

Hurlburt Field Unaccompanied Housing Resident Brochure

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

Unaccompanied Housing Office

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Section A – Introduction

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. We have designed this brochure to provide you with key contact information, building details, and help smooth your transition to your new duty station. We are all neighbors who live and work on Hurlburt Field. The way we build a cohesive community is by taking pride in our living area and showing consideration of our neighbors. Because unaccompanied housing facilities are critical to Quality of Life (QoL) it is imperative that we diligently work together to care for your campus. These dormitories will be your home for the next couple years. We hope to work together to make them something we can all be proud of! Your name is on the door.

Section B – Dormitory Housing Support Team & Useful Telephone Numbers

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Dormitory Housing Support Team

Position	Name	Campus	Buildings	Phone
Dorm Superintendent	MSgt Olson	West	N/A	(850) 884-6442
Airman Dorm Leader	TSgt Romero	West	90369	(850) 884-6442
Airman Dorm Leader	SSgt Nichols	West	90367	(850) 884-6442
Airman Dorm Leader	SSgt Sicard	West	90368	(850) 884-6442
Airman Dorm Leader	SSgt Andrews	West	90358	(850) 884-3188
Airman Dorm Leader	SSgt Mauldin	East	91009/91053 /91055/ 91056	(850) 881-3767

Useful Telephone Numbers

<u>For ALL Emergencies</u>	911
CE Customer Service	884-6683 / 6684
Security Forces (Law Enforcement)	884-7777
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

Section B – Dormitory Housing Support Team & Useful Telephone Numbers

Base Chaplain	884-7795
Command Post	884-8100
Base Housing Office 123 McMillian Bldg. 90371	884-7505
Hurlburt Shoppette/ Class Six 315 Independence Rd.	(850) 581-0488
Firestone Car Care	(850) 581-2224/ (850) 243-6820
The Reef DFAC 313 Cody Ave. Bldg. 90326	884-4970
The Riptide DFAC 150 Howie Walters Rd. Bldg. 91007	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

Section B – Dormitory Housing Support Team & Useful Telephone Numbers

Popeye's Chicken (Hurlburt BX)	(850) 581-6008
Starbucks	(850) 581-6008
Subway	(850) 581-6008
Charley's Subs	(850) 581-6008
Burger King, Bldg. 90223	(850) 581-9111
Military Personnel (ID Cards) https://idco.dmdc.osd.mil/idco/locator	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

Section C – General Information

Personal Information Changes

Please 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.

Dining Facility

There are two facilities, the Reef located next to dorms on the west campus, and the Riptide located on the east campus. Those that receive BAS are still encouraged to utilize the dining facility but must pay. All dining facilities accept cash or card. Please see Attachment 4, *Hurlburt Field Map*.

Internet Service

Call the local Cox Communications (850) 226-6872 office to set up your internet/cable service.

Base Allowed Housing (BAH) Procedures

Overall occupancy must be maintained at 95%. However, regardless of the occupancy rate you are eligible to move out sixty (60) days before marriage, or the 20th week of pregnancy with Commander's approval or if you are a SrA with over three years of service (E4 >3 TIS). Airman E-3 and above with at least 3 months' time on station that do not fall in the above categories are eligible to be placed on the BAH Waitlist. To register for the BAH Waitlist, Airman must complete a Budget Assessment (Attachment 1) with an A&FRC representative and First Sergeant signature, as well as provide a copy of the Effective Date of Rank from vMPF. The Effective Date of Rank determines the position on the BAH Waitlist. Dorm Termination Notices are sent via e-mail from Dorm Management and Airman are notified when they are next in cue. DO NOT make any monetary commitments prior to receiving the Dorm Termination Notice.

Emergencies

For **any and all** emergencies or active crimes, please call **911**.

EVERYBODY is responsible for controlling and safeguarding base property. Help prevent theft by securing your room when you leave. If you suspect that a crime has been committed, notify Security Forces at 884-7777

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

Renters Insurance

Affordable renters insurance is available through most insurance vendors for a nominal amount that may cover personal property and personal liability of the government's property, and it is highly encouraged to get renters insurance to protect yourself and personal property. The Air Force does not recommend or endorse any company.

Section D – Room & Facility Information

Furnishings

The furnishings assigned to your room are accountable items intended to provide residents with all the quality comforts you need to make your room a home. All issued items should be clean and in good working order. These items must remain in the room based on the limited storage space on campus. Government issued furniture and personal items will not be stored outside of the dorm room. Residents will be held liable for any damages to government property that are sustained during their tenure in the Hurlburt Field Dorms.

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. Your First Sergeant will inspect all rooms in the dormitory on a quarterly basis. Additionally, there will be monthly morale and welfare visits from your First Sergeant. The best way to maintain your room at an acceptable living standard is to use the Room Inspection Checklist (**Attachment 2**) as a guide when cleaning your room. This is the same checklist the First Sergeants will use to inspect your quarters. While they are not looking for rooms to be in “white glove” condition, your room will be accessible, neat, orderly and free of pungent odors.

Your ADL 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 for the facility itself. Your ADL team will not go into your personal belongings, however we will have to look in closets to ensure there is no mold on the walls, ceiling, or floors, and will check under your vanity for leaks from the sink. ADLs will not open drawers of furniture, wardrobes, or desks. If, during the course of a Facility Inspection, unauthorized or illegal items are found in plain sight, ADLs **will** contact the appropriate authorities (usually the First Sergeant and/or Security Forces) to handle the situation.

Interior & Exterior Decorations

Airmen may decorate the interior and exterior of their rooms to give a personalized touch. Please ensure to keep all decorations in good taste. If the decoration is outside of your room, please ensure it is not blocking the walkways in case of an emergency. Avoid hanging images and artifacts that include pornographic, drug, or racially explicit pictures, drawings, or material. When hanging items, remember that the maximum size hole you can put in the walls cannot exceed ¼” in diameter. Airmen can paint their dorm rooms if desired, but must be coordinated with the Airmen Dorm Leaders before painting to ensure that no CE approvals are needed. Upon moving out, the room must be painted and returned to its original color.

Parking

Parking is authorized in the parking lot areas. Driving on grass areas create water obstructions, damage underground piping and may cause other unintentional damages. The storage of recreational vehicles, utility and motorcycle trailers in the dormitory area is not authorized. Contact the Military Housing Office to be issued a parking spot in the housing RV lot. There are currently no fees for utilizing the RV lot.

Automotive Maintenance

The Auto Hobby Shop is available to help assist with major repair actions such as replacing brakes and tune-ups, etc. Upgrading audio equipment, changing flat tires, and battery replacements are the only maintenance actions that are permitted in dorm parking lots. Automotive parts and tools are not to be left unattended in dorm parking lots. The overall goal is to maintain a safe area for residents to park and transition to and from the living area. Automotive maintenance involving fluids is not permitted in dorm parking lots.

Bicycle Storage

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 Airmen Dorm Leaders to identify who owns it. This also allows the Airmen Dorm Leaders to properly identify bicycles that may have been abandoned.

Bulk Storage

Contact your Airman Dorm Leaders for proper storage locations. Boxes, luggage, and any other items placed in storage must have your name and room number clearly displayed. All items placed in storage must fit inside your assigned cage (if applicable), and you must provide the lock. If you have personally owned furniture that will not fit in your room, you will need to provide the Military Housing Office 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 thirty (30) days after assignment to the dormitory.** Personal furniture obtained or purchased after arrival that will not fit in your room will be stored at your expense.

Unauthorized Items

Drugs, Waterbeds, Weapons, Fireworks and some Flammable liquids. Personally owned weapons or fireworks of any type, explosives, or ammunition are **not authorized** to be brought into or stored inside any part of the dormitory room, personal storage locker or vehicles. Paintball guns and airsoft guns are prohibited. **Knives will be no longer than 6 inches in total length.** The only exception to this rule is for cooking knives, but they must be kept in a cooking capacity i.e., in a knife block or in your kitchen area. If you do not have a kitchen area, keep the cooking knife in a container with other cooking utensils.

Pets

Airman may have fish in an aquarium, not to exceed a 30 gallon capacity. **NO OTHER PETS ARE AUTHORIZED.** Aquariums will be properly maintained and clean. It is important that you establish a care plan prior to leave, TDYs, and deployments.

Social Visits

All guests must be at least 18 years old and **escorted at all times** and prohibited between the hours of 2400-0600, IAW AFI 32-6000, para 2.19.1. Remember, you are responsible for the conduct of your guests and can be held accountable for their actions and behavior. Cohabitation (another person living with you) is not authorized. If a 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.

Laundry Facilities

Authorized for dormitory residents use **only**. In most dormitories, washers and dryers are located across the breezeway from the dayroom. Notify your Airman Dorm Leaders of broken or non-working appliances. Attend to your laundry expeditiously so other users may use the equipment. Security of your clothing while using the laundry facility is your responsibility.

Clothing left attended will be removed and stored in the Dorm Management Office for 5 duty days.

Facility Security

There are multiple security cameras in the dormitories for security reasons. Ensure that your room door and window are closed and locked if you are not in the room.

Leave or Extended TDY to Include Deployments

If you plan to be absent longer than 7 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 designate to care for your room. **DO NOT** turn off your HVAC system during your absence.

Damages

You are liable for loss or damage to equipment or furnishings that you or your guests cause by abuse or negligence. When an inspection determines you are responsible for damages beyond reasonable wear and tear and you perform the repair, you must meet Air Force standards for the repair or replacement. Your UH manager can fully explain your options to repair or replace damaged items and the method of payment.

Energy Conservation

Help save on unnecessary utility costs. Except for the refrigerator and HVAC system, please turn off electrical items such as room lights, fans, stereo, and television equipment when you leave your room.

Quiet Hours

Quiet hours are 24-hours a day, 7-days a week, because there are shift workers in every dormitory. Loud stereos and televisions are disturbing and disruptive. If sounds from inside your room can be heard outside or through the walls, it is too loud. If the Airman continues to be loud and disrespectful, please call Security Forces BDOC at (850) 884-7777 to make a noise complaint.

Speeding

The speed limit in the dormitory parking lot is **10 MPH**. Security Forces routinely patrol and will issue tickets to individuals caught speeding.

Exhaust fans

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

Building 90368 & 90369 residents only, your bathroom fan is connected to your bathroom light. If you turn your light on, and do not hear the fan come on please come tell your ADL team.

Section E – Facility Maintenance & Resident Responsibilities

General

To prolong the lifespan of facility infrastructure and provide residents with a comfortable stay, the dormitory support team will ensure maintenance and repair, refuse collection and disposal, basic pest control, fire and police protection and grounds maintenance for common areas.

Initial Inspection

The Airman Dorm Leaders, with your assistance, will perform an initial inspection to identify and document discrepancies in your room and furnishings. Members should not accept rooms that have significant issues, mold, safety hazards or severe damage. Contact the Airman Dorm Leaders for any major discrepancies.

Mold

Molds 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 and mold spores indoors, as 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 will be prevented or controlled by controlling moisture levels indoors.

Preventing and remediating water damage is necessary to protect the health and well-being of AF communities and our investment in AF infrastructure. 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. By promoting timely facility moisture control, effective housekeeping, and active occupant participation, installations can successfully control mold growth and prevent potential subsequent medical concerns.

Occupants and ADLs cleaning mold **must** wear appropriate personal protective equipment (PPE) consisting of N-95 half-face respirator, nitrile gloves, and unventilated goggles. All PPE and cleaning supplies can be found in your respective Dorm Management office.

Resident Responsibilities

- Areas that are often or always damp can be hard to maintain completely free of mold. If there is mold in the shower or elsewhere in the bathroom that seems to reappear, increase the air circulation by **leaving your bathroom door open during/after** you shower to dissipate the humidity and moisture. Also, **clean the area more frequently** and this will usually prevent mold from recurring, or at least keep the mold to a minimum.
- Practice sound housekeeping: vacuum floors, remove trash frequently, prevent

Section E – Facility Maintenance & Resident Responsibilities

excessive dust accumulation, and use typical household cleaning products to control mold and mildew. These cleaning products can be found in your Dorm Management Office at no cost to you.

- 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. Report all plumbing/building leaks, moisture problems, and HVAC issues 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.
- Report to the ADLs if you believe the bathroom ventilation fan is not working. 90368 and 90369 residents, please leave the bathroom light on, the vent fan is tied to the light switch. All other buildings have centrally powered ventilation fans.
- Ultimately, it is your responsibility to report **and** clean mold and mildew that is caused by negligence (i.e. not cleaning vents, walls, and mildew when it starts in the bathroom, and moisture). Report all moisture or potential mold findings to the ADLs.

ADLs

- Inspect and report moisture problems before mold and related microbial contamination becomes problematic. Since molds depend 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 facility.
- Will conduct facility inspections on a minimum of 82 rooms per month, and will conduct weekly facility inspections every Wednesday and will look for mold problems or water damage. If the room is occupied, the resident is responsible for cleaning, if unoccupied ADLs will clean.
- If a resident has a health complaint they believe to be caused by mold, 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 moisture problems, and ensure the member has the appropriate PPE to clean the affected area.

Section E – Facility Maintenance & Resident Responsibilities

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

Section E – Facility Maintenance & Resident Responsibilities

AF 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 E – Facility Maintenance & Resident Responsibilities

Name Plates / Signs

Nametags are **MANDATORY**. Maintain up-to-date room tags by notifying your Airman Dorm Leader as changes occur. If your name tape is RED it signifies that you are under the age of 21, and alcohol must not be present in your dorm room.

Cleaning Equipment & Supplies

The dorm management office has vacuums and carpet cleaners for your use. We also keep a variety of cleaning and DIY tools in the office that you can check out. Please come to the office if you require any of these supplies.

Appliances

The installation services/replaces ranges, which are Real Property Installed Equipment (RPIE), and refrigerators and microwaves, as needed. Non-RPIE appliances are recorded on an AF Form 228 and issued/accounted for with each room assignment. Notify the Airman Dorm Leaders for needed repairs. Please do not attempt to repair or make adjustments yourself.

Kitchen

Give special attention to maintaining appliances and cabinets; regularly clean ovens, top burners, and broiler units to prevent grease buildup, which can quickly become a fire hazard. ***Do not use oven cleaner on self-cleaning ovens.*** Regularly clean refrigerator interiors frequently to remove food deposits and any items that have expired. Do not use sharp instruments to remove ice when defrosting, and do not use gritty or harsh detergents when cleaning. **DO NOT EVER PUT GREASE OR FOOD PARTICLES DOWN THE DRAIN.** Be careful to keep hot pots, pans, and utensils off countertops to avoid permanent damage. We recommend non-adhesive shelf paper for inside drawers and cupboards to prevent damaging surfaces upon removal. Clean walls periodically to prevent grease buildup.

Floors

Excessive water can damage any floor. Sweep and mop floors often, paying close attention to corners and baseboards.

Carpets

Vacuum and shampoo carpets, as needed.

Walls

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

Vents

Clean all ceiling and wall vents, ventilation fans/grates, and ceiling fan blades. This will ensure that the ventilation fans, especially in the bathroom can operate at maximum capacity.

Section E – Facility Maintenance & Resident Responsibilities

Filters

Air-conditioning and heating filters are government furnished, and the only buildings that require them are **90368/90369**. These filters need to be changed **every 45 days** and new ones can be picked up from the Dorm Management Office.

Windows

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

Lockouts

If you find yourself locked out during normal duty hours, contact the Airman Dorm Leaders. After normal duty hours, go to the Commando Inn front desk with identification and another military member. 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.

Insect Control

Do not allow food particles to accumulate on countertops, trash cans, and other surfaces of your living space. Keep closets and storage areas free of trash. Preventive maintenance is always best, but sometimes they show up anyway. If these pests should start moving into your room, we have found that a combination of spray and traps works best. For assistance, contact the Dorm Management Office.

Grounds Care

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

Maintenance and Repair

The Civil Engineer Squadron is primarily responsible for the maintenance and repair of your room and the dormitory campus. However, CE cannot fix what they do not know is broken. Residents are responsible for reporting damage or maintenance concerns to the Airman Dorm Leaders as soon as they become aware of them. **To request repairs, please come to the dorm management office or email the dorm management distro (Hurlburt Field Dorm Managers). For emergencies during non-duty hours, call 884-6683 and the Fire Department will answer.** If your concern is determined to be an emergency, they will dispatch an on-call technician. If not, they will take the information and provide it to customer service the next duty day or ask that you call back during normal duty hours. There are three categories of service: emergency, urgent, and routine. The category determines when you can expect the service to be scheduled:

Service Call	Response Time	Defined as
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Section E – Facility Maintenance & Resident Responsibilities

Emergency	24 Hours	Failure or deficiency, which constitutes an immediate danger or health hazard to residents or threatens to damage property. A structural, utility or mechanical problem that could cause loss of life or property. Serious damage affecting health, safety, security or mission. Complete utility failure (electricity, gas, heat, water, sewage or air-conditioning). For status updates on submitted work task, contact the Dorm Management Office.
Urgent		Failure or deficiency, which does not immediately endanger the residents or threaten damage to property, would soon inconvenience and affect the residents' health and well-being. For status updates on submitted work task, contact the Dorm Management Office.
Routine		Work of a routine nature that does not meet the criteria of emergency or urgent. For status updates on submitted work task, contact the Dorm Management Office.

Refuse Collection and Disposal

Place your room trash and garbage in the dumpsters provided. Government provided trash cans are used for small trash or litter in common areas, not for the disposal of personal room trash. **Do not place trash on balconies or stairwells.** Placing trash somewhere other than in a dumpster or placing trash in a dumpster without locking and securing it will bring in wildlife. In this area of Florida, that includes bears, alligators, rattle snakes, and other animals that could seriously harm you. Citations will be written by the FWC for members caught not disposing of trash in an approved manner. Contact the Civil Engineer Customer Service Desk (884-6683) for disposal of dead animals found on base.

Section F – Local Area Weather (Hurricanes)

General

Hurricanes, tornadoes and flooding are events that can impact the local area. While hurricanes are a seasonal occurrence and are active from 1 June to 30 November each year, flooding and tornadoes are 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.

Hurricanes

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

Hurricane Conditions (**HURCONS**): These are conditions of storm intensity and their estimated timelines when the local area will be impacted. Condition changes are communicated via email, however, the best way to get the most recent updates is to follow the 1 SOW Commander's Facebook page.

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)

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. This communication is made by the 1 SOW Commander and sent down to personnel through their unit leadership and supervision. There are two types of hurricane evacuations (voluntary and mandatory). There are recommended evacuation routes to help facilitate safe and quick travel, limited possibilities of people being stranded and ensure controlled movements. For maps showing the recommended travel routes, see **Attachment 4**.

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.

Mandatory Evacuation

The 1 SOW/CC directs the evacuation of all military personnel, civilians and contractors their dependents from all or parts of HFLD (i.e., flood prone areas south of Highway 98). All personnel must evacuate, with the exception of the designated Ride-Out Team. Mission critical personnel will be placed on administrative leave status and will be reimbursed for travel related expenses.

QUICK TIPS FOR HURRICANE PREPAREDNESS

- Make sure to have an activated Government Travel Card (GTC) as soon as possible to use during a mandatory evacuation. If a hurricane causes significant damage, the area could be evacuated for a long period of time.
- If you do not have vehicle transportation, make sure you have a plan to evacuate if ordered.
- Food and gas can be limited leading up to an emergency, prepare by having enough food and water to last several days.
- Electricity could be out for weeks at a time. It is good to have batteries for cooking, flashlights, cash if ATMs are inoperable and a way to be contacted if your cellphone can not be charged.
- Rain can penetrate buildings from all directions. Rooms on the third floor are as susceptible to flooding as the first and second floors. Sandbags are provided to help stop flooding by doors. Members on all floors should make sure windows are closed and secured and door seams are sealed. Report any damages or flooding immediately to the Dorm Management Office.

Tornadoes

Hurlburt Field is most susceptible to tornadoes during the late fall and early spring, but they can occur any time during the year.

Event	Description
Tornado Watch	Conditions are conducive to development of tornadoes at or near HFLD.
Tornado Warning	Tornado sighted or indicated on radar at or near HFLD.
Tornado Strike	Tornado has struck HFLD.

Floods

Hurlburt Field is susceptible to floods and flash floods any time during the year.

Event	Description
Flood Watch	Conditions are conducive to flooding at or near HFLD.
Flood Warning	Flooding is imminent or in progress at or near HFLD.
Flash Flood Watch	Conditions are conducive to flash flooding at or near HFLD.
Flash Flood Warning	Flash Flooding is imminent or in progress at or near HFLD.

Section G – Fire Protection

General

IF A FIRE OCCURS IN YOUR ROOM OR OTHER AREA OF YOUR DORMITORY, **CALL 911** IMMEDIATELY TO NOTIFY THE BASE FIRE DEPARTMENT--GIVE THE OPERATOR YOUR NAME, BUILDING NUMBER AND STREET ADDRESS. DO NOT HANG UP UNTIL YOU ARE SURE THAT THE INFORMATION HAS BEEN RECEIVED CORRECTLY. REPORT ANY FIRE, REGARDLESS OF SIZE.

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 impede entering or opening doors leading from rooms to exit doors. Do not hesitate to direct any fire prevention questions you may have to the base Fire Department at 884-6360 or 884-2910.

Smoke Detectors

Tampering with alarm call boxes or firefighting equipment is a serious offense punishable under the UCMJ. The Fire Department is responsible for inspecting smoke detectors. If you suspect a problem, notify the Dorm Management Office.

Outdoor Cooking

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

Flammable Storage

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

Barbeque Grills

Barbeque grills are provided at the dormitories. **Portable grills are prohibited for use around the dormitories.** Contact 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 a personal outing.

Space Heaters

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

Cooking

HFI 23-2001 Chapter 7 states that the only allowed cooking appliance in the dorm room is a coffee maker. Hot plates, toaster ovens, air fryers, and convection ovens are NOT permitted to

be used in resident sleeping areas because they represent a fire hazard. The sleeping areas were not built to accommodate cooking operations. Cooking is permitted in government-provided kitchens. When cooking, never leave it unattended. **If a grease fire occurs, cover the burning pan with a lid, turn off the appliance, and call the fire department.** NEVER USE WATER ON A GREASE FIRE, AND DO NOT ATTEMPT TO MOVE THE PAN!

Extension Cords

Not authorized in the dormitories. Surge protectors may be used, however, it must be of continuous length without splices (no joining two or more together). Since the cord can be a tripping hazard, position it safely and securely.

No Smoking in ALL Dormitories

This policy includes **No Vaping** (because it activates smoke detectors) and not using any tobacco products inside any part of the dormitory facility, including individually assigned rooms and common areas. Dorm residents desiring to use vaping devices or tobacco products may do so in designated smoking areas.

Section H – Dorm Council, Campus, & Dormitory of the Quarter

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 dormitory council maintains a Facebook page for communication. They can be contacted at: [Hurlburt Field Dorm Council | Facebook](#)

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 two dorm of the quarter programs (Campus & Dormitory). The Campus and Dormitory 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/CCC will judge the competition alongside the First Sergeant Dorm Reps. The Dorm Management Office will facilitate the inspection and escort the judges to each room.

Campus of the Quarter

The East side vs the West side campus. Judging criteria can be found in **Attachment 2**.

Dorm 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 Sergeants Council with the help of the Dorm Management Office and approved by the 1 SOW/CCC.

Section I – Moving out of Unaccompanied Housing

Getting on the BAH Waitlist

Living in the local economy can be expensive. To set up members up for financial success, members are required to attend a Military and Family Readiness Center (A&FRC) financial readiness brief prior to moving out. (**Attachment 1**).

Giving Notice

You are required to give 30-days' notice of termination due to Separation or PCS. Call or visit the Dorm Management Office for departure arrangements when you know you are leaving; we request that you do not wait for official orders.

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 Dorm Management Office also identifies normal maintenance requirements and damages above normal wear and tear and will inform you of what you may be liable for. The Dorm Management Office will provide a cleaning checklist and discuss cleaning requirements. Cleaning services can be used, at the residents' expense, but must be escorted at all times or have base access.

Final Inspection

This is an inspection to ensure you have met the cleaning standards and identify maintenance requirements not noted at your pre-termination inspection. If you fail your final inspection, you must correct the noted discrepancies and schedule a re-inspection as soon as possible.

BAH Process for Moving out for Marriage or due to Pregnancy

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.

PCS

When ready to PCS, contact the A&FRC for information about the community at your next assignment. Also, the Military Housing Office can assist you with housing contact information at your next duty station.

Moving Off Base

For those just moving off base, the Military Housing Office can assist with your local relocation search if you have not already found a home.

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

We welcome you to Hurlburt Field, enjoy your stay!

ERIK S. OLSON, MSgt, USAF
Superintendent, Unaccompanied Housing

Attachments

Attachment 1: Hurlburt Field Dorm App



Keep in contact with your Dorm Management Team!

Attachment 2: Financial Assessment Checklist

Dorm Exit Financial Assessment Checklist			
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 Airman and Family Readiness Center (A&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.			
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.			
Section 1 (to be completed by member) Complete Prior to Attending Budget Appointment with A&FRC Staff			
Name:		SSN (Last 4 Only):	
Squadron:		Duty Phone	
Desired Moving Date:			
Do you anticipate having a roommate: <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes, what is roommate's name (active duty only):			
If Yes, has the roommate completed an Assessment Checklist? <input type="checkbox"/> Yes <input type="checkbox"/> 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 A&FRC			
<input type="checkbox"/> Completed Assessment Checklist			
<input type="checkbox"/> Completed Budget Worksheet & Intake Form (obtain from A&FRC)			
<input type="checkbox"/> Most Recent "Full Month" LES			
<input type="checkbox"/> Memo from First Sergeant (to be signed by A&FRC)			
Supervisor Signature			Date
Section 2 (to be completed by A&FRC Staff)			
<input type="checkbox"/> Completed Checklist		<input type="checkbox"/> Completed Current & Projected Budget	
<input type="checkbox"/> Surplus	\$	<input type="checkbox"/> Deficit	\$
<input type="checkbox"/> Memo from First Sergeant (signed by A&FRC)			
A&FRC Recommendation			
<input type="checkbox"/> Recommended		<input type="checkbox"/> Recommended with financial follow-up	
<input type="checkbox"/> Delay pending additional action		<input type="checkbox"/> Not Recommended	
The A&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.			
A&FRC Staff Signature			Date

Attachment 2: Financial Assessment Checklist Continued

MEMORANDUM FOR 1 SOCES/CEIHD

Date: _____

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)	Building/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 Airman 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 Airman & 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 year's 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 Signature1st 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*

Attachment 3: Dormitory Room Inspection Checklist

DORMITORY ROOM INSPECTION CHECKLIST				
ROOM:	BLDG:	RESIDENT:		
ROOM INSPECTION GUIDELINES 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, COMMODE 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



Santa Rosa County Evacuation Routes, Zones and Shelters

Jay High School
3741 School St

Chumuckla Community Center
2355 Highway 182

Sims Middle School
5500 Education Dr

S. S. Dixon School
5540 Education Dr

Dennett C. Ruston Elementary
3740 Education Way
Special Needs Shelter

Jwalon Middle School
5445 King Arthur Way
Pet Friendly Shelter

Milton Community Center
5629 Byram St

Legend

Shelter Symbols

- Shelter-General/Pet Friendly
- Shelter-General
- Shelter-Special Need

Evacuation Roads

- Main County Roads
- 3 Mile Bridge Closure
- Streets

Evacuation Zones

- A
- B
- C
- D
- E

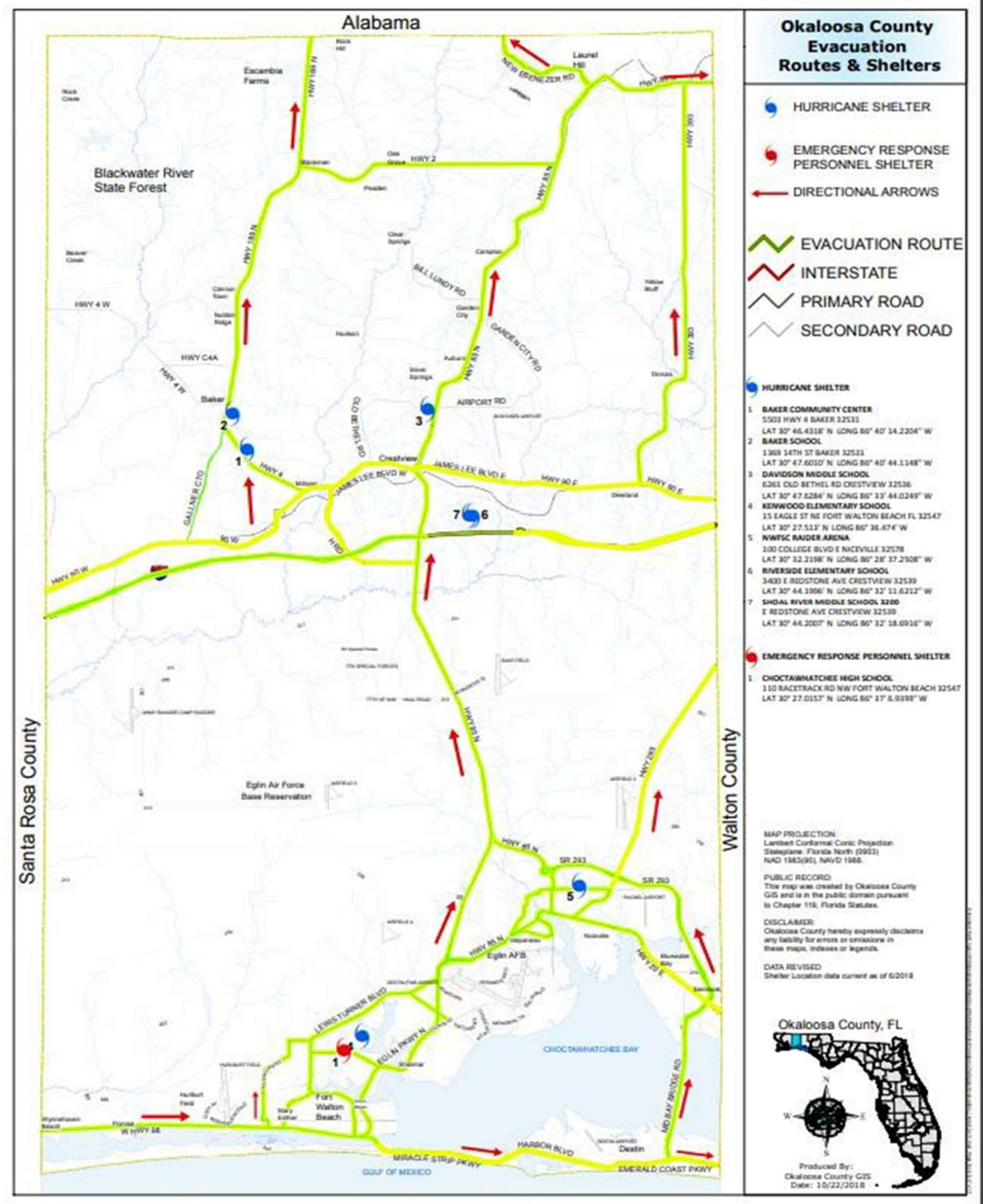
Road Symbols

- Interstate Highways
- U.S. Highways
- State & County Roads/Highways

0 1 2 3 4 Miles

2013-01-11-Evac9.25-1

Attachment 6: Okaloosa County Evacuation Map





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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Mold Basics	
Why is mold growing in my home?	2
Can mold cause health problems?	2
How do I get rid of mold?	3
Mold Cleanup	
Who should do the cleanup?	4
Mold Cleanup Guidelines	6
What to Wear When Cleaning Moldy Areas	8
How Do I Know When the Remediation or Cleanup is Finished?	9
Moisture and Mold Prevention and Control Tips	10
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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?



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

Molds are part of the natural environment. Outdoors, molds play a 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.

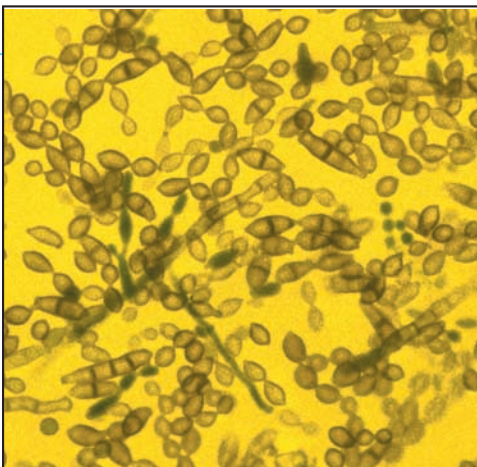
Can mold cause health problems? Molds are usually not a problem indoors, unless mold spores land on a wet or damp spot and begin growing. Molds have the potential to cause health problems. Molds produce allergens (substances that can cause allergic reactions), irritants, and in some cases, potentially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

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

