1. Items such as candle wax melters, glade plug-ins, scented oil diffusers are allowed for use in dormitory rooms.

5.11. Space Heaters, Dehumidifiers, and Portable Air Conditioners.

5.11.1. Space Heaters: Space Heaters of any type are prohibited for in dormitories.

5.11.2. Dehumidifiers: Dehumidifiers are allowed for use in dormitories.

5.11.2.1. Dorm Management has several dehumidifiers in storage which dorm residents can use upon request.

5.11.2.2. It is the resident’s responsibility to ensure that the dehumidifier’s water catch tray is emptied regularly to ensure proper, continued functionality.

5.11.3. Portable air conditioners: Portable Air Conditioners are prohibited in dormitories.

5.12. Extension Cords. Extension cords are not authorized in the dormitories. Surge protectors may be used; however, it must be of continuous length without splices (no joining of two or more together, otherwise known as “daisy chaining”). Since the cord can be a tripping hazard, position the power surge protector safely and securely.

5.13. No Smoking in ALL Dormitories. This policy includes vaping and/or any product which is designed to be inhaled which produces smoke or vapor. Use of any tobacco products is prohibited inside any part of the dormitory facility, including individually assigned rooms and common areas. Dorm residents desiring to smoke, vape or use tobacco products may do so in designated smoking areas.

5.13.1. Please refer to Chapter 2, para. 2.10., *Tobacco Use* for additional/specified guidance.

5.14. Additional Fire Prevention Information. Additional questions on fire prevention should be directed to the UH Management Section or the base Fire Department.

CHAPTER 6

SECURITY

6.1. General. The installation commander is responsible for controlling and safeguarding base property. Patrolling of the dormitory area is accomplished on a routine basis by Security Forces and when notified, will investigate incidents under their jurisdiction. Direct inquiries concerning law enforcement or to report an incident, contact security forces at (850) 884-7777.

6.2. Active Shooter and Lockdown Procedures.

6.2.1. In the event the base goes into Emergency Lockdown for an Active Shooter scenario, all members in the Dormitories must listen for the Active Shooter alarm.

6.2.2. Dorm Management will ensure that offices are locked and secured, Bay-Orderly personnel are accounted for, and that the Dormitory campus is completely locked down. Dorm Management will complete the Active Shooter/Facility Action Checklists.

6.2.3. All Dormitory members and guests must stay in their rooms, close blinds/curtains and lock all windows and doors. Members must turn off all lights and remain quiet. Members will not move from their location unless directed to do so by Security Forces. Unless you are an on-duty

6.2.3.1. Security Forces members not on duty and living in the dorms, **do not** interfere with the shooter(s) unless you are trapped, and fighting is the only option available.

6.2.4. Bay-Orderly personnel must immediately take cover in the Shelter-in-Place(s) located at BLDG 90367, Dorm Management Office. If Bay-Orderly members are directed elsewhere, they must find a telephone as soon as possible and make contact with Dorm Management.

CHAPTER 7.

DORM COUNCIL, CAMPUS & DORMITORY OF THE QUARTER

7.1. General. The dormitory residents may maintain a dorm council program. The Dorm Management office will help facilitate meetings and provide resources to help the effectiveness of the program. The Dorm Management Office maintains an unofficial Hurlburt Field Airmen Discord server for communication.

7.1.1. For information on the Hurlburt Field Airmen Discord, see the Dorm Management office.

7.2. Campus & Dormitory of the Quarter. We take great pride in making the dorms as nice as possible. To foster pride in the dormitory campus and individual health and hygiene, we operate the Dorm of the Quarter program. The Dorm of the Quarter program is managed by the First Sergeants Council. Each quarter under the wing quarterly awards program, the First Sergeants Council will submit rooms for competition through their dorm reps. The council will nominate a room from each group within the 1 SOW to compete at the wing level. The 1 SOW/CC will judge the competition alongside the First Sergeant Dorm Representatives. The Dorm Management office will facilitate the inspection and escort the judges to each room.

7.3. Dormitory of the Quarter. The standardized dorm inspection checklist will be used as a baseline for the competition. Bonus points will be added for rooms that go above standard expectations. Each Group within the 1 SOW may nominate a room to compete at the wing level. Competitions, nominations and grading will be done within the First Sergeant's Council with the help of the Dorm Management Office and approved by the 1 SOW/CCC.

CHAPTER 8.

MOVING OUT OF UNACCOMPANIED HOUSING

Termination of dorm assignment is normally authorized for:

SrA with 3 years of service	PCS/Separation	Hardship Request
Marriage	Pregnancy/gain of dependent	Authorized BAH

See UH Mgt team for more details

8.1. Getting on the BAH Waitlist. Living in the local economy can be expensive. To set members up for financial success, members are required to attend a Military and Family Readiness Center (M&FRC) financial readiness brief prior to moving out. (Attachment 2)

8.2. Giving Notice. Members eligible for termination **NEED** to contact the Dorm Management team at least 30 days prior. You are also required to give 30 days' notice of termination due to Separation or PCS; it is recommended that you do not wait for official orders. Upon valid notice, you will be issued an out-processing packet, brief requirements and schedule pre-final and final inspections.

8.2.1. If PCS-ing, obtain more information about your next assignment from the Military Housing Office (MHO), the Airman & Family Readiness Center or at <https://www.housing.af.mil/>

8.3. 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 will conduct a 100% furnishings inventory to identify damage. Any room or furniture damage other than normal wear and tear will be corrected by you or through government reimbursement prior to your termination from the dormitory.

8.3.1. The UH Manager will provide a cleaning checklist and can discuss your individual cleaning requirements.

8.3.2. Cleaning services can be used, at the resident's expense, but must be escorted at all times or have base access.

8.4. Final Inspection. This is an inspection to make sure you have met the required cleaning standards and also provides an opportunity to identify maintenance issues that were not noted at the pre-final inspection.

8.4.1. Failing your 1st final inspection will require scheduling a re-inspection.

8.4.2. If you fail the re-inspection, your First Sergeant will be notified to help ensure you pass your 3rd inspection. ****No Shows will be considered a failed inspection.****

8.4.3. If a member vacates their dorm due to PCS, separation or retirement prior to out-processing from Unaccompanied Housing, the responsibility to complete the final-out/ inspection process (to include cleaning the residential quarters and shared living spaces) will fall onto the member's unit.

8.5. BAH Process for Moving out for Marriage, Pregnancy or Gain of Dependent(s). BAH will be initiated at the without-dependent rate (Single BAH). Your processing does not end here. Your termination file will remain open until required documentation of the authorized move is received. When the marriage or live birth occurs, report back to the Dorm Management Office with a copy of the marriage license or birth certificate. **DO NOT TAKE THESE DOCUMENTS TO FINANCE.** The Dorm Management Office will initiate a new AF Form 594 to change your status to dependent rate and send to finance. Your termination file will then be closed.

8.6. Permanent Change of Station (PCS). When ready to PCS, contact the M&FRC for information about

the community at your next assignment. Also, the MHO can assist you with housing contact information at your next duty station.

8.7. Moving Off Base. For members who were approved to move off base into commercialized housing, the MHO can assist with your relocation search if you have not already found residency.

8.7.1. To contact the local MHO, please contact (850) 884-7505

Please direct any questions/concerns to the Dorm Management Office or your First Sergeants.

We welcome you to Hurlburt Field and hope you enjoy your stay!

Attachments

Attachment 1: Dormitory Work Task Submission QR Code



Keep in contact with your Dorm Management Team!

Attachment 2: Financial Assessment Checklist



DEPARTMENT OF THE AIR FORCE
1ST SPECIAL OPERATIONS WING (AFSOC)
HURLBURT FIELD FLORIDA

MEMORANDUM FOR 1 SOCES/CEIHD

Date: _____

ADL Signature _____

FROM: _____
(Dorm Resident Rank, Name, & Organization)

SUBJECT: Request to Be Placed on BAH Waiting List

1. I request my name be placed on the BAH Waiting List and that I be authorized to reside off base and draw without dependent rate BAH at the earliest possible time. I understand that once this application is received by the Housing Office, before the cut-off date for the current waiting period, my name will remain on the waiting list for a period of one year from the date of this letter, or until released by the Housing Office to move off-base. I will provide an official copy of my effective date of rank via the vMPF promotions tab. My Commander/First Sergeant reserves the right to remove me from the waiting list at any time.

Rank/Name _____

DOD ID _____

Effective Date of Rank (vMPF Print-off) _____

Dorm/Room _____

Organization/Office Symbol _____

Duty Phone/Home Phone _____

2. I understand that I am subject to be recalled back into government quarters if duty requires or if the base-wide dormitory occupancy rate falls below the required 95 percent. I am willingly moving off base. I may elect to have a paid move. Prior to moving I must contact my Airman Dorm Leader to arrange for paid moves. Failure to do so may result in an unpaid move. I also understand that I am responsible to request the release of any NON-TEMPORARY Storage items and that failure to do so may result in my being held financially responsible for storage costs after I terminate my dorm room.

3. **FINANCIAL:** I have completed a financial budget and have received financial counseling at the Military and Family Readiness Center. I understand I may be asked to produce my personal budget to my 1st Sgt. I understand I cannot be placed on the BAH Waiting List unless this mandatory requirement is accomplished. To schedule a **DORM EXIT** financial counseling session, call the Military & Family Readiness Center at 850-884-5441.

COMMUNITY READINESS CONSULTANT SIGNATURE: _____

PRINTED NAME: _____

DATE: _____
(to be filled out during counseling session)

4. I understand that this application allows me to be placed on the BAH Waiting List and that this letter is NOT authorization to move off base or sign leases. I also understand that if I am recalled back to the dorms by my leadership for disciplinary or financial reasons, the following consequences will result: BAH will stop upon being issued a room key by dormitory manager and I will be required to reside in dorms for one year or until I reach E-4 with more than 3 years Time in Service or whichever occurs first. I will not be allowed to volunteer for this BAH Waiting list until one of these conditions have been met.

Dorm Resident Signature _____

1st Indorsement, Commander/First Sgt _____

Date: _____

TO: 1 SOCES/CEIHD

I approve this request and verify that the correct rank/DOR are listed above.

CC / First Sergeant *Signature & Printed Name*

Any Time... Any Place

Attachment 2: Financial Assessment Checklist (Continued)

Dorm Exit Financial Assessment Checklist			
<p>The decision to move off base as a junior enlisted member is not one that is taken lightly at Hurlburt Field. For this reason, your command has partnered with the housing office and the Military and Family Readiness Center (M&FRC) to ensure that you are extended the greatest possible support by assessing your preparedness and assisting you with obtaining information and resources that will maximize your success as an off-base resident.</p>			
<p>In order to receive approval to be added to the waiting list for eligibility to receive Basic Allowance for Housing (BAH) and ultimately be granted permission to move off base, you must complete a financial assessment of your current and projected income and expenses. Your respective commander (or the first sergeant operating under command authority) has the final authority to approve your request to move off base. Completion of this process will assist in making the determination.</p>			
Section 1 (to be completed by member)			
Complete Prior to Attending Budget Appointment with M&FRC Staff			
Name:		SSN (Last 4 Only):	
Squadron:		Duty Phone	
Desired Moving Date:			
Do you anticipate having a roommate: () Yes () No			
If Yes, what is roommate's name (active duty only):			
If Yes, has the roommate completed an Assessment Checklist? () Yes () No			
Financial Estimates / Projections			
Projected Rental Deposit	\$	Projected Monthly Rental	\$
Estimated Furniture/Other Cost	\$	Estimated Monthly Electric	\$
Estimated Monthly Water	\$	Estimated Monthly Gas/Garbage/etc	\$
Items to Bring to Assessment Appointment with M&FRC			
Completed Assessment Checklist			
Completed Budget Worksheet & Intake Form (obtain from M&FRC)			
Most Recent "Full Month" LES			
Supervisor Signature:		Date	
NOTE: Supervisors must verify their Airman are at least an A1C with 3 months TOS, with the exception of Airmen who have PCS'd, not including technical training.			
Section 2 (to be completed by M&FRC Staff)			
Completed Checklist		Completed Current & Projected Budget	
Surplus	\$	Deficit	\$
Memo from First Sergeant (signed by M&FRC)			
A&FRC Recommendation			
Recommended		Recommended with financial follow-up	
Delay pending additional action		Not Recommended	
The M&FRC Staff has accomplished a current & projected budget with this member. The accuracy of this budget is directly related to the integrity of the data provided by the member. It is the member's responsibility to ensure that ALL of the data is valid and accurate.			
M&FRC Staff Signature		Date	

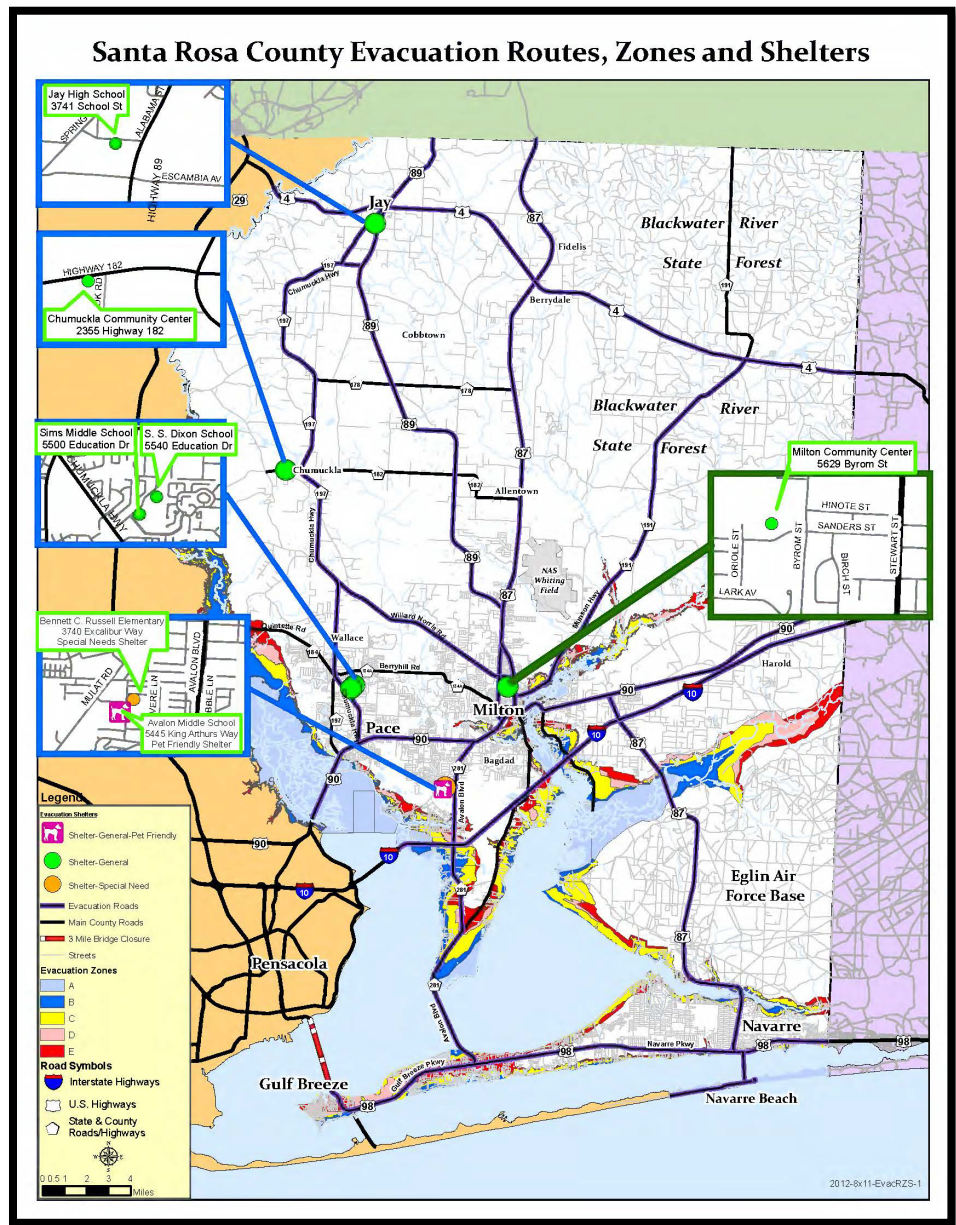
Attachment 3: Dormitory Room Inspection Checklist

DORMITORY ROOM INSPECTION CHECKLIST			
ROOM:	BLDG:	RESIDENT:	
<i>ROOM INSPECTION GUIDELINES</i> A = Outstanding (no more than 1 discrepancy) B = Satisfactory (no more than 4 discrepancies) C = Unsatisfactory (more than 4 discrepancies) NOTE: Rooms may be failed with less discrepancies if the room is unhealthy or unsanitary			
TODAY'S ROOM RATING:	A	B	C
ITEMS INSPECTED	SAT	UNSAT	
1. BEDS (MADE WITH BEDSPREAD)	<input type="checkbox"/>	<input type="checkbox"/>	
2. FLOORS /TILE AND CARPET (CLEAN AND VACUUMED)	<input type="checkbox"/>	<input type="checkbox"/>	
3. TRASH (WASTE BASKET EMPTY WITH NEW PLASTIC BAG)	<input type="checkbox"/>	<input type="checkbox"/>	
4. FURNITURE (DUSTED – ALL)	<input type="checkbox"/>	<input type="checkbox"/>	
5. REFRIGERATOR (CLEAN AND DEFROSTED-INCLUDES SEAL)	<input type="checkbox"/>	<input type="checkbox"/>	
6. WINDOWS (LEDGES, SILLS, GLASS/CLEAN AND POLISHED)	<input type="checkbox"/>	<input type="checkbox"/>	
7. CLOTHING (PROPERLY STORED/HUNG, DIRTY CLOTHES IN HAMPER)	<input type="checkbox"/>	<input type="checkbox"/>	
8. WALLS/CEILINGS (PAINT, CLEANLINESS AND DAMAGE)	<input type="checkbox"/>	<input type="checkbox"/>	
9. INTERIOR WALL DECORATIONS (GOOD TASTE AND NEATLY ARRANGED)	<input type="checkbox"/>	<input type="checkbox"/>	
10. PERSONAL APPLIANCES (CLEANLINESS/AUTHORIZED)	<input type="checkbox"/>	<input type="checkbox"/>	
11. BATHROOM (FREE OF ALL SOAP SCUM, MOLD/MILDEW, FIXTURES POLISHED, COMMODOE CLEAN TO INCLUDE BASE, FLOORS)	<input type="checkbox"/>	<input type="checkbox"/>	
12. WASH BASIN AREA (FREE OF SOAP SCUM, MIRROR CLEAN, FIXTURES POLISHED, DUST REMOVED FROM LEDGES)	<input type="checkbox"/>	<input type="checkbox"/>	
13. SAFETY (INCLUDES FIRE HAZARDS, BURNT CANDLES, INCENSE, OVERLOADED CIRCUITS, SMOKING MATERIALS, FRAYED ELECTRICAL CORDS, ELECTRICAL COOKWARE AND FURNITURE ARRANGEMENT)	<input type="checkbox"/>	<input type="checkbox"/>	
14. SECURITY (LOCKERS, BATHROOM DOORS, AND ENTRY DOOR, INCLUDES WINDOWS)	<input type="checkbox"/>	<input type="checkbox"/>	
15. APPEARANCE (UNCLUTTERED AND NEATLY ARRANGED)	<input type="checkbox"/>	<input type="checkbox"/>	
16. DOOR (CLEAN/NAME TAG POSTED)	<input type="checkbox"/>	<input type="checkbox"/>	
17. MISC. (NO UNAUTHORIZED PERSONAL ITEMS, BELONGINGS IN GOOD REPAIR, CURTAINS PROPERLY HUNG)	<input type="checkbox"/>	<input type="checkbox"/>	
18. Medicine Cabinet/Vanity Drawers (please properly dispose of expired medication)	<input type="checkbox"/>	<input type="checkbox"/>	
REMARKS:			
PASS <input type="checkbox"/>	FAIL <input type="checkbox"/>	REINSPECTION DATE AND TIME: (Should be done every day until it meets standards)	
DATE:		ROOM INSPECTED BY:	

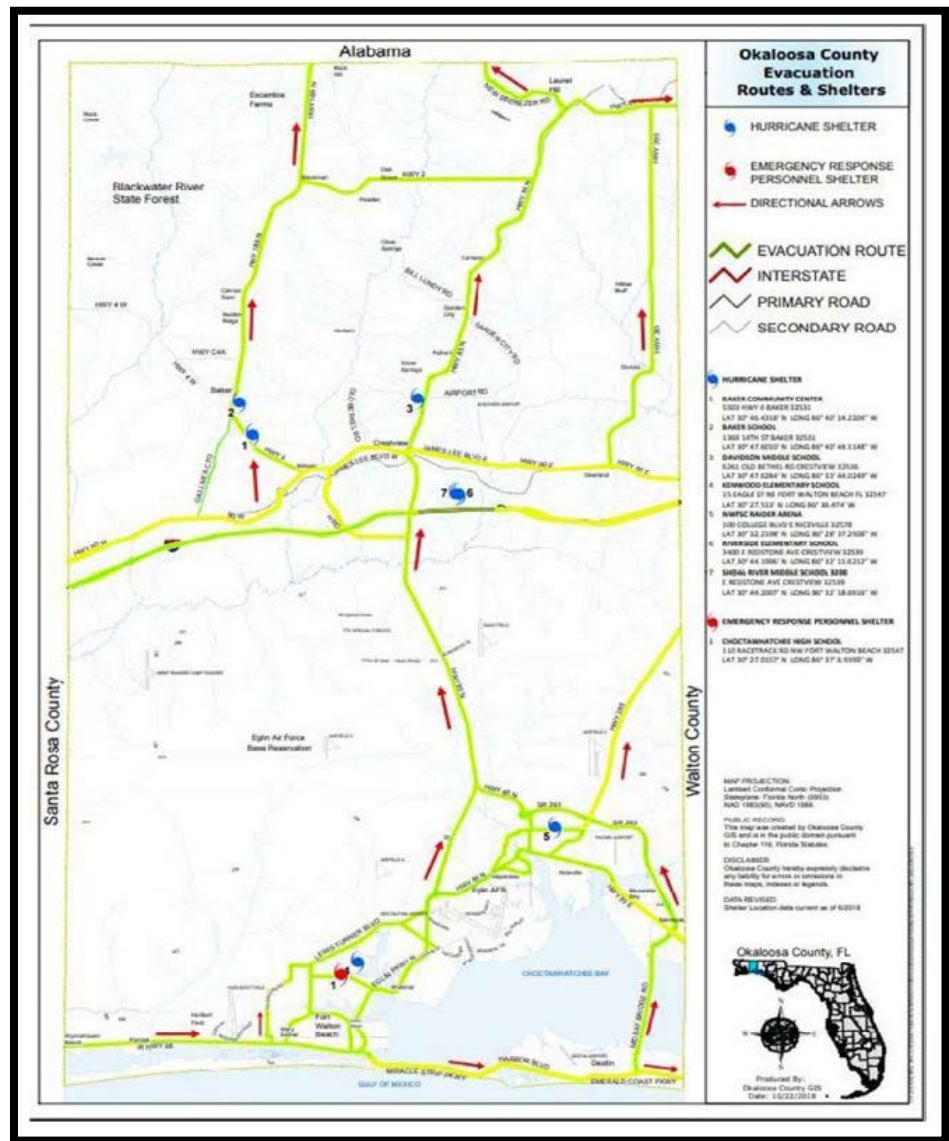
Attachment 4: Hurlburt Field Map



Attachment 5: Santa Rosa County Evacuation Map



Attachment 6: Okaloosa County Evacuation Map



Attachment 7: EPA: A Brief Guide to Mold and Moisture in Your Home



A BRIEF GUIDE TO
MOLD,
MOISTURE,
AND
YOUR HOME

**This Guide provides
information and guidance
for homeowners and
renters on how to clean
up residential mold
problems and how to
prevent mold growth.**

*U.S. Environmental Protection Agency
Office of Air and Radiation
Indoor Environments Division
1200 Pennsylvania Avenue, N. W.
Mailcode: 6609J
Washington, DC 20460
www.epa.gov/iaq*

A BRIEF GUIDE TO MOLD, MOISTURE, AND YOUR HOME

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How do I get rid of mold?	3
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MOLD BASICS

- The key to mold control is moisture control.
- If mold is a problem in your home, you should clean up the mold promptly *and* fix the water problem.
- It is important to dry water-damaged areas and items within 24-48 hours to prevent mold growth.

Why is mold growing in my home? Molds are part of the natural environment. Outdoors, molds play a



Mold growing outdoors on firewood. Molds come in many colors; both white and black molds are shown here.

part in nature by breaking down dead organic matter such as fallen leaves and dead trees, but indoors, mold growth should be avoided. Molds reproduce by means of tiny spores; the spores are invisible to the naked eye and float through outdoor and indoor air. Mold may begin growing indoors when mold spores land on surfaces that are wet. There are many types of mold, and none of them will grow without water or moisture.

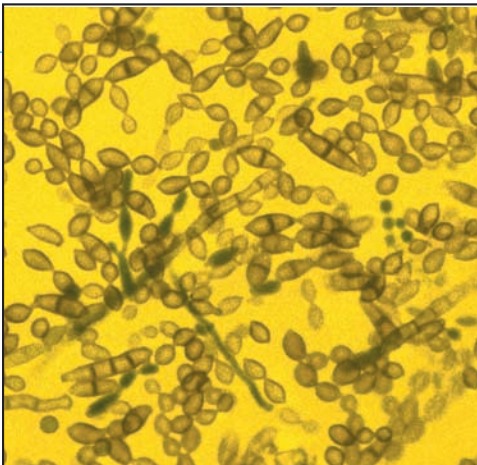
Can mold cause health problems? Molds are usually not a problem indoors, unless mold spores land on a wet or damp spot and begin growing. Molds have the potential to cause health problems. Molds produce allergens (substances that can cause allergic reactions), irritants, and in some cases, potentially toxic substances (mycotoxins).

Inhaling or touching mold or mold spores may cause allergic reactions in sensitive individuals. Allergic responses include hay fever-type symptoms, such as sneezing, runny nose, red eyes, and skin rash (dermatitis). Allergic reactions to mold are common. They can be immediate or delayed. Molds can also cause asthma attacks in people with asthma who are allergic to mold. In addition, mold exposure can irritate the eyes, skin, nose, throat, and lungs of both mold-

allergic and non-allergic people. Symptoms other than the allergic and irritant types are not commonly reported as a result of inhaling mold.

Research on mold and health effects is ongoing. This brochure provides a brief overview; it does not describe all potential health effects related to mold exposure. For more detailed information consult a health professional. You may also wish to consult your state or local health department.

How do I get rid of mold? It is impossible to get rid of all mold and mold spores indoors; some mold spores will be found floating through the air and in house dust. The mold spores will not grow if moisture is not present. Indoor mold growth can and should be prevented or controlled by controlling moisture indoors. If there is mold growth in your home, you must clean up the mold **and** fix the water problem. If you clean up the mold, but don't fix the water problem, then, most likely, the mold problem will come back.



Magnified mold spores.

Molds can gradually destroy the things they grow on. You can prevent damage to your home and furnishings, save money, and avoid potential health problems by controlling moisture and eliminating mold growth.

MOLD

CLEANUP



Leaky window – mold is beginning to rot the wooden frame and windowsill.

If you already have a mold problem –
ACT QUICKLY.
Mold damages what it grows on. The longer it grows, the more damage it can cause.

Who should do the cleanup? Who should do the cleanup depends on a number of factors. One consideration is the size of the mold problem. If the moldy area is less than about 10 square feet (less than roughly a 3 ft. by 3 ft. patch), in most cases, you can handle the job yourself, following the guidelines below. However:

- If there has been a lot of water damage, and/or mold growth covers more than 10 square feet, consult the U.S. Environmental Protection Agency (EPA) guide: *Mold Remediation in Schools and Commercial Buildings*. Although focused on schools and commercial

buildings, this document is applicable to other building types. It is available on the Internet at: www.epa.gov/mold.

- If you choose to hire a contractor (or other professional service provider) to do the cleanup, make sure the contractor has experience cleaning up mold. Check references and ask the contractor to follow the recommendations in EPA's *Mold Remediation in Schools and Commercial Buildings*, the guidelines of the American Conference of Governmental Industrial Hygienists (ACGIH), or other guidelines from professional or government organizations.
- If you suspect that the heating/ventilation/air conditioning (HVAC) system may be contaminated with mold (it is part of an identified moisture problem, for instance, or there is mold near the intake to the system), consult EPA's guide *Should You Have the Air Ducts in Your Home Cleaned?* before taking further action. Do not run the HVAC system if you know or suspect that it is contaminated with mold - it could spread mold throughout the building. Visit www.epa.gov/iaq/pubs to download a copy of the EPA guide.
- If the water and/or mold damage was caused by sewage or other contaminated water, then call in a professional who has experience cleaning and fixing buildings damaged by contaminated water.
- If you have health concerns, consult a health professional before starting cleanup.

MOLD **CLEANUP** GUIDELINES

BATHROOM TIP

Places that are often or always damp can be hard to maintain completely free of mold. If there's some mold in the shower or elsewhere in the bathroom that seems to reappear, increasing the ventilation (running a fan or opening a window) and cleaning more frequently will usually prevent mold from recurring, or at least keep the mold to a minimum.



Tips and techniques The tips and techniques presented in this section will help you clean up your mold problem. Professional cleaners or remediators may use methods not covered in this publication. Please note that mold may cause staining and cosmetic damage. It may not be possible to clean an item so that its original appearance is restored.

- Fix plumbing leaks and other water problems as soon as possible. Dry all items completely.
- Scrub mold off hard surfaces with detergent and water, and dry completely.

Mold growing on the underside of a plastic lawnchair in an area where rainwater drips through and deposits organic material.



Mold growing on a piece of ceiling tile.



- Absorbent or porous materials, such as ceiling tiles and carpet, may have to be thrown away if they become moldy. Mold can grow on or fill in the empty spaces and crevices of porous materials, so the mold may be difficult or impossible to remove completely.
- Avoid exposing yourself or others to mold (see discussions: **What to Wear When Cleaning Moldy Areas** and **Hidden Mold**.)
- Do not paint or caulk moldy surfaces. Clean up the mold and dry the surfaces before painting. Paint applied over moldy surfaces is likely to peel.
- If you are unsure about how to clean an item, or if the item is expensive or of sentimental value, you may wish to consult a specialist. Specialists in furniture repair, restoration, painting, art restoration and conservation, carpet and rug cleaning, water damage, and fire or water restoration are commonly listed in phone books. Be sure to ask for and check references. Look for specialists who are affiliated with professional organizations.

WHAT TO WEAR WHEN CLEANING MOLDY AREAS



Mold growing on a suitcase stored in a humid basement.

It is important
to take
precautions to
**LIMIT
YOUR
EXPOSURE**
to mold and
mold spores.

- **Avoid breathing in mold or mold spores.** In order to limit your exposure to airborne mold, you may want to wear an N-95 respirator, available at many hardware stores and from companies that advertise on the Internet. (They cost about \$12 to \$25.) Some N-95 respirators resemble a paper dust mask with a nozzle on the front, others are made primarily of plastic or rubber and have removable cartridges that trap most of the mold spores from entering. In order to be effective, the respirator or mask must fit properly, so carefully follow the instructions supplied with the respirator. Please note that the Occupational Safety and Health Administration (OSHA) requires that respirators fit properly (fit testing) when used in an occupational setting; consult OSHA for more information (800-321-OSHA or osha.gov/).

- **Wear gloves.** Long gloves that extend to the middle of the forearm are recommended. When working with water and a mild detergent, ordinary household rubber gloves may be used. If you are using a disinfectant, a biocide such as chlorine bleach, or a strong cleaning solution, you should select gloves made from natural rubber, neoprene, nitrile, polyurethane, or PVC (see **Cleanup and Biocides**). Avoid touching mold or moldy items with your bare hands.
- **Wear goggles.** Goggles that do not have ventilation holes are recommended. Avoid getting mold or mold spores in your eyes.



Cleaning while wearing N-95 respirator, gloves, and goggles.

How do I know when the remediation or cleanup is finished?

- You must have completely fixed the water or moisture problem before the cleanup or remediation can be considered finished.
- You should have completed mold removal. Visible mold and moldy odors should not be present. Please note that mold may cause staining and cosmetic damage.
 - You should have revisited the site(s) shortly after cleanup and it should show no signs of water damage or mold growth.
 - People should have been able to occupy or re-occupy the area without health complaints or physical symptoms.
 - Ultimately, this is a judgment call; there is no easy answer.

MOISTURE AND MOLD **PREVENTION** AND CONTROL TIPS

MOISTURE Control is the Key to **Mold Control**



*Mold growing
on the surface
of a unit
ventilator.*

- When water leaks or spills occur indoors - **ACT QUICKLY.**
If wet or damp materials or areas are dried 24-48 hours after a leak or spill happens, in most cases mold will not grow.
- Clean and repair roof gutters regularly.
- Make sure the ground slopes away from the building foundation, so that water does not enter or collect around the foundation.
- Keep air conditioning drip pans clean and the drain lines unobstructed and flowing properly.



Condensation on the inside of a window-pane.

- Keep indoor humidity low. If possible, keep indoor humidity below 60 percent (ideally between 30 and 50 percent) relative humidity. Relative humidity can be measured with a moisture or humidity meter, a small, inexpensive (\$10-\$50) instrument available at many hardware stores.

- If you see condensation or moisture collecting on windows, walls or pipes - ACT QUICKLY to dry the wet surface and reduce the moisture/water source. Condensation can be a sign of high humidity.

Actions that will help to reduce humidity:

- 💧 Vent appliances that produce moisture, such as clothes dryers, stoves, and kerosene heaters to the outside where possible. (Combustion appliances such as stoves and kerosene heaters produce water vapor and will increase the humidity unless vented to the outside.)
- 💧 Use air conditioners and/or de-humidifiers when needed.
- 💧 Run the bathroom fan or open the window when showering. Use exhaust fans or open windows whenever cooking, running the dishwasher or dishwashing, etc.

Actions that will help prevent condensation:

- ◆ Reduce the humidity (see preceeding page).
- ◆ Increase ventilation or air movement by opening doors and/or windows, when practical. Use fans as needed.
- ◆ Cover cold surfaces, such as cold water pipes, with insulation.
- ◆ Increase air temperature.

Mold growing on a wooden headboard in a room with high humidity.



Renters: Report all plumbing leaks and moisture problems immediately to your building owner, manager, or superintendent. In cases where persistent water problems are not addressed, you may want to contact local, state, or federal health or housing authorities.



Rust is an indicator that condensation occurs on this drainpipe. The pipe should be insulated to prevent condensation.

Testing or sampling for mold Is sampling for mold needed? **In most cases, if visible mold growth is present, sampling is unnecessary.** Since no EPA or other federal limits have been set for mold or mold spores, sampling cannot be used to check a building's compliance with federal mold standards. Surface sampling may be useful to determine if an area has been

adequately cleaned or remediated. Sampling for mold should be conducted by professionals who have specific experience in designing mold sampling protocols, sampling methods, and interpreting results. Sample analysis should follow analytical methods recommended by the American Industrial Hygiene Association (AIHA), the American Conference of Governmental Industrial Hygienists (ACGIH), or other professional organizations.

HIDDEN MOLD

Mold growing on the back side of wallpaper.



Suspicion of hidden mold You may suspect hidden mold if a building smells moldy, but you cannot see the source, or if you know there has been water damage and residents are reporting health problems. Mold may be hidden in places such as the back side of dry wall, wallpaper, or paneling, the top side of ceiling tiles, the underside of carpets and pads, etc. Other possible locations of hidden mold include areas inside walls around pipes (with leaking or condensing pipes), the surface of walls behind furniture (where condensation forms), inside ductwork, and in roof materials above ceiling tiles (due to roof leaks or insufficient insulation).

Investigating hidden mold problems Investigating hidden mold problems may be difficult and will require caution when the investigation involves disturbing potential sites of mold growth. For example, removal of wallpaper can lead to a massive release of spores if there is mold growing on the underside of the paper. If you believe that you may have a hidden mold problem, consider hiring an experienced professional.

Cleanup and Biocides Biocides are substances that can destroy living organisms. The use of a chemical or biocide that kills organisms such as mold (chlorine bleach, for example) is not recommended as a routine practice during mold cleanup. There may be instances, however, when professional judgment may indicate its use (for example, when immune-compromised individuals are present). In most cases, it is not possible or desirable to sterilize an area; a background level of mold spores will remain - these spores will not grow if the moisture problem has been resolved. If you choose to use disinfectants or biocides, always ventilate the area and exhaust the air to the outdoors. Never mix chlorine bleach solution with other cleaning solutions or detergents that contain ammonia because toxic fumes could be produced.

Please note: Dead mold may still cause allergic reactions in some people, so it is not enough to simply kill the mold, it must also be removed.

Water stain on a basement wall — locate and fix the source of the water promptly.



ADDITIONAL RESOURCES

For more information on mold related issues including mold cleanup and moisture control/condensation/humidity issues, visit:

www.epa.gov/mold



Mold growing on fallen leaves.

This document is available on the Environmental Protection Agency, Indoor Environments Division website at: www.epa.gov/mold

NOTES

Acknowledgements

EPA would like to thank Paul Ellringer, PE, CIH, for providing the photo on page 14.

Please note that this document presents recommendations. EPA does not regulate mold or mold spores in indoor air.



Attachment 8: Reporting Bears on Hurlburt Field

BEARS ON HURLBURT FIELD

Remember, “a fed bear is a dead bear.” To prevent problem bears and ensure Airman safety:

- Bring trash immediately to the dumpster, do not leave it outside dorm rooms
- Secure dumpsters with the bear safety latch
- Absolutely no direct feeding of bears

WHEN TO REPORT A BEAR
Bear Behavior Levels



**NO NEED TO REPORT
IF A BEAR IS...**

- ▣ Far away
- ▣ Easily scared away
- ▣ In a tree/standing up/passing through
- ▣ Leaving scat, tracks or scratch marks on trees
- ▣ Feeding on natural foods (acorns, berries, insects)

To keep bears from becoming habituated to humans, you may scare the bear (honk horn, clap hands, and yell) if you feel comfortable and are at a **SAFE DISTANCE**.



PLEASE REPORT TO
1. SECURITY FORCES DISPATCH 884-7777
2. Natural Resources 884-7916 or 884-5961

IF A BEAR IS...

- ▣ Not scared away by loud noises
- ▣ Eating food/garbage/pet food/birdseed when people are not present
- ▣ Protecting food or cubs (charges, blocks food or cubs from people)

Find a safe place and call SFS and Natural Resources to report the incident. Security Forces are trained to haze bears. Natural Resources keeps a record of bear incidents.



IF A BEAR IS...

- ▣ Approaching people or pets
- ▣ Linger near human use areas
- ▣ Entering a tent, building or vehicle
- ▣ Physically making contact with a person
- ▣ Eating food/garbage/pet food/birdseed when people are present

Find a safe place and **IMMEDIATELY** call SFS and Natural Resources.

Attachment 9: Pest Prevention Tips

Pest Prevention Tips

Keep your room clean and dry – especially the kitchen

- Keep food in sealed containers
- Keep counters and sinks free from food residue
- Reduce clutter
- Recycle piles of cardboard and moving boxes
- Don't leave pet food out overnight
- Don't leave dirty dishes in the sink
- Keep air conditioning filters clean & replaced regularly



Maintain building exterior

- Identify water leaks, holes and other conditions that can attract pests
- Ensure exterior doors & garage door are properly sealed with weather stripping

Manage trash, recycling, yard debris and bulk items daily

- Store trash properly in bags and cans, do not leave in room
- Keep room clean and free of debris/trash/bulky items

Attachment 9: Pest Prevention Tips (Continued)

Bugs and pest guide



Mosquitoes

Mosquitoes are present most of the year, but not as intensely as you may have encountered in some northern climates. Over-the-counter insect repellents work well, especially those containing DEET. Avoid applying high-concentration (> 30% DEET) products to the skin, particularly on children.

What you can do

- Wear light-colored clothing, long sleeves and pants in tropical weights.
- Regularly empty standing water from all outside containers such as flowerpots, birdbaths and buckets. (Mosquitoes breed in standing water.)
- When recreating outdoors, do so in open areas where there is a breeze. (Mosquitoes are drawn to shady areas with little wind.)
- In the South the worst time for mosquitoes is late spring and early summer. Mosquito populations vary from year to year, depending on the amount of rainfall.



Flies

Our longer warm season can cause fly problems to be more persistent. Flies show up in March as it warms up and peak in June and July.

What you can do

- Keep trash cans closed.
- Empty and clean trash cans regularly.
- Clean up pet droppings.
- Make sure screens are in good shape and screen doors close completely and quickly.



Ladybug

Also called "ladybird beetles." In past times these insects, when found indoors in the winter, were considered good luck. Now an introduced species, the Multicolored Asian Lady Beetle, can enter homes in large numbers. Outside they are beneficial by eating harmful plant pests; indoors, they are considered a nuisance. In late fall, as it turns colder, the insects gather to hibernate and during each winter warm spell, become active again. In the spring when weather turns warm, they leave the home if possible and live outdoors until the next fall.

What you can do

- Pesticides are not the answer for this invader, since large numbers of dead ladybugs indoors can attract other insects.
- Exclusion can help, but it is very difficult to seal all of the gaps and cracks in a home where they enter, especially attics and eaves.
- If smashed, they leave a yellow stain, so it is recommended to vacuum up any ladybugs invading your living space.



Ants

This region has a variety of ants and sometimes they enter your home. They have plenty of food outside, so generally they don't need to go indoors to forage. Even on days when the air is cold, ants will be active on the sunny side of your home. They are active most of the year and few will want to live in your home.

What you can do

- Clean up spills and sweep regularly.
- Watch drips under hummingbird feeders.
- Feed pets only what they will eat at one time.
- Rinse cans and other recycling items before disposing
- of them.



Mud Daubers

Also called "dirt daubers" or "organ pipe wasps" in the South. These pests build tube-shaped nests in sheltered areas outside your home. This solitary wasp does not defend its nest like a paper wasp or bee, so while it can sting, it rarely does. The most common variety is shiny and blue-black in color, but some are yellow or brown.

If you don't like spiders, these wasps are your friend. Their mud nests are packed full of paralyzed spiders which the wasps lay eggs upon. Your Orkin Technician will physically remove spider webs, wasp nests, and mud dauber nests with a device called a Webster.

Holes in the sides of the mud tubes mean that they are no longer active and will not be reused.

What you can do

- If you wish to remove a nest, the easiest and safest way is with a stream of water from your garden hose.



Fire Ants

Fire Ants are the only commonly found stinging ants in the South. They are also the only ants that make large mounds, although the mounds may not be present in dry weather. They are an invasive species introduced to the Gulf Coast area with few natural predators. They live outdoors and do not usually enter homes.

What you can do

- Not all colonies have visible, above-ground mounds. Pay attention when gardening.
- Over-the-counter antihistamines can help with swelling and sting-kill swabs or sprays can help stop the pain from stings.
- Some people have allergic reactions similar to bee stings. Be aware if you are allergic to other stinging insects.

Attachment 9: Pest Prevention Tips (Continued)



Smokybrown and American Cockroaches

These are large roaches (sometimes called waterbugs or palmetto bugs) up to 2 1/8 inches long. They live outdoors like crickets and grasshoppers, but will enter homes and can reproduce there. Seeing one in your house is not a sign that you are a poor housekeeper.

They will live indoors in moist areas like kitchens and baths, and will reproduce slowly compared to the smaller German roaches. They are active whenever temperatures are above 55° F.

What you can do

- Reduce clutter near your house.
- Clean up dog droppings.
- Feed pets only what they will consume at one time.
- Check door sweeps.
- Look for leaks in kitchens and baths.
- Since these roaches fly, use yellow bulbs on outdoor lighting to attract fewer insects.
- When roaches are active outdoors in late spring and early summer, draw curtains and blinds to limit light leaking from your house.



Occasional Invaders

These are bugs that enter your home but do not reproduce there. They can be caught and returned outdoors, squashed, or vacuumed. Some examples of these bugs are crickets, millipedes, sowbugs, pill bugs, crawling spiders and ground beetles. Above 55° F, these pests are active and will enter your home, especially after being flooded out of mulch beds around the house during heavy rains.

What you can do

- Limit the depth of mulch around your home.
- Remove leaves/debris and trim bushes around structures.
- Limit light escaping from the house during times of high activity. (Close blinds at night.)
- Replace white outdoor porch lights with yellow outdoor lights, which attract fewer pests.



Asian Cockroaches

An invasive species that entered the USA around the 1980's in Florida, Asian cockroaches have now reached Southeast Alabama. They look just like the German roach you associate with kitchens that have sanitation problems. They are 1/2 to 5/8 inch long and will enter your home, but do not reproduce indoors.

Asian cockroaches fly well, whereas the German roach does not fly at all. They are also highly attracted to light. They are most active in April and in late summer, when populations are highest.

What you can do

- Replace white outdoor porch lights with yellow outdoor lights.
- Prevent light from exiting the home during times of high activity. (Close blinds, shades and curtains at night.)
- Eliminate leaf litter around structures.
- Trim bushes away from foundation.
- Make sure window screens are tight and that doors close completely.



Rats and Mice

The South has no more of a rat or mouse problem than anywhere else in the United States. We do have a rodent called a "roof rat" that invades and nests in the upper parts of structures or trees. They are nocturnal like most other species of rats, so you may not see them but you may encounter evidence such as: droppings, nests, feeding activity or you may hear them at night.

What you can do

- Rats need access to water every day; mice do not. Limit standing water and fix leaks as soon as possible.
- Keep trash cans covered.
- Clean up dog droppings.
- Limit pet food only to what the pet can consume at one time.
- Eliminate outdoor clutter as much as possible.
- Store pet food and birdseed in metal containers. Do not overfeed birds in feeders.
- Seal all holes and cracks. It only takes an opening of 1/4 inch for mice and 1/2 inch for rats to enter a home.

Bugs and pest guide



German Cockroach

This is the most common cockroach pest and is usually the one people think of when they think of a cockroach. They look exactly like the Asian cockroach, are 1/2 to 5/8 inches long, and are brown and black in color. German roaches are nocturnal, repelled by light and do not fly. (Unlike German roaches, Asian roaches are attracted to lights.)

German roaches are rarely found outdoors. They like warm, damp areas such as your kitchen and bath. Even clean kitchens have enough food and water for these pests to thrive. Therefore, they flourish in human environments and are always active.

What you can do

- Keep kitchen and bathroom areas as clean as possible
- Limit drips and leaks from water sources.
- Check groceries - especially bags of onions and potatoes before you bring them indoors. Boxes and cartons can also harbor roaches.
- Secondhand or rental appliances can often harbor roaches.

If you think
you may have an
infestation,
please input a
work task

PHOTO CREDITS: Asian tiger mosquito, Asien; Susan Ellis, Bugwood.org; Pill bug, Field cricket, Ground Beetle, Joseph Berger, Bugwood.org; German cockroach, American cockroach, -Clemson University - USDA Cooperative Extension Slide Series, Bugwood.org; Multicolored Asian lady beetle, Red imported fire ant: Scott Bauer, USDA Agricultural Research Service, Bugwood.org; Wolf spider: Whitney Grandaw, Colorado State University, Bugwood.org; House fly: Clemson University - USDA Cooperative Extension Slide Series, Bugwood.org; Smokybrown cockroach: Daniel R. Suttler, University of Georgia, Bugwood.org; Black and yellow mud dauber: Johnny N. Dell, Bugwood.org; Black and yellow mud dauber nest: Howard Ensign Evans, Colorado State University, Bugwood.org.